

## TLI40107 Certificate IV in Transport and Logistics (Warehousing and Storage)

### Qualification title:

Certificate IV in Transport and Logistics (Warehousing and Storage)

### Rationale:

A general qualification for the Warehousing and Storage Industry. Successful completion will require competency in units that relate to work defined as aligned at AQF Level 4.

*Performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.*

### Requirements for completion of the qualification:

A successful assessment outcome for a total **28 units**, comprising:

(a) **7 units** aligned at AQF 4 made up of:

- at least 5 units and up to 7 units from those listed below (aligned at AQF 4)
- up to 2 suitable units (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Logistics Certificate IV qualifications, or other relevant endorsed Training Packages

**and**

(b) at least **5 units** and up to **7 units** aligned at AQF 3 made up of:

- at least 3 units and up to 7 units from those listed for the Certificate III in Transport and Logistics (Warehousing and Storage) (aligned at AQF 3)
- up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Logistics Certificate III qualifications, or other relevant endorsed Training Packages

**and**

(c) at least **7 units** and up to **9 units** at AQF 2 made up of:

- at least 5 units and up to 9 units from those listed for the Certificate II in Transport and Logistics (Warehousing and Storage) (aligned at AQF 2)
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Logistics Certificate II qualifications, or other relevant endorsed Training Packages

**and**

(d) **7 units** aligned at AQF 1 made up of:

- at least 5 units and up to 7 units from those listed for the Certificate I in Transport and Logistics (Warehousing and Storage) (aligned at AQF 1)
- up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Logistics Certificate I qualifications, or other relevant endorsed Training Packages.

Units can be packaged together to meet the specific supervisory, leadership and advanced technical needs of occupations while also providing options for multi-skilling.

(Note that this may include basic units needed in an occupation which may also be packaged in a lower level occupation)

Importantly, the flexibility of packaging with the qualification framework must be considered within the responsibility of individuals, enterprises and/or registered training organizations to package units to meet the legislative requirements and/or industry codes of practice necessary at the occupational levels.

Units are discrete from each other however, units may be clustered and delivered and/or assessed concurrently and/or holistically.

**TLI40107 Certificate IV in Transport and Logistics (Warehousing and Storage)**

| <b>Field</b>                           | <b>Unit</b> |   |
|--|-------------|---|
| <b>A Handling Cargo/Stock</b>          | TLIA507C    | Check and evaluate records and documentation                            |
|  | TLIA2307C   | Coordinate stocktakes   |
|  | TLIA2507D   | Regulate temperature controlled stock                                   |
|  | TLIA2807C   | Assess and monitor optimum stock levels                                 |
|  | TLIA3107C   | Consolidate freight   |
|  | TLIA3207C   | Organise transport of freight or goods                                  |
| <b>D Load Handling</b>                 | TLID807C    | Monitor crane operations  |
|  | TLID907C    | Direct crane operations   |
|  | TLID3007C   | Supervise mobile crane operations                                       |
| <b>E Communication and Calculation</b> | TLIE607D    | Collect, analyse and present workplace data and information             |
|  | TLIE1307C   | Apply workplace statistics  |
| <b>F Safety Management</b>             | TLIF707C    | Implement and coordinate accident-emergency procedures                  |
|  | TLIF1407C   | Develop and maintain a safe workplace                                   |
| <b>G Teamwork</b>                      | TLIG507C    | Organise transport workload   |
|  | TLIG607C    | Facilitate work teams   |
| <b>I Customer Service</b>              | TLII107D    | Coordinate quality customer service                                     |
|  | TLII507C    | Market services and products to clients                                 |
| <b>L Resource Management</b>           | TLIL507D    | Apply conflict/grievance resolution strategies                          |
|  | TLIL907C    | Manage personal work priorities and professional development            |
|  | TLIL1007C   | Assess and confirm customer transport requirements                      |
|  | TLIL2107C   | Coordinate the erection and dismantling of temporary storage facilities |
|  | TLIL3007B   | Control a furniture warehouse   |
|  | TLIL3207B   | Implement equal employment equity strategies                            |
|  | TLIL3307B   | Promote effective workplace practice                                    |
|  | TLIL3607B   | Develop rosters   |
|  | TLIL3707B   | Apply and amend rosters   |
| <b>P Business Planning</b>             | TLIP107C    | Develop plans to meet customer and organisation needs                   |
|  | TLIP207C    | Facilitate and capitalise on change in the workplace                    |
|  | TLIP507C    | Manage workplace information  |
| <b>Q Financial Management</b>          | TLIQ1007B   | Maintain customer credit accounts and services                          |
| <b>R Contract Procurement</b>          | TLIR107C    | Monitor supplier performance  |
|  | TLIR207C    | Source goods/services and evaluate contractors                          |

**TLI40107 Certificate IV in Transport and Logistics (Warehousing and Storage)**  
(continued)

| <b>Field</b>  | <b>Unit</b> |  |
|---------------|-------------|--|
| U Environment | TLIU107B    | Implement and monitor environmental protection policies and procedures |

## Employability Skills Summary for

### TLI40107 Certificate IV in Transport and Logistics (Warehousing and Storage)

The following table contains a summary of the employability skills as identified by the Transport and Logistics Industry for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on packaging options.

| Employability Skill  | Industry/enterprise requirements for this qualification include:  |
|----------------------|---|
| <b>Communication</b> | <ul style="list-style-type: none"> <li>• Establish and implement communication systems and procedures required for warehousing and storage operations</li> <li>• Listen to and interpret verbal information related to warehousing and storage operations</li> <li>• Read and interpret relevant regulations, instructions, signs and labels applicable to warehousing and storage operations</li> <li>• Speak clearly and directly on diverse and complex matters related to warehousing and storage operations</li> <li>• Write documents as part of duties, including completion of relevant forms, maintenance schedules and accident and incident reports</li> <li>• Negotiate complex issues with others in the course of warehousing and storage operations</li> <li>• Recognise and interpret non-verbal signs, signals and behaviour</li> <li>• Use relevant communication equipment.</li> </ul> |
| <b>Teamwork</b>      | <ul style="list-style-type: none"> <li>• Provide leadership to warehousing and storage personnel</li> <li>• Motivate others in the workplace</li> <li>• Collaborate with others in the course of warehousing and storage operations</li> <li>• Manage the resolution of any interpersonal conflicts that may arise during warehousing and storage operations</li> <li>• Manage the avoidance and prevention of harassment of others in the workplace</li> <li>• Manage persons of different ages, gender, race, religion, political persuasion, etc.</li> </ul>   |

**TLI40107 Certificate IV in Transport and Logistics (Warehousing and Storage)**  
(continued)

| <b>Employability Skill</b>       | <b>Industry/enterprise requirements for this qualification include:</b>  |
|----------------------------------|--|
| <b>Problem solving</b>           | <ul style="list-style-type: none"><li>• Identify and solve or report complex problems arising in the course of warehousing and storage operations</li><li>• Monitor and anticipate problems that may occur in the course of warehousing and storage operations including hazards and risks and take appropriate action to report or resolve the problems within limits of responsibility</li><li>• Manage the control of hazards and risks in a range of complex and diverse situations that may arise during warehousing and storage operations</li><li>• Use mathematics to solve problems such as various calculations related to a wide range of warehousing and storage operations.</li></ul>     |
| <b>Initiative and enterprise</b> | <ul style="list-style-type: none"><li>• Modify activities dependent on differing warehousing and storage situations and contingencies</li><li>• Take appropriate initiatives in a diverse range of operational situations such as those above</li><li>• Manage the response to any changes in equipment, standard operating procedures and the working environment.</li></ul>  |
| <b>Planning and organising</b>   | <ul style="list-style-type: none"><li>• Implement and monitor operational and emergency plans, systems and procedures</li><li>• Implement and monitor systems and procedures for maintaining compliance with regulations and codes of practice</li><li>• Monitor the implementation of the workplace security and safety management systems (where applicable)</li><li>• Monitor and evaluate operational performance and compliance</li><li>• Collect and interpret information needed when supervising warehousing and storage operations</li><li>• Organise and plan own supervisory activities</li><li>• Manage time and priorities in the course of warehousing and storage operations.</li></ul> |
| <b>Self management</b>           | <ul style="list-style-type: none"><li>• Interpret and apply relevant regulations and instructions</li><li>• Establish and follow own work plans and schedules</li><li>• Evaluate and monitor own work performance.</li></ul>   |

**TLI40107 Certificate IV in Transport and Logistics (Warehousing and Storage)  
(continued)****Employability  
Skill****Industry/enterprise requirements for this qualification include:****Learning**

- Organise learning and assessment activities for others in the workplace
- Manage adaptation of others in the workplace to any changes in warehousing and storage systems, equipment and procedures and the workplace operating environment
- Instruct, coach or mentor others in the workplace as required
- Contribute to the assessment of the competence of others in the workplace
- Assist in creating a learning environment in the workplace
- Adapt own competence in response to any changes in warehousing and storage operations
- Update own knowledge and skills required for warehousing and storage supervisory activities.

**Technology**

- Use complex equipment and systems required during warehousing and storage operations
- Implement and monitor operational and maintenance procedures and systems for equipment used during warehousing and storage operations
- Implement and monitor the application of OH&S procedures when using warehousing and storage equipment and facilities.