

COURSE OVERVIEW

TLI31616 Certificate III in Warehousing Operations

The Logistics and Warehousing sector is booming! Do you want to start a new career and have the passport to success? TLI31616 Certificate III in Warehousing Operations will give you the qualification to open those doors.

To work in the Logistics and Warehousing sector you not only need the skills, you need to be knowledgeable, motivated and eager to learn. Whatever your reason for enrolling in this course, our qualified staff will ensure you are job ready to work in the Logistics and Warehousing sector.

CAREER OPTIONS

- Store person
- General Warehouse Operator
- Warehouse Clerk
- Logistics Clerk
- Pick Packer

ABOUT OUR COURSE

Our TLI31616 Certificate III in Warehousing Operations is action packed, nationally recognised, practical training that can include the training to obtain the valuable forklift license.

TLI31616 Certificate III in Warehousing Operations is a nationally accredited qualification and an industry endorsed program which has been created to provide training for people who are eager to gain employment in this exciting sector.

HOW LONG DOES THE COURSE TAKE TO COMPLETE?

We can tailor a training schedule to suit your work requirements with the minimum of one session per month

Total duration of your course is:

- This course will be approximately 24 months in duration for full-time employees depending on RPL, Credit Transfer and individual needs of the learners.
- This course will be approximately 36 months in duration for part-time employees depending on RPL, Credit Transfer and individual needs of the learners.

WE ALSO PROVIDE

- Course materials & resources
- All forklift licensing theory and practical resources
- A dedicated trainer to visit you in the workplace.

Our Course

ENTRY REQUIREMENTS

There are no prerequisites to gain entry into TLI31616 Certificate III in Warehousing Operations, however;

- Students must undertake a Language, Literacy & Numeracy (LLN) assessment so that the appropriate academic support can be sourced throughout the course.

THE COURSE

To achieve this qualification, you need to successfully complete 19 units of study. This consists of 3 core units plus 16 elective units

SESSION	UNIT CODE	UNITS OF COMPETENCY
Workplace Safety Induction	&TLIL1001	Complete workplace orientation/Induction procedures
	TLIF1001	Follow work health and safety procedures
Chain of Responsibility	TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
Communication Commando	BSBCUS301	Deliver and monitor service to customers
	BSBDIV301	Work effectively with diversity
Way to Go	BSBWOR301	Organise personal work priorities and development
	BSBFLM312	Contribute to team effectiveness
Calculations	TLIE3002	Estimate/calculate mass, area and quantify dimensions
Dangerous as you go	TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
Secure Cargo	TLIA1001	Secure cargo
	TLIA3015	Complete receipt/dispatch documentation
Stock In	TLIA3019	Organise receipt operations
	TLIA3039	Receive and store stock
Stock 'n' Roll	TLIA3016	Use inventory systems to organise stock control
	TLIA3017	Identify products and store to specifications
Stock Out	TLIA3018	Organise dispatch operations
	TLIA3038	Control and order stock
	TLIE3004	Prepare workplace documents
Forklift	TLILIC2001	License to operate a forklift truck



A DETAILED VIEW

Core Units

WORKPLACE SAFETY & INDUCTION

Complete workplace orientation/ induction procedures (TLIL1001)

This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new work role. It includes identifying major areas of the workplace in terms of functions, organisational structures and occupations; and organising and accepting responsibility for own workload. It also includes the application of ethical practices in work activities; receiving and acting constructively on personal feedback; participating in the identification and meeting of one's own learning needs; and planning and organising a personal daily routine.

Follow work health and safety procedures (TLIF1001)

This unit involves the skills and knowledge required to follow and apply work health and safety (WH&S) procedures when carrying out work activities. It includes identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of work health and safety, and completing work health and safety records.

CHAIN OF RESPONSIBILITY

Apply chain of responsibility legislation, regulations and workplace procedures. (TLIF0001)

This unit involves the skills and knowledge required to identify, apply and follow chain of responsibility legislation, regulations and workplace procedures in relation to heavy vehicles as they apply to an individual's own job role.

It includes explaining the chain of responsibility features, applying the requirements, and identifying and reporting breaches in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations.

Elective Units

COMMUNICATION COMMANDO

Deliver & monitor service to customers (BSBCUS301)

This unit describes the performance outcomes, skills and knowledge required to identify customer needs and monitor service provided to customers. Operators may exercise discretion and judgement using appropriate theoretical knowledge of customer service to provide technical advice and support to customers over either a short or long term interaction.

Work effectively with diversity (BSBDIV301)

This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work.

WAY TO GO

Organise personal work priorities & development (BSBWOR301)

This unit describes the performance outcomes, skills and knowledge required to organise own work schedules to monitor and obtain feedback on work performance, and to maintain required levels of competence.

Operators may exercise discretion and judgement using appropriate theoretical knowledge of work scheduling and performance improvement to provide technical advice and support to a team.

Contribute to team effectiveness (BSBFLM312)

This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.

STOCK IN

Organise receival operations (TLIA3019)

This unit involves the skills and knowledge required to organise receival operations in accordance with regulations, codes of practice and workplace requirements in the transport and logistics industry.

It includes planning and organising receival operations, storing received stock and completing all required documentation and records.

Receive and Store Stock (TLIA3039)

This unit involves the skills and knowledge required to receive and store stock for a workplace store in an enterprise/organisation in a transport, logistics, production, hospitality, retail or other relevant industry sector, in compliance with relevant codes of practice, regulations and workplace procedures.

Work must be carried out for receiving and storing stock in a workplace store. It specifically covers taking delivery of stock, storing, rotating and maintaining stock received, and completing documentation.

Complete Receival/Despatch Documentation (TLIA3015)

This unit involves the skills and knowledge required to complete receival/despatch documentation in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

It includes analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements. documentation and records.

STOCK OUT

Control and Order Stock (TLIA3038)

This unit involves the skills and knowledge required to control and order stock for a workplace store in an enterprise/organisation in a transport, distribution, production, hospitality, retail or other relevant industry sector. It specifically covers maintaining stock levels and records, organising and administering stock takes, identifying stock losses, processing stock orders, and following up orders.

Prepare workplace documents (TLIE3004)

This unit involves the skills and knowledge required to prepare workplace documents and forms in accordance with workplace requirements and any applicable regulations/ codes including planning and preparing a simple workplace document such as a letter or report, and gathering relevant information enabling the completion of a workplace form.

Organise Despatch operations (TLIA3018)

This unit involves the skills and knowledge required to organise dispatch operations in accordance with workplace requirements including planning and organising dispatch operations, organising the storage and dispatch of stock, and completing all required documentation and records.



STOCK 'N' ROLL

Use Inventory systems to organise stock control (TLIA3016)

This unit involves the skills and knowledge required to use inventory systems to organise stock control in accordance with workplace requirements including identifying inventory and stock control systems in use in the workplace, using re-order procedures to maintain stock levels, organising cyclical stock counts, and reporting discrepancies or variances.

Identify products and store to specifications (TLIA3017)

This unit involves the skills and knowledge required to apply product knowledge to the organisation of work operations including identifying and categorising products, matching products to locations based on specified criteria, and assisting individuals to solve stock identification and location problems.

CALCULATIONS

Estimate/Calculate mass, area and quantify dimensions (TLIE3002)

This unit involves the skills and knowledge required to estimate and calculate mass and area and quantify dimensions of loads as part of work functions in the transport, stevedoring, warehousing, and/or storage sectors.

This includes estimating loads to be transported or placed in storage, identifying mass, area and volume limitations of available transport/ storage systems and carrying out calculations required to organise load(s) to match identified transport/ storage limitations.

SECURE CARGO

Secure Cargo (TLIA1001)

This unit involves the skills and knowledge required to secure cargo in accordance with procedures and regulatory requirements as part of work activities within the transport and logistics industry.

It includes preparing to secure cargo/containers, lashing and unlash cargo, protecting cargo from weather, and packing and unpacking cargo.

Work is performed under some supervision generally within a team environment.

DANGEROUS AS YOU GO

Apply awareness of dangerous goods and hazardous materials requirements (TLIF3091)

This unit involves the skills and knowledge required to identify and apply an awareness of hazardous substances and dangerous goods requirements.

It includes identifying legislation relating to hazardous substances and dangerous goods; segregating dangerous goods and hazardous substances; and dealing with incidents involving hazardous substances and dangerous goods.

This unit is intended for people who have minimal or no contact with explosives or hazardous substances and dangerous goods as part of their job role but who require an awareness of how hazardous substances and dangerous goods are labelled and segregated when being transported

FORKLIFT

License to operate a forklift truck (TLILIC2001)

This unit involves the skills and knowledge required to operate a forklift, including checking forklift condition, driving the forklift to fulfil operational requirements, monitoring site conditions, and monitoring and maintaining forklift performance. Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of the relevant state/territory OH&S authority. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Units are subject to change at any time at Arrow Training Services discretion

OUR PROMISE

All training is delivered by us! We do not have third parties delivering on our behalf.

We will deliver training which assists you to develop the necessary skills, knowledge and attitude so you can respond confidently to many challenging and diverse warehousing environments.

Arrow Training Services is a well-known and respected registered training organisation with a reputation of producing qualified graduates who are well prepared and suited to a warehousing vocation.

