Australian Government

Department of Education, Employment and Workplace Relations

# AUR31105 Certificate III in Automotive Warehousing/Distribution Operations

**Release: 2**

ISC INDUSTRY SKILLS COUNCILS

Creating Australia's Future

## AUR31105 Certificate III in Automotive Warehousing/Distribution Operations

## Modification History

**One imported unit of competency deleted:**
TLIC107C

**Thirty eight imported units of competency updated:**
BSBFLM312C replaces BSBFLM312B
TLIA1001A replaces TLIA107C
TLIA2009A replaces TLIA907D
TLIA2011A replaces TLIA1107C
TLIA2012A replaces TLIA1207C
TLIA2013A replaces TLIA1307C
TLIA2014A replaces TLIA1407C
TLIA2020A replaces TLIA2007C
TLIA2021A replaces TLIA2107C
TLIA3015A replaces TLIA1507C
TLIA3017A replaces TLIA1707C
TLIA3018A replaces TLIA1807C
TLIA3019A replaces TLIA1907C
TLIA3039A replaces TLIA3907B
TLIA4033A replaces TLIA3307C
TLIB2004A replaces TLIB407C
TLIB2008A replaces TLIB807C
TLIB2009A replaces TLIB907C
TLIC2002A replaces TLIC207C
TLIC3003A replaces TLIC307C
TLIC3004A replaces TLIC407D
TLIC3005A replaces TLIC507D
TLID1001A replaces TLID107C
TLID2003A replaces TLID307D
TLID2004A replaces TLID407C
TLID2010A replaces TLID1007C
TLID2013A replaces TLID1307C
TLID2016A replaces TLID1607C
TLID2029A replaces TLID2907C
TLID3011A replaces TLID1107C
TLIE2007A replaces TLIE707B
TLIE3002A replaces TLIE207C
TLIE3012A replaces TLIE1207C
TLIF2010A replaces TLIF1007C
TLIF2012A replaces TLIF1207C
TLIJ3005A replaces TLIJ507C
TLIK2007A replaces TLIK707C
TLILIC2001A replaces TLILIC108A

# Description

This qualification covers the skills and knowledge required to coordinate goods for distribution to customers within the automotive industry. It is suitable for entry into the automotive retail, service and repair industry.

*Job roles/employment outcomes*
The Certificate III in Automotive Warehousing/Distribution Operations is intended to prepare new employees or recognise and develop existing workers who are performing warehousing and distribution tasks in the automotive industry.

Employment outcomes targeted by this qualification include:

- forklift driver
- despatch clerk
- warehouse or distribution centre supervisor
- purchasing and supply officer.

*Application*
This qualification is suitable for an Australian Apprenticeship pathway.

# Pathways Information

*Pathways into the qualification*
This qualification may be accessed by direct entry. Credit will be granted towards this qualification to those who have completed AUR21205 Certificate II in Automotive Warehousing/Distribution Operations or other relevant qualifications.

*Pathways from the qualification*
Further training pathways from this qualification include AUR40105 Certificate IV in Automotive Management or other relevant qualifications.

# Licensing/Regulatory Information

*Licensing considerations*
There are no specific licences that relate to this qualification. However, some units in this qualification may have licensing or regulatory requirements, depending on the work context. Local regulations should be checked for details.

# Entry Requirements

Not Applicable.

# Employability Skills Summary

| EMPLOYABILITY SKILLS QUALIFICATION SUMMARY | |
|---|---|
| The following table contains a summary of the Employability Skills for this qualification as identified by the warehousing and distribution sector of the Automotive industry. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options. | |
| **Employability Skill** | **Industry/enterprise requirements for this qualification include**: |
| Communication | • Clearly communicating workplace information to others (verbal and non-verbal), including use of automotive terms<br>• Completing workplace reports<br>• Communicating ideas and information with workplace colleagues<br>• Using and contributing to workplace procedures<br>• Maintaining workplace records<br>• Communicating with colleagues and clients to handle verbal enquiries, such as clarifying instructions and responding to requests for information<br>• Communicating with people who speak languages other than English and in a cross-cultural context<br>• Interpreting the needs of customers<br>• Reading and interpreting workplace related documentation |
| Teamwork | • Identifying and describing own role and role of others<br>• Working within a team to provide office administration services<br>• Working with diverse individuals and groups<br>• Applying knowledge of own role to complete activities efficiently to support team activities and tasks |
| Problem solving | • Recognising a workplace problem or a potential problem and taking action<br>• Determining problems needing priority action<br>• Referring problems outside area of responsibility to appropriate person and suggesting possible causes<br>• Seeking information and assistance as required to solve problems<br>• Using a range of problem-solving techniques<br>• Taking action to resolve concerns |

| EMPLOYABILITY SKILLS QUALIFICATION SUMMARY | |
| --- | --- |
| | • Developing practical responses to common breakdowns in workplace systems and procedures |
| Initiative and enterprise | • Adapting to new and emerging situations in the workplace<br>• Being proactive and creative in responding to workplace problems, changes and challenges |
| Planning and organising | • Prioritising actions to achieve required outcomes<br>• Planning own work requirements<br>• Allocating resources to workplace tasks and requirements<br>• Identifying risk factors and taking action to minimise risk |

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# Packaging Rules

**Packaging Rules**
To be awarded the Certificate III in Automotive Warehousing/Distribution Operations, competency must be achieved in **thirty** (**30**) units of competency.

- **seven** (**7**) core units of competency
- **twenty three** (**23**) elective units of competency, as specified below.

  - a minimum of **seventeen** (**17**) elective units of competency from Group A
  - a maximum of **six** (**6**) elective units of competency from Group B, drawn from any combination of:
    - units not already chosen from Group A
    - relevant units available in this Training Package, other endorsed Training Packages and accredited courses, where those units are aligned to Certificate II, III and IV qualifications
  - a maximum of **fourteen**(**14**) elective units may be selected from units aligned to Certificate II qualifications
  - a maximum of **two** (**2**) elective units may be selected from units aligned to Certificate IV qualifications.

**Core units of competency**

- Complete the following **seven** (**7**) units of competency.

| AURC251677A | Use numbers in the workplace |
| --- | --- |
| AURC270103A | Apply safe working practices |
| AURC270421A | Establish relations with customers |
| AURC270688A | Work effectively with others |
| AURC270789A | Communicate effectively in the workplace |
| AURC272003A | Apply environmental regulations and best practice in a workplace or business |
| BSBCMN311B | Maintain workplace safety |

**Elective units of competency**

**Group A** - **Elective units**

- Complete a minimum of **seventeen** (**17**) units from the following lists:

| **Sales, warehousing, purchasing and storage** | |
|---|---|
| AURC362807A | Build customer relations |
| AURS238127A | Identify and select automotive parts and products |
| AURS338103A | Apply automotive parts interpretation process |
| BSBCUS301A | Deliver and monitor a service to customers |
| SIRXINV001A | Perform stock control procedures |
| SIRXINV002A | Maintain and order stock |
| TLIA1001A | Secure cargo |
| TLIA2011A | Package goods |
| TLIA2012A | Pick and process orders |
| TLIA2013A | Receive goods |
| TLIA2014A | Use product knowledge to complete work operations |
| TLIA3015A | Complete receival/despatch documentation |
| TLIA3017A | Identify products and store to specifications |
| TLIA3018A | Organise despatch operations |
| TLIA3019A | Organise receival operations |
| TLIA2020A | Replenish stock |
| TLIA2021A | Despatch stock |
| TLIA4033A | Organise international transport of freight |
| TLIA3039A | Receive and store stock |
| TLIA2009A | Complete and check import/export documentation |
| TLIB2004A | Carry out vehicle inspections |
| TLIB2008A | Carry out inspection of trailers |
| TLIB2009A | Check conveyor operational status |
| TLIC2002A | Drive light rigid vehicle |

| Sales, warehousing, purchasing and storage | |
|---|---|
| TLIC3003A | Drive medium rigid vehicle |
| TLIC3004A | Drive heavy rigid vehicles |
| TLIC3005A | Drive heavy combination vehicle |
| TLID2010A | Operate a forklift |
| TLID1001A | Shift materials safely using manual handling methods |
| TLID3011A | Conduct specialised forklift operations |
| TLID2013A | Move materials mechanically using automated equipment |
| TLID2016A | Load and unload explosives and dangerous goods |
| TLID2029A | Prepare articles for delivery |
| TLID2003A | Handle dangerous goods/hazardous substances |
| TLID2004A | Load and unload goods/cargo |
| TLIE3012A | Consolidate manifest documentation |
| TLIE3002A | Estimate/calculate mass, area and quantify dimensions |
| TLIE2007A | Use communication systems |
| TLIF2010A | Apply fatigue management strategies |
| TLIF2012A | Apply safe procedures when handling/transporting dangerous goods or explosives |
| TLIJ3005A | Sample, inspect and test products to specifications |
| TLIK2007A | Perform electronic data interchange (EDI) to transmit shipping documentation |
| TLILIC2001A | Licence to operate a forklift truck |

| Environmental group | |
|---|---|
| AURC472082A | Plan and manage compliance with environmental regulations in a workplace or business |

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| **Environmental group** | |
|---|---|
| MSAENV272B | Participate in environmentally sustainable work practices |
| MSAENV472B | Implement and monitor environmentally sustainable work practices |

| **General mechanical** | |
|---|---|
| AURC252103A | Apply basic automotive troubleshooting processes |
| AURT200108A | Carry out servicing operations |
| AURT225156A | Read and interpret engineering drawings |
| AURT225191A | Produce drawings from design concepts |
| AURT225667A | Use and maintain measuring equipment |
| AURT366108A | Carry out diagnostic procedures |
| AURT466208A | Carry out diagnosis of complex system faults |
| MEM30012A | Apply mathematical techniques in a manufacturing, engineering or related environment |

| **Common** | |
|---|---|
| AURA254180A | Operate information technology systems |
| AURC359350A | Conduct information sessions |
| AURC361230A | Inspect technical quality of work |
| BSBADM311A | Maintain business resources |
| BSBFLM312C | Contribute to team effectiveness |
| BSBWOR204A | Use business technology |
| BSBWOR301A | Organise personal work priorities and development |
| HLTFA301B | Apply first aid |
| SIRXRSK002A | Maintain store security |

| Common | |
|---|---|
| SIRXRSK003A | Apply store security systems and procedures |

## Group B - Other elective units

- The balance of units, to a maximum of **six** (**6**), may be drawn from any combination of:
    - Group B units below
    - units not already chosen from Group A
    - relevant units available in this Training Package, other endorsed Training Packages and accredited courses, where those units are aligned to Certificate II, III and IV qualifications.