



Australian Government

Department of Education, Employment and Workplace Relations

TLIA3107C Consolidate freight

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to consolidate freight including assessing the scope to consolidate freight, combining or consolidating multiple shipments of products into higher volume shipments, and the related preparation of consignment documentation.

Application of the Unit

Work must be carried out in compliance with the relevant codes of practice and regulations for the carriage of freight.

It is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

Work involves the application of routine principles and procedures to efficiently and effectively combine and consolidate freight prior to shipment.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Assess scope to consolidate freight	<ul style="list-style-type: none">1.1 Capacity and capability of different transport modes available to the organisation are assessed against proposed task1.2 Individual consignment loads are evaluated to identify relevant information needed to combine or consolidate freight1.3 Information is analysed to determine where opportunities for freight consolidation exist1.4 Packaging requirements for consolidated cargo conform to regulatory requirements1.5 Procedures for the loading of cargo are planned in accordance with established industry practice and Australian Dangerous Goods (ADG) Code1.6 Volumes and dimensions of proposed consolidation are calculated1.7 Proposed consolidation is matched against operational capacity and capability of carrier
2 Prepare consignment documentation	<ul style="list-style-type: none">2.1 Consignment documentation is prepared for consolidated cargo2.2 Labelling and marking requirements of cargo are documented in accordance with domestic and international regulations, ADG Code and workplace requirements2.3 Consignment documentation is completed and filed/stored in accordance with workplace procedures including dangerous goods declaration, where applicable2.4 Freight is consolidated taking into account segregation requirements for dangerous goods, if applicable

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Relevant codes of practice and legislative requirements including local and international freight regulations

Relevant OH&S and environmental procedures and regulations

Procedures for the calculation of volumes and dimensions

Procedures for the identification and evaluation of information needed to facilitate the consolidation of freight

Procedures for planning the loading of freight

Procedures for the completion of consignment documentation

Problems that may occur when consolidating freight and appropriate action that can be taken

Sources of information and documentation needed when consolidating freight

Customer service policies and procedures

Required skills:

Communicate effectively with others when consolidating freight

Read and interpret instructions, procedures, information and labels relevant to the consolidation of freight

Complete documentation related to the consolidation of freight

Operate electronic communication equipment to required protocol

Work collaboratively with others when consolidating freight

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may occur during the consolidation of freight in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events that may occur during the consolidation of freight

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Operate and adapt to differences in freight and equipment in accordance with standard operating procedures

Select and use required computer and communication equipment when consolidating freight

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Consolidation of freight may include:	<ul style="list-style-type: none"> mixed products from multiple areas for shipment to a single customer the consolidation of smaller shipments
Requirements for work may include:	<ul style="list-style-type: none"> freight forwarding protocols and procedures communications equipment workplace operations authorities and permits hours of operation relevant regulations
Information needed to facilitate the consolidation of freight may include:	<ul style="list-style-type: none"> type, capacity and compatibility of cargo agreed delivery times and routing schedules pick-up and drop-off points specified carrier/mode of transport agreed cost structure
Established industry practice when planning procedures for the loading of cargo includes:	<ul style="list-style-type: none"> available space is used efficiently goods are packed for ease of inspection and to meet delivery and customer requirements goods are secured ensuring no damage to contents weight and volume of consolidated cargo conforms to specifications
Consultative processes may involve:	<ul style="list-style-type: none"> other employees and supervisors international and domestic agents, suppliers, clients relevant authorities and institutions management OH&S specialists other professional or technical staff
Depending on the type of organisation	<ul style="list-style-type: none"> company procedures

concerned and the local terminology used, workplace procedures may include:

enterprise procedures
organisational procedures
established procedures

Information/documentation may include:

Australian and international codes of practice and regulations relevant to consolidation of freight
operations manuals, job specifications and procedures and induction documentation
Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
competency standards and training materials
manufacturers/client specifications, instructions
workplace operating procedures and policies
supplier and/or client instructions
Australian and international standards, criteria and certification requirements
communications technology equipment, oral, aural or signed communications
emergency procedures
quality assurance procedures

Applicable procedures and codes may include:

relevant regulations for the import and export of cargo
Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
Australian and International Dangerous Goods Codes
Australian Marine Orders and the International Maritime Dangerous Goods Code
IATA Dangerous Goods by Air regulations
Australian and International Explosives Codes

Australian and international standards and certification requirements

international transport regulations, codes and procedures

relevant state/territory OH&S legislation

relevant state/territory environmental protection legislation

Unit Sector(s)

Not applicable.

Competency Field

A - Handling Cargo/Stock