



**Australian Government**

# **TLIA0004 Complete receival and despatch documentation**

**Release: 1**

# TLIA0004 Complete receipt and despatch documentation

## Modification History

**Release 1.** This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## Application

This unit involves the skills and knowledge required to complete receipt and 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.

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

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Not applicable.

## Competency Field

A – Handling Cargo/Stock

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

**1 Analyse order to identify work requirements to fill order**

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

**1.1** Order request documentation is interpreted

- |          |   |  |
|----------|---|--|
|          | <b>1.2</b>  | Ordered goods are noted and workplace locations identified   |
|          | <b>1.3</b>  | Workplace and goods information is used to organise documentation  |
|          | <b>1.4</b>  | Required schedules for order movement are identified and communicated with relevant personnel  |
|          | <b>1.5</b>  | Special aspects of order are identified and information on required documentation procedures and relevant regulatory requirements are identified, accessed and interpreted |
| <b>2</b> | <b>Follow workplace order documentation processes</b> |  |
|          | <b>2.1</b>  | Workplace procedures for order receipt and despatch documentation are identified   |
|          | <b>2.2</b>  | Complete receipt and despatch documentation in accordance with workplace procedures and regulatory requirements  |
| <b>3</b> | <b>Finalise documentation</b>                         |  |
|          | <b>3.1</b>  | Order is checked against schedule and order form   |
|          | <b>3.2</b>  | Workplace records are completed and labels and appropriate documentation are attached in accordance with workplace procedures and regulatory requirements                  |
|          | <b>3.3</b>  | Special transportation requirements are identified and conveyed to appropriate personnel   |
|          | <b>3.4</b>  | Required documentation for dangerous goods and hazardous materials is completed in accordance with regulatory requirements   |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

## Unit Mapping Information

This unit replaces and is equivalent to TLIA3015 Complete receipt/despatch documentation.

## Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>