



**Australian Government**

# **TLIA0015 Organise receipt and despatch operations**

**Release: 1**

# TLIA0015 Organise receipt and despatch operations

## 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 organise receipt and despatch operations in accordance with regulations, codes of practice and workplace requirements in the transport and logistics industry.

It includes planning and organising receipt operations, storing received stock, despatching ordered stock and completing documentation and records.

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 Plan and organise receipt and despatch operations**

### PERFORMANCE CRITERIA

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

**1.1** Product characteristics and workplace procedures are applied to stock analysis

**1.2** Resources are identified to match product characteristics

- 1.3** Timeframes are scheduled to enable receipt or despatch of stock according to workplace procedures
    - 1.4** Work processes are planned to meet specified timeframes
- 2 Organise the storage and despatch of stock**
  - 2.1** Employees, equipment and storage areas are allocated and supervised
  - 2.2** Individuals are informed of work requirements and deadlines
  - 2.3** Work processes are monitored to ensure human resources and equipment are maintained at productive levels in accordance with workplace procedures and work health and safety (WHS)/occupational health and safety (OHS) requirements
  - 2.4** Discrepancies in stocks are noted and reported in accordance with workplace procedures
- 3 Complete documentation**
  - 3.1** Documentation and records regarding receipt and despatch operations are confirmed
  - 3.2** Documentation and records are completed and proofread
  - 3.3** Documentation and records are processed in accordance with workplace procedures and relevant 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 but is not equivalent to TLIA3018 Organise despatch operations and TLIA3019 Organise receipt operations.

## Links

Companion Volume Implementation Guides are found in VETNet -

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