



Australian Government

TLIA2012 Pick and process orders

Release: 1

TLIA2012 Pick and process orders

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 pick and process orders in accordance with relevant codes, regulations and workplace requirements within the transport and logistics industry.

It includes identifying workplace order picking processes, policies and procedures; picking and despatching orders; and recording stock levels.

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 Identify workplace order picking processes, policies and procedures

PERFORMANCE CRITERIA

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

- 1.1 Workplace procedures for order picking and related workplace documentation are interpreted
- 1.2 Stock allocation and location systems are identified and located
- 1.3 Appropriate manual handling equipment is selected in accordance with work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace

- procedures
- 2 Pick and despatch an order**
- 2.1 Work requirements are planned and appropriate equipment and documentation is assembled
 - 2.2 Warehouse zones where required products are stored, are identified and located
 - 2.3 Pick path is established
 - 2.4 Appropriate pallet/s for orders are selected and stacked to minimise stock damage and to maximise stability, as required
 - 2.5 Products are selected and consolidated
 - 2.6 Products/pallets are located in despatch areas
 - 2.7 Products are assembled to meet workplace schedules
 - 2.8 Orders are consolidated, secured, arranged and placed in storage zones in accordance with schedules
- 3 Record stock levels**
- 3.1 Storage areas are checked and stocks are noted for replenishment in accordance with workplace procedures
 - 3.2 Workplace records are completed in accordance with workplace 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.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2012A Pick and process orders.

Links

Companion Volume implementation guides are found in VETNet -

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