



Australian Government

TLIA2021 Despatch stock

Release: 1

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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 despatch stock in accordance with codes/regulations and workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

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

PERFORMANCE CRITERIA

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

1.1 Order request and consignment note documentation is interpreted

1.2 Required schedules for despatch are identified

1.3 Product(s) in order are identified

- 1.4 Workplace and product knowledge is used to plan sequence of work
- 1.5 Appropriate materials handling equipment is selected within required work health and safety (WHS)/occupational health and safety (OHS) regulations and timeframe for the despatch
- 2 Follow workplace order picking processes to prepare goods for despatch**
 - 2.1 Goods for despatch are selected and checked against product knowledge, labels and other identification systems
 - 2.2 Products are sorted, assembled and consolidated
 - 2.3 Orders are secured and placed in storage/despatch zones, in accordance with schedule
 - 2.4 Order is checked against despatch schedule and order form
- 3 Complete despatch following workplace procedures and schedules**
 - 3.1 Workplace records are completed, and labels and appropriate documentation are attached
 - 3.2 Load labels and documentation are checked and loading is organised in accordance with workplace procedures and Australian Dangerous Goods (ADG) Code as required
 - 3.3 Final check of load labels and documentation is completed in accordance with requirements
 - 3.4 Transportation requirements are communicated to driver as required

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 TLIA2021A Despatch stock.

Links

Companion Volume implementation guides are found in VETNet -

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