



Australian Government

TLIA3019 Organise receival operations

Release: 1

TLIA3019 Organise receival 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 receival operations in accordance with regulations, codes of practice and workplace requirements in the transport and logistics industry.

It includes planning and organising receival operations, storing received stock and completing all required 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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and organise receival operations	<p>1.1 Knowledge of product characteristics and workplace procedures are applied to stock analysis</p> <p>1.2 Resources including manual handling equipment, employee competencies, storage areas and goods management equipment are identified to match product characteristics</p> <p>1.3 Deadlines are scheduled to enable receival of stock in storage</p>

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- 1.4 Work processes are planned to meet specified deadlines
- 2 Organise the storage 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 operations are confirmed
 - 3.2 Documentation and records are completed clearly and proofread
 - 3.3 Documentation and records are filed/despached 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.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3019A 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>