



**Australian Government**

# **TLI11310 Certificate I in Logistics**

**Release 3**

## **TLI11310 Certificate I in Logistics**

### **Modification History**

Not Applicable

### **Description**

#### **Rationale:**

An entry level qualification for the Transport and Logistics Industry. It involves the breadth, depth and complexity of knowledge and skills required to prepare a person to perform a defined range of activities, most of which may be routine and predictable.

#### **Job roles:**

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Logistics Assistant
- Logistics General Hand
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### **Pathways Information**

Not Applicable

### **Licensing/Regulatory Information**

Not Applicable

## Entry Requirements

### Entry requirements:

There are no entry requirements for this qualification.

## Employability Skills Summary

### Employability Skills Summary for:

#### TLI11310 Certificate I in Logistics

The following table contains a summary of the employability skills as identified by the Transport and Logistics Industry for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"><li>• Use communication systems and procedures required in basic activities involved in the transport and logistics industry</li><li>• Read and follow relevant regulations and instructions applicable to basic activities involved in the transport and logistics industry</li><li>• Speak clearly and directly on matters related to basic activities involved in the transport and logistics industry</li><li>• Write basic documents as part of duties, including completion of relevant forms and incident and accident reports</li><li>• Recognise and interpret non-verbal signs, signals and behaviour</li><li>• Use relevant communication equipment.</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• Participate in the resolution of any interpersonal conflicts that may arise during basic activities involved in the transport and logistics industry</li><li>• Avoid and prevent the harassment of others in the workplace</li><li>• Collaborate with others in the course of basic activities involved in the transport and logistics industry</li><li>• Work with persons of different ages, gender, race, religion, political persuasion, etc.</li></ul>
Problem solving	<ul style="list-style-type: none"><li>• Identify and solve or report problems arising in the course of basic activities involved in the</li></ul>

**Employability Skill****Industry/enterprise requirements for this qualification include:**

transport and logistics industry

- Recognise problems that may occur in the course of basic activities involved in the transport and logistics industry including hazards and risks and take appropriate action to report or resolve the problems within limits of responsibility
- Recognise hazards and risks in a range of situations and take appropriate action
- Use mathematics to carry out basic calculations related to basic activities involved in the transport and logistics industry.

**TLI11310 Certificate I in Logistics (continued)****Employability Skill****Industry/enterprise requirements for this qualification include:****Initiative and enterprise**

- Modify activities dependent on differing situations and contingencies that may arise during logistics operations
- Take appropriate initiatives in a range of logistics situations such as those above
- Respond appropriately to any changes in equipment, standard operating procedures and the working environment.

**Planning and organising**

- Follow and apply operational and emergency plans, systems and procedures
- Comply with applicable regulations and codes of practice
- Follow and apply the workplace security and safety management systems
- Collect and interpret basic information needed in the course of the basic activities involved in the transport and logistics industry
- Manage time and priorities in the course of basic activities involved in the transport and logistics industry.

**Self management**

- Interpret and apply applicable regulations and instructions
- Follow work plans and schedules
- Check own work performance.

**Employability Skill****Industry/enterprise requirements for this qualification include:****Learning**

- Adapt own competence in response to any changes in the basic activities involved in the transport and logistics industry
- Participate in updating own knowledge and skills required for activities involved in the transport and logistics industry.

**Technology**

- Operate office equipment required for the basic activities involved in the transport and logistics industry
- Follow and apply operational and servicing instructions for equipment used during the basic activities involved in the transport and logistics industry
- Follow and apply the applicable OH&S procedures for the use of equipment and facilities during the basic activities involved in the transport and logistics industry.

**Packaging Rules****Requirements for completion of the qualification:**

A successful assessment outcome for a total of **7 units** of competency comprising:

- **3 core units** listed below

plus

- **4 elective units** which may be taken from the elective units listed below, or may include up to 2 units which may be drawn with appropriate contextualisation from this Training Package and/or other relevant nationally endorsed Training Package or accredited course.

Where imported units are selected, care must be taken to ensure that all pre-requisites specified are complied with.

**Core units:**

<b>Field</b>	<b>Unit</b>
<b>G Teamwork</b>	TLIG1001A Work effectively with others
<b>PC Pathways Certificate</b>	TLIPC1001A Demonstrate care and apply safe practices at work TLIPC1002A Adapt to work requirements in the

<b>Field</b>	<b>Unit</b>
	transport and logistics industry
<b>Elective units:</b>	
<b>Field</b>	<b>Unit</b>
<b>A Handling Cargo/Stock</b>	TLIA1001A Secure cargo TLIA2013A Receive goods TLIA2020A Replenish stock TLIA2021A Despatch stock TLIA2022A Participate in stocktakes
<b>B Equipment Checking and Maintenance</b>	TLIB1024A Clean transportation units and facilities for passenger use TLIB1028A Maintain and use hand tools TLIB1030A Undertake general site maintenance TLIB1031A Clean up plant, equipment and worksite
<b>D Load Handling</b>	TLID1001A Shift materials safely using manual handling methods TLID1002A Shift a load using manually-operated equipment
<b>E Communication and Calculation</b>	TLIE1003A Participate in basic workplace communication TLIE1005A Carry out basic workplace calculations
<b>F Safety Management</b>	TLIF1002B Conduct housekeeping activities TLIF1009A Conduct cleaning operations in enclosed spaces
<b>G Teamwork</b>	TLIG2007A Work in a socially diverse environment
<b>I Customer Service</b>	TLII1002A Apply customer service skills
<b>K Technology</b>	BSBITU101A Operate a personal computer BSBITU102A Develop keyboard skills
<b>L Resource Management</b>	TLIL1001A Complete workplace orientation/induction procedures

Field	Unit
<b>O Security</b>	TLIO1002A Follow security procedures when working with passengers and personnel
<b>PC Pathways Certificate</b>	TLIPC1003A Apply effective work practices
<b>U Environment</b>	TLIU1013A Prepare for environmentally sustainable work practices