



**Australian Government**

# **TLL21710 Certificate II in Road Transport Yard Operations (Freight Handler)**

**Release 4**

## **TLI21710 Certificate II in Road Transport Yard Operations (Freight Handler)**

### **Modification History**

Not Applicable

### **Description**

#### **Rationale:**

A general qualification for the Transport and Logistics Industry. Successful completion will require competency in units that relate to work defined as aligned at AQF Level 2.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

#### **Job roles:**

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

- Freight Handler
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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

#### TLI21710 Certificate II in Road Transport Yard Operations (Freight Handler)

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:
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Use communication systems and procedures required for yard operations</li> <li>• Read and interpret relevant regulations, instructions, signs and labels applicable to yard operations</li> <li>• Speak clearly and directly on matters related to yard operations</li> <li>• Write documents as part of duties, including completion of relevant forms and incident reports</li> <li>• Negotiate complex issues with others in the course of yard operations</li> <li>• Recognise and interpret non-verbal signs, signals and behaviour</li> <li>• Use relevant communication equipment.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Collaborate with others in the course of yard operations</li> <li>• Contribute to the resolution of any interpersonal conflicts that may arise during yard operations</li> <li>• Assist other team members to achieve and maintain competence where applicable</li> <li>• Avoid and prevent the harassment of others in the workplace</li> <li>• Work with persons of different ages, gender, race, religion, political persuasion, etc.</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• Identify and solve or report problems arising in the course of yard operations</li> <li>• Monitor and anticipate problems that may occur in</li> </ul>

- the course of yard operations including hazards and risks and take appropriate action to report or resolve the problems within limits of responsibility
- Manage hazards and risks in a range of yard situations and take appropriate precautions
  - Use mathematics to solve problems such as various calculations involved in yard operations.
- Initiative and enterprise**
- Modify activities dependent on differing situations and contingencies that may arise during yard operations
  - Take appropriate initiatives in a range of diverse operational 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
  - Check own compliance with regulations and codes of practice
  - Implement the workplace security and safety management systems
  - Check own operational performance
  - Collect and interpret information needed in the course of yard operations
  - Organise and plan own work activities
  - Manage time and priorities in the course of yard operations.
- Self management**
- Interpret and apply regulations, standard operating procedures and instructions
  - Establish and follow own work plans and schedules
  - Monitor and evaluate own work performance.
- Learning**
- Adapt own competence in response to any changes in yard operations
  - Assist others in the workplace to develop their competence
  - Update own knowledge and skills required for yard activities.
- Technology**
- Use the equipment and materials required during yard operations
  - Follow and apply operational and servicing instructions for equipment used during yard operations
  - Follow and apply OH&S procedures when using yard equipment and facilities.

- Operate equipment and tools required as part of the job role of yard operations

## Packaging Rules

### Requirements for completion of the qualification:

A successful assessment outcome for a total **17 units of competency**, comprising:

- **6 core units** listed below

plus

- **11 elective units** which may be taken from the elective units listed below, or may include up to **3 units** selected from qualifications at the same level or one higher in this Training Package or any other 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:

Field	Unit
<b>D Load Handling</b>	TLID1001A Shift materials safely using manual handling methods
	TLID2004A Load and unload goods/cargo
<b>E Communication and Calculation</b>	TLIE1003A Participate in basic workplace communication
	TLIE2008A Process workplace documentation
	TLIE1005A Carry out basic workplace calculations
<b>F Safety Management</b>	TLIF1001A Follow occupational health and safety procedures

### Elective units:

Field	Unit
<b>A Handling Cargo/Stock</b>	TLIA2011A Package goods
	TLIA2012A Pick and process orders
	TLIA2013A Receive goods
	TLIA2041A Manually sort mail and parcels
	TLIA2042A Despatch mail
	TLIA2043A Consolidate mail
	TLIA2045A Process international parcels and letters
	TLIA2046A Process parcels and letters
TLIA2047A Stream mail	
<b>B Equipment Checking and Maintenance</b>	TLIB2001A Check and assess operational capabilities of equipment

<b>Field</b>	<b>Unit</b>
<b>C Vehicle Operation</b>	TLIC2050A Operate a terminal tractor
<b>D Load Handling</b>	TLID2010A Operate a forklift TLID2012A Operate specialised load shifting equipment TLID2013A Move materials mechanically using automated equipment TLID2016A Load and unload explosives and dangerous goods TLID2018A Handle furniture and effects TLID2022A Conduct weighbridge operations TLID2029A Prepare articles for delivery TLID2045A Operate specialised light load shifting equipment TLID2047A Prepare cargo for transfer with slings
<b>E Communication and Calculation</b>	TLIE2001A Present routine workplace information TLIE2007A Use communication systems
<b>F Safety Management</b>	TLIF1002B Conduct housekeeping activities TLIF2006A Apply accident-emergency procedures TLIF2010A Apply fatigue management strategies TLIF2012A Apply safe procedures when handling/transporting dangerous goods or explosives TLIF2092A Demonstrate awareness of chain of responsibility regulations
<b>G Teamwork</b>	TLIG2007A Work in a socially diverse environment
<b>H Route Planning and Navigation</b>	TLIH2001A Interpret road maps and navigate pre-determined routes
<b>I Customer Service</b>	TLII1002A Apply customer service skills
<b>J Quality</b>	TLIJ2001A Apply quality procedures
<b>K Technology</b>	TLIK2010A Use infotechnology devices in the workplace TLIK2007A Perform electronic data interchange (EDI) to transmit shipping documentation
<b>L Resource Management</b>	TLIL1001A Complete workplace orientation/induction procedures TLIL2008A Complete routine administrative tasks

<b>Field</b>	<b>Unit</b>
	TLIL2031A Monitor and process attendance records
<b>LIC Licensing Unit</b>	TLILIC2001A Licence to operate a forklift truck TLILIC2002A Licence to operate an order picking forklift truck
<b>O Security</b>	TLIO2011A Provide revenue protection measures TLIO2013A Administer the security of assets and facilities
<b>P Administration and Finance</b>	TLIP2014A Capture records into a records keeping system TLIP2017A Maintain control of records TLIP2018A Provide information from and about records TLIP2024A Conduct financial transactions TLIP2029A Prepare and process financial documents TLIP2032A Maintain petty cash account TLIP2033A Sell products and services
<b>U Environment</b>	TLIU1009A Monitor plant and equipment in an environmentally sustainable manner