



Australian Government

Department of Education, Employment and Workplace Relations

TLI31210 Certificate III in Driving Operations

Release: 2

TLI31210 Certificate III in Driving Operations

Modification History

Not Applicable

Description

Rationale:

This qualification is designed for driving operation job roles within the Transport and Logistics Industry. Successful completion of the qualification will require competence in units of competency that relate to the job role requirements defined as aligned at AQF Level III. Successful completion of the licensing units within the qualification must align with licensing and regulatory requirements applicable to driving and state/territory regulatory requirements.

Job roles:

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

- Line Haul Driver
- Local Heavy General Freight Driver
- Interstate Driver
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Pathways Information

Not Applicable

Licensing/Regulatory Information

Refer to Description

Entry Requirements

Entry requirements:

There are no entry requirements for this qualification.

Employability Skills Summary

Employability Skills Summary for TLI31210 Certificate III in Driving Operations

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">• Use communication systems and procedures used in driving within the road transport industry• Read and interpret relevant regulations, instructions, manuals, notices and signs applicable to their role of driving operations within the road transport industry• Speak clearly and directly on matters related to driving operations within the road transport industry• Complete documents as part of duties, including completion of relevant forms• Recognise and interpret non-verbal signs, signals and behaviour• Use relevant communication equipment.
Teamwork	<ul style="list-style-type: none">• Assist in the resolution of any interpersonal conflicts that may arise during driving operations within the road transport industry• Avoid and prevent the harassment of others in the workplace• Collaborate with others within the job role of driving operations within the road transport industry• Work with persons of different ages, gender, race, religion, political persuasion, etc.
Problem solving	<ul style="list-style-type: none">• Identify and solve or report problems arising during the job role of driving operations within the road transport industry• Recognise problems that may occur in the within the job role of driving operations within the road transport industry and take appropriate action to report or resolve the problems within limits of responsibility• Recognise hazards and risks in a range of driving operation situations within the road transport industry.
Initiative and enterprise	<ul style="list-style-type: none">• 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 road safety regulations and codes of practice
 - Follow and apply workplace security and safety management systems and safeworking requirements
 - Collect and interpret information needed during driving operations within the road transport industry within limits of responsibility
 - Manage time in the job role of driving operations within the road transport industry.
- Self management**
- Interpret and apply applicable regulations and instructions
 - Follow work plans and schedules
 - Check own work performance.
- Learning**
- Participate in updating of own knowledge and skills required for driving operations and working within the road transport industry, in response to any changes in the processes and equipment used road transport industry.
- Technology**
- Operate equipment and tools required during driving operations within the road transport industry
 - Follow and apply operational and servicing instructions for equipment used during driving operations within the road transport industry
 - Follow and apply the applicable safeworking requirements and OH&S procedures during driving operations within the road transport industry.

Packaging Rules

Requirements for completion of the qualification:

A successful assessment outcome for a total of **18 to 20 units** of competency (depending on the group) comprising:

- **6 core units** listed below

plus

- at least **one licensing or industry unit** relevant to the vehicle type applicable to the job role, listed below

plus

- **all units** within **one** of the selected **group (job roles)**, as listed below

plus

- **6 elective units** which may be taken from the elective units listed below, or may include up to **3 units** drawn with appropriate contextualisation from this Training Package, and/or from Certificate III qualifications in 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:

Field	Unit
D Load Handling	TLID1001A Shift materials safely using manual handling methods
E Communication and Calculation	TLIE1005A Carry out basic workplace calculations
F Safety Management	TLIF1001A Follow occupational health and safety procedures TLIF2010A Apply fatigue management strategies
H Route Planning and Navigation	TLIH2001A Interpret road maps and navigate pre-determined routes
L Resource Management	TLIL1001A Complete workplace orientation/induction procedures

Select one unit from the following units applicable to job role and relevant vehicle type:

Field	Unit
C Vehicle Operation	TLIC1051A Operate commercial vehicle

Field	Unit
LIC Licensing Units	TLILIC2014A Licence to drive light rigid vehicle
	TLILIC2015A Licence to drive medium rigid vehicle
	TLILIC2016A Licence to drive heavy rigid vehicle
	TLILIC3017A Licence to drive heavy combination vehicle
	TLILIC3018A Licence to drive multi-combination vehicle

Select one group (job role) from the following options:

Group A: Heavy General Freight

Group B: Agitator

Group C: Bus

Group D: Refrigerated

Group E: Pilot Vehicle

Group F: Dry/Liquid

Group G: Car Carrier

Group H: Livestock

Group I: Wood Products

Group J: Cash in Transit

Group K: Dangerous Goods

Group L: Over Dimensional

Group A

**TLI31210 Certificate III in Driving Operations
(Heavy General Freight)**

Field	Unit
A Handling Cargo/Stock	TLIA1001A Secure cargo
B Equipment Checking and Maintenance	TLIB2004A Carry out vehicle inspection
	TLIB2008A Carry out inspection of trailers
D Load Handling	TLID2004A Load and unload goods/cargo
E Communication and Calculation	TLIE3004A Prepare workplace documents
	TLIE2008A Process workplace documentation
	TLIE3012A Consolidate manifest documentation

Group B

**TLI31210 Certificate III in Driving Operations
(Agitator)**

Field	Unit
B Equipment Checking and Maintenance	TLIB2004A Carry out vehicle inspection
D Load Handling	TLID2004A Load and unload goods/cargo PMCOPS261B Deliver concrete to site
E Communication and Calculation	TLIE2007A Use communication systems TLIE2008A Process workplace documentation
J Quality	TLIJ2001A Apply quality procedures

Group C
TLI31210 Certificate III in Driving Operations
(Bus)

Field	Unit
B Equipment Checking and Maintenance	TLIB2004A Carry out vehicle inspection
C Vehicle Operation	TLIC3011A Transport passengers with disabilities TLIC3042A Operate coach/bus
E Communication and Calculation	TLIE3004A Prepare workplace documents
G Teamwork	TLIG2007A Work in a socially diverse environment
I Customer Service	TLII3009A Provide on-board services to customers

Group D
TLI31210 Certificate III in Driving Operations
(Refrigerated)

Field	Unit
A Handling Cargo/Stock	TLIA4025A Regulate temperature controlled stock
B Equipment Checking and Maintenance	TLIB2004A Carry out vehicle inspection TLIB3006A Carry out inspection of vehicles designed to carry special loads
D Load Handling	TLID2004A Load and unload goods/cargo

Field	Unit
E Communication and Calculation	TLIE3004A Prepare workplace documents

Group E
TLI31210 Certificate III in Driving Operations
(Pilot Vehicle)

Field	Unit
C Vehicle Operation	TLIC3010A Pilot or escort oversized and/or overmassed loads
E Communication and Calculation	TLIE3004A Prepare workplace documents TLIE2008A Process workplace documentation TLIE3009A Use pilot and escort communication
F Safety Management	TLIF3060A Control traffic as a pilot vehicle operator

Group F
TLI31210 Certificate III in Driving Operations
(Dry/Liquid)

Field	Unit
B Equipment Checking and Maintenance	TLIB2004A Carry out vehicle inspection TLIB2073A Clean road tankers
E Communication and Calculation	TLIE3002A Estimate/calculate mass, area and quantify dimensions TLIE3004A Prepare workplace documents

Selection of both or one depending on the job role:

Field	Unit
D Load Handling	TLID2021A Use specialised bulk transfer equipment (dry) TLID3024A Use specialised liquid bulk transfer equipment (gravity/pressurised)

Group G
TLI31210 Certificate III in Driving Operations

(Car Carrier)

Field	Unit
A Handling Cargo/Stock	TLIA1001A Secure cargo
B Equipment Checking and Maintenance	TLIB3006A Carry out inspection of vehicles designed to carry special loads
D Load Handling	TLID2004A Load and unload goods/cargo TLID3014A Load and unload vehicles carrying special loads
E Communication and Calculation	TLIE3004A Prepare workplace documents

Group H
TLI31210 Certificate III in Driving Operations
(Livestock)

Field	Unit
D Load Handling	TLID3020A Care for livestock in transit TLID3014A Load and unload vehicles carrying special loads
E Communication and Calculation	TLIE3002A Estimate/calculate mass, area and quantify dimensions TLIE3004A Prepare workplace documents TLIE2008A Process workplace documentation

Group I
TLI31210 Certificate III in Driving Operations
(Wood Products)

Field	Unit
A Handling Cargo/Stock	TLIA1001A Secure cargo
B Equipment Checking and Maintenance	TLIB2004A Carry out vehicle inspection TLIB3006A Carry out inspection of vehicles designed to carry special loads
E Communication and	TLIE3002A Estimate/calculate mass, area and

Field	Unit
Calculation	quantify dimensions TLIE3004A Prepare workplace documents

Group J
TLI31210 Certificate III in Driving Operations
(Cash in Transit)

Field	Unit
D Load Handling	TLID2004A Load and unload goods/cargo TLID3041A Undertake cash-in-transit loading and unloading in an unsecured environment
E Communication and Calculation	TLIE2008A Process workplace documentation
O Security	TLIO3008A Implement cash-in-transit security procedures TLIO3009A Test and inspect cash-in-transit security equipment TLIO3010A Respond to cash-in-transit security incidents

Group K
TLI31210 Certificate III in Driving Operations
(Dangerous Goods)

Field	Unit
D Load Handling	TLID2003A Handle dangerous goods/hazardous substances TLID3015A Identify and label explosives and dangerous goods TLID2016A Load and unload explosives and dangerous goods TLID3027A Prepare for transport of dangerous goods

Selection of both or one depending on the job role:

Field	Unit
LIC Licensing Units	TLILIC3013A Preparation to transport dangerous goods by road

Field	Unit
D Load Handling	UEGNSG603A Load, unload and exchange gas cylinders

Group L
TLI31210 Certificate III in Driving Operations
(Over Dimensional)

Field	Unit
A Handling Cargo/Stock	TLIA1001A Secure cargo
B Equipment Checking and Maintenance	TLIB3006A Carry out inspection of vehicles designed to carry special loads
D Load Handling	TLID3014A Load and unload vehicles carrying special loads
E Communication and Calculation	TLIE3002A Estimate/calculate mass, area and quantify dimensions TLIE3004A Prepare workplace documents TLIE3009A Use pilot and escort communication

Elective units:

Field	Unit
A Handling Cargo/Stock	TLIA1001A Secure cargo TLIA3002A Maintain container/cargo records TLIA2003A Connect and disconnect reefer units TLIA3004A Process receipt and delivery of containers and cargo TLIA4005A Check and evaluate records and documentation TLIA3008A Transfer cargo TLIA3015A Complete receipt/despatch documentation TLIA4025A Regulate temperature controlled stock PRMWM44B Identify wastes and hazards

Field	Unit
B Equipment Checking and Maintenance	TLIB1001A Check and assess operational capabilities of equipment
	TLIB2003A Carry out vehicle servicing and maintenance
	TLIB2004A Carry out vehicle inspection
	TLIB3005A Carry out maintenance of vehicles designed to carry special loads
	TLIB3006A Carry out inspection of vehicles designed to carry special loads
	TLIB2008A Carry out inspection of trailers
	TLIB2009A Check conveyor operational status
	TLIB3014A Load and unload wheeled or tracked crane
	TLIB3015A Undertake site inspection
	TLIB3016A De-rig, pack and store tools and equipment
	TLIB3017A Assemble and dismantle boom or jib
	TLIB2022A Diagnose and rectify minor faults
	TLIB2023A Provide sanitation and water services support to passenger transportation units
	TLIB1024A Clean transportation units and facilities for passenger use
	TLIB1028A Maintain and use hand tools
	TLIB2029A Use and maintain minor mechanical equipment
	TLIB1031A Clean up plant, equipment and worksite
	TLIB2073A Clean road tankers
	TLIB2119A Carry out maintenance of trailers
C Vehicle Operation	TLIC2002A Drive light rigid vehicle
	TLIC3003A Drive medium rigid vehicle
	TLIC3004A Drive heavy rigid vehicle
	TLIC3005A Drive heavy combination vehicle
	TLIC4006A Drive multi-combination vehicle
	TLIC3010A Pilot or escort oversized and/or overmassed loads

Field	Unit
	TLIC3011A Transport passengers with disabilities TLIC2025A Operate four wheel drive vehicle TLIC2049A Operate heavy vehicle on unsealed roads TLIC3063A Operate vehicle carrying special loads
D Load Handling	TLID1002A Shift a load using manually-operated equipment TLID2003A Handle dangerous goods/hazardous substances TLID2004A Load and unload goods/cargo TLID2012A Operate specialised load shifting equipment TLID2013A Move materials mechanically using automated equipment TLID3014A Load and unload vehicles carrying special loads TLID3015A Identify and label explosives and dangerous goods TLID2016A Load and unload explosives and dangerous goods TLID3020A Care for livestock in transit TLID2021A Use specialised bulk transfer equipment (dry) TLID2022A Conduct weighbridge operations TLID3023A Use specialised liquid bulk gas transfer equipment TLID3024A Use specialised liquid bulk transfer equipment (gravity/pressurised) TLID3027A Prepare for transport of dangerous goods TLID3031A Rig load TLID4032A Plan and conduct specialised lift TLID3033A Operate a vehicle-mounted loading crane TLID3035A Operate a boom type elevating work platform TLID3036A Lift and move load using mobile crane TLID3041A Undertake cash-in-transit loading and unloading in an unsecured environment

Field	Unit
	TLID2045A Operate specialised light load shifting equipment TLID3046A Operate container side lifter TLID2047A Prepare cargo for transfer with slings CPCCCO3014A Conduct concrete agitator truck operations FPICOT3226A Shift forestry logs using trucks PMCOPS261B Deliver concrete to site PRMWM15B Move waste using load shifting equipment UEGNSG601A Assess the operational capability of gas safety equipment on tankers
E Communication and Calculation	TLIE3002A Estimate/calculate mass, area and quantify dimensions TLIE1003A Participate in basic workplace communication TLIE3004A Prepare workplace documents TLIE2007A Use communication systems TLIE2008A Process workplace documentation TLIE3009A Use pilot and escort communication TLIE3012A Consolidate manifest documentation TLIE3016A Estimate/calculate load shifting requirements for a mobile crane
F Safety Management	TLIF1002A Conduct housekeeping activities TLIF2006A Apply accident-emergency procedures TLIF1009A Conduct cleaning operations in enclosed spaces TLIF2012A Apply safe procedures when handling/transporting dangerous goods or explosives TLIF3013A Coordinate breakdowns and emergencies TLIF4014A Develop and maintain a safe workplace TLIF2018A Operate firefighting equipment TLIF2019A Ensure a safe on-board passenger and working environment

Field	Unit
	TLIF3060A Control traffic as a pilot vehicle operator TLIF2062A Apply awareness of safeworking rules and regulations TLIF3063A Administer the implementation of fatigue management strategies TLIF4065A Ensure compliance with Australian Dangerous Goods Code PRMWM11B Respond to waste emergency HLTAMBPD401B Manage personal stressors in the work environment
G Teamwork	TLIG1001A Work effectively with others TLIG2007A Work in a socially diverse environment
H and Route Planning and Navigation	TLIH3002A Plan and navigate routes TLIH3004A Identify major roads, services and attractions
I Customer Service	TLII1002A Apply customer service skills TLII3003A Provide customer service in transport vehicles/vessels TLII3004A Manage camping procedures for coaches and buses TLII3009A Provide on-board services to customers TLII3010A Provide travel information to customers
J Quality	TLIJ2001A Apply quality procedures TLIJ3002A Apply quality systems TLIJ3005A Sample, inspect and test products to specifications
K Technology	TLIK2010A Use infotechnology devices in the workplace TLIK2003A Apply keyboard skills
L Resource Management	TLIL4005A Apply conflict/grievance resolution strategies TLIL2008A Complete routine administrative tasks TLIL4009A Manage personal work priorities and

Field	Unit
	<p>professional development</p> <p>TLIL4010A Assess and confirm customer transport requirements</p> <p>TLIL4034A Arrange alternative passenger transport</p> <p>TLIL2046A Handle customer luggage/property</p> <p>TLIL2060A Complete induction to the transport industry</p>
LIC Licensing Units	<p>TLILIC2014A Licence to drive light rigid vehicle</p> <p>TLILIC2015A Licence to drive medium rigid vehicle</p> <p>TLILIC2016A Licence to drive heavy rigid vehicle</p> <p>TLILIC3017A Licence to drive heavy combination vehicle</p> <p>TLILIC3018A Licence to drive multi-combination vehicle</p>
O Security	<p>TLIO1002A Follow security procedures when working with passengers and personnel</p> <p>TLIO2003A Undertake loading and unloading in a designated secured environment</p> <p>TLIO3004A Conduct control procedures for transferring explosives and dangerous/hazardous/high risk goods</p> <p>TLIO3007A Undertake emergency response action to a security threat</p> <p>TLIO3008A Implement cash-in-transit security procedures</p> <p>TLIO3009A Test and inspect cash-in-transit security equipment</p> <p>TLIO3010A Respond to cash-in-transit security incidents</p> <p>TLIO2011A Provide revenue protection measures</p> <p>TLIO3012A Manage disruptive and/or unlawful behaviour</p> <p>TLIO3016A Apply and monitor workplace security procedures</p> <p>TLIO2021A Follow security procedures when working with goods and cargo</p>
P Administration	<p>TLIP2024A Conduct financial transactions</p>

Field	Unit
and Finance	TLIP3026A Maintain financial records in a small business
	TLIP2029A Prepare and process financial documents
	TLIP2032A Maintain petty cash account
U Environment	TLIU1009A Monitor plant and equipment in an environmentally sustainable manner
	TLIU3014A Operate vehicle in an environmentally sustainable manner