



**Australian Government**

# **TLI31210 Certificate III in Driving Operations**

**Release 6**

# TLI31210 Certificate III in Driving Operations

## Modification History

Release 5. This is the fifth release of this qualification in TLI10 Transport and Logistics Training Package Version 4.0.

In Release 5:

- 5 units have been added to the licensing or industry units list
- 3 units have been removed from the general elective units
- 2 units have been added to the general elective units.
- This release is equivalent to the previous release.

## 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 3. 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

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.

<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Use communication systems and procedures used in driving within the road transport industry</li> <li>• Read and interpret relevant regulations, instructions, manuals, notices and signs applicable to their role of driving operations within the road transport industry</li> <li>• Speak clearly and directly on matters related to driving operations within the road transport industry</li> <li>• Complete documents as part of duties, including completion of relevant forms</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>• Assist in the resolution of any interpersonal conflicts that may arise during driving operations within the road transport industry</li> <li>• Avoid and prevent the harassment of others in the workplace</li> <li>• Collaborate with others within the job role of driving operations within the road transport industry</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 during the job role of driving operations within the road transport industry</li> <li>• 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</li> <li>• Recognise hazards and risks in a range of driving operation situations within the road transport industry.</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• Respond appropriately to any changes in equipment, standard operating procedures and the working environment.</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Follow and apply operational and emergency plans, systems and procedures</li> <li>• Comply with applicable road safety regulations and codes of</li> </ul>

- 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 WHS/OHS 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)** listed below: A, B, C, D E, F, G, H, I, K, L

plus

- **6 general elective units** which may be selected from the general 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	
<b>D</b>	<b>Load Handling</b>	TLID1001A	Shift materials safely using manual handling methods
<b>E</b>	<b>Communication and Calculation</b>	TLIE1005A	Carry out basic workplace calculations
<b>F</b>	<b>Safety Management</b>	TLIF1001A	Follow occupational health and safety procedures
		TLIF2010A	Apply fatigue management strategies

<b>H</b>	<b>Route Planning and Navigation</b>	TLIH2001A	Interpret road maps and navigate pre-determined routes
<b>L</b>	<b>Resource Management</b>	TLIL1001A	Complete workplace orientation/induction procedures

### Licensing /Industry Units

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

<b>Field</b>	<b>Unit</b>
<b>C</b>	<b>Vehicle Operation</b>
	TLIC1051A Operate commercial vehicle
	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
<b>LI C</b>	<b>Licensing Units</b>
	TLILIC2014B Licence to drive light rigid vehicle
	TLILIC2015B Licence to drive medium rigid vehicle
	TLILIC2016B Licence to drive heavy rigid vehicle
	TLILIC3017B Licence to drive heavy combination vehicle
	TLILIC3018B 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 K: Dangerous Goods

Group L: Over Dimensional

**Group A: Heavy General Freight**

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

**Group B: Agitator**

<b>Field</b>	<b>Unit</b>
<b>B Equipment Checking and Maintenance</b>	TLIB2004A      Carry out vehicle inspection
<b>D Load Handling</b>	TLID2004A      Load and unload goods/cargo
	PMC552061C      Deliver concrete to site
<b>E Communication and Calculation</b>	TLIE2007A      Use communication systems
	TLIE2008A      Process workplace documentation

<b>J</b>	<b>Quality</b>	TLIJ2001A	Apply quality procedures
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**Group C: Bus**

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

**Group D: Refrigerated**

<b>Field</b>		<b>Unit</b>	
<b>A</b>	<b>Handling Cargo/Stock</b>	TLIA4025A	Regulate temperature controlled stock
<b>B</b>	<b>Equipment Checking and Maintenance</b>	TLIB2004A	Carry out vehicle inspection
		TLIB3006A	Carry out inspection of vehicles designed to carry special loads



<b>D</b>	<b>Load Handling</b>	TLID2004A	Load and unload goods/cargo
<b>E</b>	<b>Communication and Calculation</b>	TLIE3004A	Prepare workplace documents

**Group E: Pilot Vehicle**

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

**Group F: Dry/Liquid**

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

**Selection of both or one depending on the job role:**

<b>D</b>	<b>Load Handling</b>	TLID2021A	Use specialised bulk transfer equipment (dry)
		TLID3024A	Use specialised liquid bulk transfer equipment (gravity/pressurised)

**Group G: Car Carrier**

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

**Group H: Livestock**

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

**Group I: Wood Products**

<b>Field</b>	<b>Unit</b>
<b>A Handling Cargo/Stock</b>	TLIA1001A Secure cargo
<b>B Equipment Checking and Maintenance</b>	TLIB2004A Carry out vehicle inspection TLIB3006A Carry out inspection of vehicles designed to

			carry special loads
<b>E</b>	<b>Communication and Calculation</b>	TLIE3002A	Estimate/calculate mass, area and quantify dimensions
		TLIE3004A	Prepare workplace documents

**Group K: Dangerous Goods**

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

**Selection of both or one depending on the job role:**

<b>LIC</b>	<b>Licensing Units</b>	TLILIC3013A	Preparation to transport dangerous goods by road
<b>D</b>	<b>Load Handling</b>	UEGNSG603B	Load, unload and exchange gas cylinders

**Group L: Over Dimensional**

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

**General Elective Units**

<b>Field</b>	<b>Unit</b>
<b>A Handling Cargo/Stock</b>	TLIA1001A Secure cargo
	TLIA2003A Connect and disconnect reefer units
	TLIA3002A Maintain container/cargo records
	TLIA3004A Process receipt and delivery of containers and cargo
	TLIA3008A Transfer cargo
	TLIA3015A Complete receipt/despatch documentation
	TLIA4005A Check and evaluate records and documentation
	TLIA4025A Regulate temperature controlled stock
	CPPWMT3044A Identify wastes and hazards
<b>B Equipment Checking and Maintenance</b>	TLIB1024A Clean transportation units and facilities for passenger use
	TLIB1028A Maintain and use hand tools
	TLIB1031A Clean up plant, equipment and worksite
	TLIB2001A Check and assess operational capabilities of equipment
	TLIB2003A Carry out vehicle servicing and maintenance
	TLIB2004A Carry out vehicle inspection
	TLIB2008A Carry out inspection of trailers
	TLIB2009A Check conveyor operational status
	TLIB2022A Diagnose and rectify minor faults
	TLIB2023A Provide sanitation and water services support to passenger transportation units
	TLIB2029B Use and maintain minor mechanical

			equipment
		TLIB2073A	Clean road tankers
		TLIB2119A	Carry out maintenance of trailers
		TLIB3005A	Carry out maintenance of vehicles designed to carry special loads
		TLIB3006A	Carry out inspection of vehicles designed to carry special loads
		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
<b>C</b>	<b>Vehicle Operation</b>	TLIC2025A	Operate four wheel drive vehicle
		TLIC2049A	Operate heavy vehicle on unsealed roads
		TLIC3010A	Pilot or escort oversized and/or overmassed loads
		TLIC3011A	Transport passengers with disabilities
		TLIC3063A	Operate vehicle carrying special loads
		TLIC3064A	Operate car carrier vehicle
		TLIC3071A	Operate an agitator
<b>D</b>	<b>Load Handling</b>	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
		TLID2016A	Load and unload explosives and dangerous goods

		TLID2021A	Use specialised bulk transfer equipment (dry)
		TLID2022A	Conduct weighbridge operations
		TLID2045A	Operate specialised light load shifting equipment
		TLID2047A	Prepare cargo for transfer with slings
		TLID3014A	Load and unload vehicles carrying special loads
		TLID3015A	Identify and label explosives and dangerous goods
		TLID3020A	Care for livestock in transit
		TLID3024A	Use specialised liquid bulk transfer equipment (gravity/pressurised)
		TLID3027A	Prepare for transport of dangerous goods
		TLID3031A	Rig load
		TLID3033A	Operate a vehicle-mounted loading crane
		TLID3035A	Operate a boom type elevating work platform
		TLID3036A	Lift and move load using mobile crane
		TLID3046A	Operate container side lifter
		TLID4032A	Plan and conduct specialised lift
		CPCCCO3034A	Conduct concrete agitator truck operations
		CPPWMT3015A	Move waste using loadshifting equipment
		FPICOT3261	Transport forestry logs using trucks
		PMC552061C	Deliver concrete to site
		UEGNSG601A	Assess the operational capability of gas safety equipment on tankers
<b>E</b>	<b>Communication and Calculation</b>	TLIE1003A	Participate in basic workplace communication
		TLIE2007A	Use communication systems

		TLIE2008A	Process workplace documentation
		TLIE3002A	Estimate/calculate mass, area and quantify
		TLIE3004A	Prepare workplace documents
		TLIE3009A	Use pilot and escort communication
		TLIE3012A	Consolidate manifest documentation
		TLIE3016A	Estimate/calculate load shifting requirements for a mobile crane
		TLIE3026A	Carry out advanced calculations in the transport and logistics industry
		TLIE3028A	Complete a work diary in the road transport industry
<b>F</b>	<b>Safety Management</b>	TLIF1002B	Conduct housekeeping activities
		TLIF1009A	Conduct cleaning operations in enclosed spaces
		TLIF2006A	Apply accident-emergency procedures
		TLIF2012A	Apply safe procedures when handling/transporting dangerous goods or explosives
		TLIF2018A	Operate firefighting equipment
		TLIF2019A	Ensure a safe on-board passenger and working environment
		TLIF2092A	Demonstrate awareness of chain of responsibility regulations
		TLIF3013A	Coordinate breakdowns and emergencies
		TLIF3060A	Control traffic as a pilot vehicle operator
		TLIF3063A	Administer the implementation of fatigue management strategies
		TLIF4014A	Develop and maintain a safe workplace
		TLIF4065A	Ensure compliance with Australian Dangerous Goods Code

		CPPWMT3011A	Respond to waste emergencies
		HLTAMBPD401C	Manage personal stressors in the work environment
<b>G</b>	<b>Teamwork</b>	TLIG1001A	Work effectively with others
		TLIG2007A	Work in a socially diverse environment
<b>H</b>	<b>Route Planning and Navigation</b>	TLIH3002A	Plan and navigate routes
		TLIH3004A	Identify major roads, services and attractions
<b>I</b>	<b>Customer Service</b>	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
<b>J</b>	<b>Quality</b>	TLIJ2001A	Apply quality procedures
		TLIJ3002A	Apply quality systems
		TLIJ3005A	Sample, inspect and test products to specifications
<b>K</b>	<b>Technology</b>	TLIK2003A	Apply keyboard skills
		TLIK2010A	Use infotechnology devices in the workplace
<b>L</b>	<b>Resource Management</b>	TLIL2008A	Complete routine administrative tasks
		TLIL2046A	Handle customer luggage/property
		TLIL2060A	Complete induction to the transport industry
		TLIL4005A	Apply conflict/grievance resolution strategies
		TLIL4009A	Manage personal work priorities and professional development
		TLIL4010A	Assess and confirm customer transport requirements



		TLIL4034A	Arrange alternative passenger transport
<b>LI C</b>	<b>Licensing</b>	TLILIC0012A	Licence to operate a vehicle loading crane (capacity 10 tonne and above)
		TLILIC2014B	Licence to drive light rigid vehicle
		TLILIC2015B	Licence to drive medium rigid vehicle
		TLILIC2016B	Licence to drive heavy rigid vehicle
		TLILIC3017B	Licence to drive heavy combination vehicle
		TLILIC3018B	Licence to drive multi-combination vehicle
<b>O</b>	<b>Security</b>	TLIO1002A	Follow security procedures when working with passengers and personnel
		TLIO2003A	Undertake loading and unloading in a designated secured environment
		TLIO2011A	Provide revenue protection measures
		TLIO2021A	Follow security procedures when working with goods and cargo
		TLIO3004A	Conduct control procedures for transferring
		TLIO3007A	Undertake emergency response action to a security
		TLIO3012A	Manage disruptive and/or unlawful behaviour
		TLIO3016A	Apply and monitor workplace security procedures
<b>P</b>	<b>Administration and Finance</b>	TLIP2024A	Conduct financial transactions
		TLIP2029A	Prepare and process financial documents
		TLIP3026A	Maintain financial records in a small business
		TLIP2032A	Maintain petty cash account
<b>U</b>	<b>Environment</b>	TLIU1009A	Monitor plant and equipment in an environmentally sustainable manner
		TLIU3014A	Operate vehicle in an environmentally sustainable manner

