



**Australian Government**

# **TLI31610 Certificate III in Warehousing Operations**

**Release 4**

## **TLI31610 Certificate III in Warehousing Operations**

### **Modification History**

Release 3 - Two imported units updated to current version. Equivalent.

### **Description**

#### **Rationale:**

A general qualification for the Warehousing and Storage Industry. Successful completion will require competency in units that relate to work defined as aligned at AQF Level 3. Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints.

### **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

### TLI31610 Certificate III in Warehousing 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:
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Implement and monitor communication systems and procedures required for warehousing operations</li> <li>• Read and interpret relevant regulations, instructions, signs and labels applicable to the supervision of warehousing operations</li> <li>• Speak clearly and directly on matters related to warehousing operations</li> <li>• Listen to and interpret verbal information related to warehousing operations</li> <li>• Write documents as part of duties, including completion of relevant forms, timesheets, service logs and incident reports</li> <li>• Negotiate issues with others in the course of warehousing 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 warehousing operations</li> <li>• Provide leadership to other personnel in the warehousing workplace</li> <li>• Motivate others in the workplace</li> <li>• Assist others in the workplace to achieve and maintain competence</li> <li>• Assist in the resolution of any interpersonal conflicts that may arise during warehousing operations</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 warehousing and storage operations</li> <li>• Monitor and anticipate problems that may occur in the course of warehousing and storage operations including hazards and</li> </ul>

<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b> <ul style="list-style-type: none"><li>risks and take appropriate action to report or resolve the problems within limits of responsibility</li><li>Identify and control hazards and risks in a range of warehousing situations and take appropriate precautions</li><li>Use mathematics to solve various calculations related to warehousing operations.</li></ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"><li>Modify activities dependent on differing warehousing situations and contingencies</li><li>Take appropriate initiatives in a range of operational situations such as those above</li><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>Monitor systems and procedures for compliance with regulations and codes of practice</li><li>Implement the workplace security and safety management systems</li><li>Monitor and evaluate operational performance and compliance</li><li>Collect and interpret information needed in the course of warehousing operations</li><li>Organise and plan own work activities</li><li>Manage time and priorities in the course of warehousing operations.</li></ul>
<b>Self management</b>	<ul style="list-style-type: none"><li>Interpret and apply regulations and instructions</li><li>Establish and follow own work plans and schedules</li><li>Evaluate own work performance.</li></ul>
<b>Learning</b>	<ul style="list-style-type: none"><li>Contribute to learning and assessment activities in the workplace</li><li>Assist others to adapt to any changes in workplace systems, equipment, procedures and the workplace operating environment</li><li>Assist in the instruction, coaching or mentoring of others in the workplace</li><li>Contribute to the assessment of the competence of others in the workplace</li><li>Assist in the creation of a learning environment in the warehouse and storage workplace</li><li>Adapt own competence in response to any changes in warehousing operations</li><li>Update own knowledge and skills required for warehousing activities.</li></ul>

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

- Use equipment and materials required during warehousing operations
- Follow and apply operational and servicing instructions for equipment used during warehousing operations
- Follow and apply OH&S procedures when using and servicing warehousing equipment and facilities.

## Packaging Rules

### Requirements for completion of the qualification:

A successful assessment outcome for a total of **18 units** of competency comprising:

- **2 core units** listed below

plus

- **16 elective units** which may be taken from the elective units listed below, or up to **3 units** may be drawn with appropriate contextualisation 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>F Safety Management</b>	TLIF1001A Follow occupational health and safety procedures
<b>L Resource Management</b>	TLIL1001A Complete workplace orientation/induction procedures

### Elective units:

Field	Unit
<b>A Handling Cargo/Stock</b>	TLIA3004A Process receipt and delivery of containers and cargo
	TLIA3010A Coordinate goods to bond premises
	TLIA3015A Complete receipt/despatch documentation
	TLIA3016A Use inventory systems to organise stock control
	TLIA3017A Identify products and store to specifications
	TLIA3018A Organise despatch operations
	TLIA3019A Organise receipt operations
	TLIA3024A Organise warehouse records operations
	TLIA3026A Monitor storage facilities
	TLIA3038A Control and order stock
TLIA3039A Receive and store stock	
<b>B Equipment Checking and Maintenance</b>	TLIB2001A Check and assess operational capabilities of equipment
	TLIB3002A Test equipment and isolate faults

<b>Field</b>	<b>Unit</b>
<b>D Load Handling</b>	TLID2010A Operate a forklift
	TLID2013A Move materials mechanically using automated equipment
	TLID3011A Conduct specialised forklift operations
	TLID3014A Load and unload vehicles carrying special loads
	TLID3015A Identify and label explosives and dangerous goods
	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
	TLID3033A Operate a vehicle-mounted loading crane
	TLID3035A Operate a boom type elevating work platform
	TLID3036A Lift and move load using a mobile crane
	TLID3040A Control lift and movement of crane
	TLID3043A Shift loads using gantry equipment
TLID3044A Shift loads using cranes	
<b>E Communication and Calculation</b>	TLIE3002A Estimate/calculate mass, area and quantify dimensions
	TLIE3004A Prepare workplace documents
	TLIE3012A Consolidate manifest documentation
	TLIE3015A Undertake rigger/dogger and driver communication
	TLIE3016A Estimate/calculate load shifting requirements for a mobile crane
<b>F Safety Management</b>	TLIF3003A Implement and monitor occupational health and safety procedures
	TLIF3004A Organise occupational health and safety procedures in the workplace
	TLIF3022A Implement/monitor procedures when warehousing/storing dangerous goods and/or hazardous substances
	TLIF3093A Implement chain of responsibility regulations
<b>G Teamwork</b>	TLIG3002A Lead a work team or group

<b>Field</b>	<b>Unit</b>
<b>I Customer Service</b>	BSBCUS301B Deliver and monitor a service to customers
<b>J Quality</b>	TLIJ3002A Apply quality systems TLIJ3005A Sample, inspect and test products to specifications TLIJ3006A Implement grain protection procedures
<b>L Resource Management</b>	TLIL3002A Undertake employee payroll activities TLIL3003A Conduct induction process BSBWOR301B Organise personal work priorities and development
<b>LIC Licensing Units</b>	TLILIC2001A Licence to operate a forklift truck TLILIC2002A Licence to operate an order picking forklift truck
<b>O Security</b>	TLIO3004A Conduct control procedures for transferring explosives and dangerous/hazardous/high risk goods TLIO3016A Apply and monitor workplace security procedures TLIO2021A Follow security procedures when working with goods and cargo
<b>P Administration and Finance</b>	TLIP3026A Maintain financial records in a small business TLIP3015A Document a records system TLIP3016A Identify and classify records to be captured TLIP3019A Provide records retrieval service TLIP3020A Sentence records TLIP3021A Undertake disposal program TLIP3022A Undertake movement of records TLIP3023A Destroy records
<b>U Environment</b>	TLIU2012A Participate in environmentally sustainable work practices TLIU3011A Implement and monitor environmentally sustainable work practices
<b>W Equipment and Systems Operations</b>	TLIW3006A Operate computerised mail and parcels sorting equipment TLIW3007A Code and coordinate video-coding operations TLIW3008A Carry out culler facer canceller (CFC) operations



<b>Field</b>	<b>Unit</b>
	TLIW2018A Operate hand held air/power equipment for production processes
	TLIW2019A Apply surface coatings using a spray gun
	TLIW2022A Manufacture pallets using automated methods
	TLIW2024A Dock boards using computer programmed machinery
	TLIW2025A Dock boards on mechanical feeds