



**Australian Government**

# **TLI32410 Certificate III in Logistics**

**Release 4**

## **TLI32410 Certificate III in Logistics**

### **Modification History**

Release 3 - Imported units updated to current versions. Equivalent.

### **Description**

#### **Rationale:**

A qualification for those engaged in logistics operations within the Transport and Logistics Industry. It involves 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. It may also include responsibility for coordinating the work of others.

Successful completion of the licensing units within the qualification must align with applicable licensing and regulatory requirements.

#### **Job roles:**

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

- Logistics Administration Officer
- Logistics Service Clerk
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### **Pathways Information**

Not Applicable

### **Licensing/Regulatory Information**

Refer to Description

### **Entry Requirements**

Not Applicable

## Employability Skills Summary

### Employability Skills Summary for TLI32410 Certificate III 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:
<b>Communication</b>	<ul style="list-style-type: none"><li>• Implement and monitor communication systems and procedures required for activities involved in the transport and logistics industry</li><li>• Read and interpret relevant regulations, instructions, signs and labels applicable to activities involved in the transport and logistics industry</li><li>• Speak clearly and directly on matters related to activities involved in the transport and logistics industry</li><li>• Listen to and interpret verbal information related to activities involved in the transport and logistics industry</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 activities involved in the transport and logistics industry</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 activities involved in the transport and logistics industry</li><li>• Provide leadership to other personnel in the 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 activities involved in the transport and logistics industry</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 activities involved in the transport and logistics industry</li><li>• Monitor and anticipate problems that may occur in the course of 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</li></ul>

<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"><li>• Identify and control hazards and risks in a range of activities involved in the transport and logistics industry and take appropriate precautions</li><li>• Use mathematics to solve various calculations related to activities involved in the transport and logistics industry.</li><li>• Modify activities dependent on differing situations and contingencies relevant to the transport and logistics industry</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 activities involved in the transport and logistics industry</li><li>• Organise and plan own work activities</li><li>• Manage time and priorities in the course of activities involved in the transport and logistics industry.</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>• Assist in the creation of a learning environment in the workplace</li><li>• Adapt own competence in response to any changes in activities involved in the transport and logistics industry</li><li>• Update own knowledge and skills required for activities involved in the transport and logistics industry.</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>• Use equipment and materials required during activities involved in the transport and logistics industry</li><li>• Follow and apply operational and servicing instructions for</li></ul>

- Employability Skill**      **Industry/enterprise requirements for this qualification include:**
- equipment used during activities involved in the transport and logistics industry
  - Follow and apply OH&S procedures when using and servicing office equipment and facilities.

## Packaging Rules

### Requirements for completion of the qualification:

A successful assessment outcome for a total of **12 units** of competency comprising:

- 1 core unit** listed below

plus

- 6 technical elective units** from the selected list below

plus

- 5 elective units** which may be taken from the elective units listed below, the remaining technical elective units listed below, or may include up to **3 units** 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 unit:

Field	Unit
<b>E      Communication and      Calculation</b>	TLIE3004A      Prepare workplace documents

### Technical elective units:

Field	Unit
<b>A      Handling Cargo/Stock</b>	TLIA3002A      Maintain container/cargo records
	TLIA3015A      Complete receiptal/despatch documentation
	TLIA3016A      Use inventory systems to organise stock control
	TLIA3017A      Identify products and store to specifications
	TLIA3018A      Organise despatch operations
	TLIA3019A      Organise receiptal operations

Field	Unit
	TLIA3023A Coordinate stocktakes TLIA3024A Organise warehouse records operations TLIA3038A Control and order stock TLIA3039A Receive and store stock
<b>E Communication and Calculation</b>	TLIE3002A Estimate/calculate mass, area and quantify dimensions TLIE3012A Consolidate manifest documentation TLIE3018A Maintain freight records
<b>F Safety Management</b>	TLIF1001A Follow occupational health and safety procedures TLIF3003A Implement and monitor occupational health and safety procedures TLIF3063A Administer the implementation of fatigue management strategies TLIF3093A Implement chain of responsibility regulations
<b>H Route Planning and Navigation</b>	TLIH3004A Identify major roads, services and attractions
<b>I Customer Service</b>	BSBCUS301B Deliver and monitor a service to customers
<b>P Administration and Finance</b>	TLIP3027A Organise freight invoicing and payment
<b>U Environment</b>	TLIU2012A Participate in environmentally sustainable work practices

**Elective units:**

Field	Unit
<b>A Handling Cargo/Stock</b>	TLIA3010A Coordinate goods to bond premises
<b>D Load Handling</b>	TLID1001A Shift materials safely using manual handling methods
<b>E Communication and Calculation</b>	TLIE2007A Use communication systems

<b>Field</b>	<b>Unit</b>
<b>G Teamwork</b>	TLIG3002A Lead a work team or group
<b>I Customer Service</b>	BSBCMM301B Process customer complaints
<b>J Quality</b>	TLIJ3002A Apply quality systems
<b>K Technology</b>	TLIK2010A Use infotechnology devices in the workplace
<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>	TLIO3007A Undertake emergency response action to a security threat TLIO3016A Apply and monitor workplace security procedures
<b>P Administration and Finance</b>	MSS402080A Undertake root cause analysis 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>R Contract Procurement</b>	BSBPUR301B Purchase goods and services