



**Australian Government**

# **TLI42010 Certificate IV in Logistics**

**Release 5**

## **TLI42010 Certificate IV in Logistics**

### **Modification History**

Release 4 - Imported units updated to current versions. Equivalent.

### **Description**

#### **Rationale:**

A qualification for those working in the Logistics Industry in a variety of operational roles. Successful completion will require the performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

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 Coordinator
- Logistics Supervisor
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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 TLI42010 Certificate IV 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:

##### Communication

- Establish and implement communication systems and procedures required for activities involved in the transport and logistics industry
- Listen to and interpret verbal information related to activities particularly when clarifying and confirming work requirements and receiving operational feedback
- Read and interpret relevant work requirements, policies, procedures, applicable to activities involved in transport and logistics industry
- Speak clearly and directly on diverse and complex matters when sharing data, requirements and procedures relevant to operations, communicating operational details to internal and external stakeholders and providing support and feedback to others
- Write documents to audience needs as part of duties, including when preparing risk assessment and plans, communicating with internal and external stakeholders, contributing to the documentation of specifications and tenders, and preparing information to contribute to technical reports
- Share information when preparing and obtaining necessary resources, to manage work activities and to ensure understanding of objectives and work plans
- Responsibly negotiate complex issues with others to resolve conflicts and to obtain the resources necessary to achieve objectives
- Use numeracy effectively to understand operational and costing data, to perform calculations and to contribute to estimates of resource requirements
- Recognise and interpret non-verbal signs, signals and behaviour
- Establish and use networks involvement in business or professional networks and to build relationships to provide benefits for the team and organisation.

##### Teamwork

- Work as an individual and a team member in a range of situations when planning and conducting operations, maintaining strong working relationships, ensuring safety, coordinating activities and resolving conflicts within team

<b>Employability Skill</b>	<p><b>Industry/enterprise requirements for this qualification include:</b></p> <ul style="list-style-type: none"> <li>• Provide leadership to staff</li> <li>• Motivate others in the workplace</li> <li>• Collaborate with others in the course of activities involved in the transport and logistics industry</li> <li>• Define a role as part of a team including identifying the strengths of team members, understanding relationships between team members and understanding the roles and relationship between and among manager, team leaders, supervisors, etc.</li> <li>• Manage the avoidance and prevention of 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>• Develop practical solutions for problems arising in the course of activities including assessing hazards and ensuring there are plans or processes to manage identified risks, monitoring issues which arise in the course of operations and adjust activities and to creating, implementing and applying risk management systems</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> <li>• Solve problems in teams including allocating roles and responsibilities in response to changes in environment or circumstances, coordinating requirements and issues, and evaluating and monitoring performance</li> <li>• Show independence and initiative in identifying problems and solving them</li> <li>• Resolve customer concerns in relations to complex project issues including resolving contract issues, meeting quality requirements and meeting deadlines.</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• Modify activities dependent on differing work situations and contingencies</li> <li>• Take appropriate initiatives in a diverse range of operational situations such as those above</li> <li>• Recognise and respond to changes in internal an external operating environments</li> <li>• Contribute to and manage continuous improvement processes</li> <li>• Be creative in approaches to change and innovation, in response to conflicts in coordination and allocation of resources and in both in encouraging input from staff and interactions between and amongst staff and teams</li> <li>• Value input from staff</li> </ul>

<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Manage the response to any contingencies and changes in equipment, standard operating procedures and the working environment.</li> <li>• Implement and monitor operational and emergency plans, systems and procedures</li> <li>• Allocate people and other resources to tasks including adapting allocations to cope with contingencies, delegating tasks and responsibilities to capable staff and clearly defining responsibilities</li> <li>• Prepare scope of work and work plans for self and team members</li> <li>• Implement and monitor systems and procedures for maintaining compliance with regulations and codes of practice</li> <li>• Monitor the implementation of the workplace security and safety management systems (where applicable)</li> <li>• Monitor, evaluate and report on operational performance and compliance</li> <li>• Collect, analyse, interpret and organise information needed when supervising activities involved in the transport and logistics industry</li> <li>• Be resourceful in planning for and assessing risk</li> <li>• Ensure feedback and other data contribute to improvements in operational effectiveness</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 relevant regulations and instructions</li> <li>• Establish and follow own work plans and schedules</li> <li>• Evaluate and monitor own work performance</li> <li>• Take responsibility for meeting own objectives</li> <li>• Have confidence in own vision and goals</li> <li>• Develop trust and confidence in staff and customers</li> <li>• Maintain effective networks.</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• Organise learning and assessment activities for others in the workplace</li> <li>• Manage adaptation of self and others in the workplace to any changes in systems, equipment and procedures and the workplace operating environment</li> <li>• Be open to new ideas and change and in particular facilitate and support change processes with staff and apply previous experience and feedback in formulating improvements to practice</li> <li>• Provide opportunities for instruction, coaching and mentoring others in the workplace as required</li> </ul>

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

- Contribute to the assessment of the competence of others in the workplace
- Contribute to the creation of a learning community in the workplace
- Adapt own competence in response to any changes in activities involved in the transport and logistics industry
- Update own knowledge and skills required for activities involved in the transport and logistics industry.

**Technology**

- Use complex equipment and IT systems required during activities involved in the transport and logistics industry
- Apply a range of basic IT skills
- Use IT to organise and access data including the monitoring of logistics processes, the tracking of items and the recording and reporting of system status
- Applying IT as a management tool to store and organise data
- Implement and monitor operational and maintenance procedures and systems for equipment used during activities involved in the transport and logistics industry
- Implement and monitor the application of OH&S procedures when using IT and office equipment and facilities.

## Packaging Rules

### Requirements for completion of the qualification:

A successful assessment outcome for a total of **14 units** of competency comprising:

- **1 core unit** listed below

plus

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

plus

- **6 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>X Logistics</b>	TLIX4028A Apply knowledge of logistics

#### Technical elective units:

Field	Unit
<b>A Handling Cargo/Stock</b>	TLIA4028A Assess and monitor optimum stock levels
	TLIA4032A Organise transport of freight or goods
	TLIA4033A Organise international transport of freight
	TLIA4062A Implement safety stock systems
<b>E Communication and Calculation</b>	TLIE3002A Estimate/calculate mass, area and quantify dimensions
	TLIE4013A Apply workplace statistics
<b>F Safety Management</b>	TLIF4014A Develop and maintain a safe workplace
	TLIF3063A Administer the implementation of fatigue management strategies
	TLIF4065A Ensure compliance with Australian Dangerous Goods Code
	TLIF4066A Implement and supervise transport regulations compliance systems
<b>G Teamwork</b>	TLIG4005A Organise transport workload

<b>Field</b>	<b>Unit</b>
<b>I Customer Service</b>	TLII4001A Coordinate quality customer service
<b>L Resource Management</b>	TLIL4030A Control furniture warehouse TLIL4070A Work effectively in the transport and logistics industry TLIL4078A Coordinate fleet control logistics
<b>P Administration and Finance</b>	TLIP4003A Implement, maintain and evaluate dangerous goods transport procedures within the workplace TLIP4013A Implement and monitor logistics planning and process TLIP4038A Monitor a supply chain operation TLIP4039A Monitor transport operations TLIP4040A Monitor warehouse operations
<b>R Contract Procurement</b>	TLIR4001A Monitor supplier performance TLIR4002A Source goods/services and evaluate contractors TLIR4003A Negotiate a contract TLIR4008A Implement and supervise stocktaking procedures TLIR4009A Implement purchasing systems TLIR4010A Plan purchasing TLIR4012A Conduct international purchasing PSPPROC411A Plan procurement
<b>U Environment</b>	TLIU3011A Implement and monitor environmentally sustainable work practices

**Elective units:**

<b>Field</b>	<b>Unit</b>
<b>A Handling Cargo/Stock</b>	TLIA4005A Check and evaluate records and documentation
<b>D Load Handling</b>	TLID1001A Shift materials safely using manual handling methods



<b>Field</b>	<b>Unit</b>
<b>E Communication and Calculation</b>	TLIE3012A Consolidate manifest documentation
	PSPGOV406B Gather and analyse information
	PSPGOV413A Compose complex workplace documents
<b>F Safety Management</b>	BSBOHS407A Monitor a safe workplace
	HLTFA311A Apply first aid
	HLTFA412A Apply advanced first aid
	TLIF3093A Implement chain of responsibility regulations
	TLIF4007A Implement and coordinate accident-emergency procedures
	TLIF4094A Ensure compliance with chain of responsibility
<b>G Teamwork</b>	TLIG4006A Facilitate work teams
<b>I Customer Service</b>	BSBCUS401B Coordinate implementation of customer service strategies
<b>J Quality</b>	TLIJ4008A Implement and monitor inbound QA systems
<b>K Technology</b>	TLIK2010A Use infotechnology devices in the workplace
<b>L Resource Management</b>	TLIL4005A Apply conflict/grievance resolution strategies
	TLIL4009A Manage personal work priorities and professional development
	TLIL4036A Develop rosters
	TLIL4037A Apply and amend rosters
	TLIL4058A Plan a career in logistics
	TLIL4059A Implement asset management systems
	BSBHRM402A Recruit, select and induct staff
	BSBMGT403A Implement continuous improvement
<b>LIC Licensing Units</b>	TLILIC2001A Licence to operate a forklift truck

Field	Unit
<b>P Administration and Finance</b>	BSBRSK401A Identify risk and apply risk management processes
	PSPGOV404B Develop and implement work unit plans
	SITXFIN004A Manage finances within a budget
	TLIP4001A Develop plans to meet customer and organisation needs
	TLIP4002A Facilitate and capitalise on change in the workplace
	TLIP4005A Manage workplace information
	TLIP4028A Administer international trading accounts
<b>R Contract Procurement</b>	PSPPROC411A Plan procurement
<b>U Environment</b>	TLIU2012A Participate in environmentally sustainable work practices