



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLIA4032A Organise transport of freight or goods**

**Release: 1**

## **TLIA4032A Organise transport of freight or goods**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to organise the transport of freight or goods, including planning the transport operations, organising the transport of the freight, completing the required documentation and finalising the organisational process. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

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Work must be carried out in compliance with the relevant codes of practice and regulations for the transport of freight or goods.

It is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

Work involves the application of routine principles and procedures to organise the transport of freight or goods prior to shipment.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

Not Applicable

## **Employability Skills Information**

### **Employability Skills**

This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1 Plan transport operations

- 1.1 Knowledge of product to be freighted and workplace procedures are applied to the analysis of the transportation process
- 1.2 Domestic and international regulations, codes and procedures for the transport of freight are identified
- 1.3 Resources including manual handling equipment, employees competencies, storage areas, goods management equipment and transportation equipment are identified to match the task
- 1.4 Work processes are planned to meet agreed timelines
- 1.5 Types of transportation required for the freight or goods is identified to match customer requirements, freight type and delivery time
- 1.6 Multiple transport modes are identified where applicable
- 1.7 Goods transfer methods between modes of transport are selected where appropriate

#### 2 Organise the transport of freight

- 2.1 Employees, equipment and temporary storage areas (if required) are allocated and supervised
- 2.2 Freight is secured ensuring no damage to contents
- 2.3 Handling methods suitable to the goods and transport method are selected
- 2.4 Individuals are informed of work requirements and timelines
- 2.5 Work processes are monitored to ensure that resources, both human and equipment, are maintained at productive levels and according to workplace and OH&S requirements
- 2.6 Discrepancies in freight are noted and action undertaken in accordance with workplace procedures

#### 3 Complete organisational process

- 3.1 Monitoring processes to track the movement of freight are implemented
- 3.2 Reporting requirements are communicated to appropriate personnel
- 3.3 Workplace documents and records are checked for completion and are filed/stored in accordance with workplace procedures

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

## REQUIRED KNOWLEDGE AND SKILLS

### Required knowledge:

- Codes of practice and legislative requirements relevant to the organisation of the transport of freight and goods
- Relevant OH&S and environmental procedures and regulations
- Procedures for the calculation/estimation of weight, volumes and dimensions
- Procedures for the identification and evaluation of information needed to facilitate the transport of freight
- Procedures for assessing storage and transport requirements and options
- Procedures for electing transport/storage equipment and systems
- Procedures for organising any required permits
- Procedures for coordinating the transfer and storage of goods including multi-modal transport
- Procedures for the completion of transport documentation
- Problems that may occur when organising the transport of freight and goods and appropriate action that can be taken
- Sources of information and documentation needed when organising the transport of freight and goods
- Customer service policies and procedures

### Required skills:

- Communicate effectively with others when organising the transport of freight and goods
- Read and interpret instructions, procedures and labels relevant to the organisation of the transport of freight and goods
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the organisation of the transport of freight and goods
- Work collaboratively with others when organising the transport of freight and goods
- Establish effective working relationships with colleagues and clients
- Plan own work including prioritisation of work activities, predicting consequences and identifying improvements
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise during the organisation of the transport of freight and goods in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and

**Required skills:**

environments

- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and use communication, computers and systems required for the organisation of the transport of freight and goods
- Operate and adapt to differences in equipment in accordance with standard operating procedures

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
  - the underpinning knowledge and skills
  - relevant legislation and workplace procedures
  - other relevant aspects of the range statement

**Context of and specific resources for assessment**

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
  - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
  - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
  - relevant and appropriate materials and equipment, and
  - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

**Method of assessment**

- Assessment of this unit must be undertaken by a registered training organisation

## EVIDENCE GUIDE

- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Organisation of the transport of freight/goods may include movement of:	<ul style="list-style-type: none"> <li>• goods</li> <li>• equipment</li> <li>• materials</li> <li>• vehicular traffic</li> </ul>
Customers may be:	<ul style="list-style-type: none"> <li>• internal or external</li> </ul>
Operations may be conducted:	<ul style="list-style-type: none"> <li>• by day or night</li> </ul>
Freight/goods to be transported may include:	<ul style="list-style-type: none"> <li>• dangerous, hazardous, perishable, fragile, packaged goods</li> <li>• in liquid or solid form</li> </ul>
Storage areas may be:	<ul style="list-style-type: none"> <li>• existing, temporary or permanent</li> </ul>
Transport modes may include:	<ul style="list-style-type: none"> <li>• road, air, rail, sea or combinations</li> </ul>
Information needed to facilitate the organisation of the transport of freight/goods may include:	<ul style="list-style-type: none"> <li>• type, capacity and compatibility of freight/goods</li> <li>• agreed delivery times and routing schedules</li> <li>• pick-up and drop-off points</li> <li>• specified mode of transport</li> <li>• agreed cost structure</li> </ul>
Requirements for work may include:	<ul style="list-style-type: none"> <li>• site restrictions and procedures</li> <li>• use of safety and personal protective equipment</li> <li>• communications equipment</li> <li>• specialised lifting and/or handling equipment</li> <li>• incident/accident breakdown procedures</li> <li>• authorities and permits</li> </ul>

## RANGE STATEMENT

	<ul style="list-style-type: none"><li>• hours of operations</li><li>• noise restrictions</li><li>• additional gear and equipment</li><li>• Australian standards and guidelines for manual handling</li></ul>
Hazards may include:	<ul style="list-style-type: none"><li>• hazardous or dangerous materials</li><li>• contamination of, or from, materials being handled</li><li>• noise, light, energy sources</li><li>• stationary and moving machinery, parts or components</li><li>• dust/vapours</li><li>• spills, leakages, ruptures</li><li>• service lines</li></ul>
Consultative processes may involve:	<ul style="list-style-type: none"><li>• other employees and supervisors</li><li>• suppliers, potential customers and clients</li><li>• relevant authorities and institutions</li><li>• management and union representatives</li><li>• industrial relations and OH&amp;S specialists</li><li>• other maintenance, professional or technical staff</li></ul>
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	<ul style="list-style-type: none"><li>• company procedures</li><li>• enterprise procedures</li><li>• organisational procedures</li><li>• established procedures</li></ul>
Information/documents may include:	<ul style="list-style-type: none"><li>• Australian and international codes of practice and regulations relevant to the transport of freight</li><li>• operations manuals, job specifications and procedures and induction documentation</li><li>• Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances</li><li>• competency standards and training materials</li><li>• manufacturers/client specifications, instructions</li><li>• workplace operating procedures and policies</li><li>• supplier and/or client instructions</li><li>• Australian and International standards, criteria and certification requirements</li><li>• communications technology equipment, oral, aural or signed communications</li><li>• quality assurance procedures</li><li>• emergency procedures</li></ul>
Applicable procedures and codes may include:	<ul style="list-style-type: none"><li>• relevant regulations for the import and export of cargo</li><li>• Australian and international regulations and codes of practice for the handling and transport of dangerous goods</li></ul>



**RANGE STATEMENT**

and hazardous substances, including:

- Australian and International Dangerous Goods Codes
- Australian Marine Orders and the International Maritime Dangerous Goods Code
- IATA Dangerous Goods by Air regulations
- Australian and International Explosives Codes
- Australian and international standards and certification requirements
- international transport regulations, codes and procedures
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation

**Unit Sector(s)**

Not Applicable

**Competency Field**

**Competency Field**                      A - Handling Cargo/Stock