



**Australian Government**

# **TLIA0004 Complete receival and despatch documentation**

**Release: 1**

# TLIA0004 Complete receival and despatch documentation

## Modification History

**Release 1.** This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## Application

This unit involves the skills and knowledge required to complete receival and despatch documentation in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

It includes analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Not applicable.

## Competency Field

A – Handling Cargo/Stock

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

**1 Analyse order to identify work requirements to fill order**

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

**1.1** Order request documentation is interpreted

- |          |                                                       |                                                                                                                                                                            |
|----------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>1.2</b>                                            | Ordered goods are noted and workplace locations identified                                                                                                                 |
|          | <b>1.3</b>                                            | Workplace and goods information is used to organise documentation                                                                                                          |
|          | <b>1.4</b>                                            | Required schedules for order movement are identified and communicated with relevant personnel                                                                              |
|          | <b>1.5</b>                                            | Special aspects of order are identified and information on required documentation procedures and relevant regulatory requirements are identified, accessed and interpreted |
| <b>2</b> | <b>Follow workplace order documentation processes</b> |                                                                                                                                                                            |
|          | <b>2.1</b>                                            | Workplace procedures for order receipt and despatch documentation are identified                                                                                           |
|          | <b>2.2</b>                                            | Complete receipt and despatch documentation in accordance with workplace procedures and regulatory requirements                                                            |
| <b>3</b> | <b>Finalise documentation</b>                         |                                                                                                                                                                            |
|          | <b>3.1</b>                                            | Order is checked against schedule and order form                                                                                                                           |
|          | <b>3.2</b>                                            | Workplace records are completed and labels and appropriate documentation are attached in accordance with workplace procedures and regulatory requirements                  |
|          | <b>3.3</b>                                            | Special transportation requirements are identified and conveyed to appropriate personnel                                                                                   |
|          | <b>3.4</b>                                            | Required documentation for dangerous goods and hazardous materials is completed in accordance with regulatory requirements                                                 |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

## Unit Mapping Information

This unit replaces and is equivalent to TLIA3015 Complete receipt/despatch documentation.

## Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

# Assessment Requirements for TLIA0004 Complete receival and despatch documentation

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## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- applying work health and safety (WHS)/occupational health and safety (OHS) procedures
- communicating effectively with others
- completing receival and despatch documentation
- estimating size, shape and special requirements of goods and loads
- identifying containers and goods coding markings and emergency information panels
- interpreting and following operational instructions, procedures and information
- monitoring work activities in terms of planned schedule
- selecting and using relevant systems.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation requirements for receiving and despatching goods
- focus of operation of work systems, equipment, management and site operating systems for receiving and despatching goods
- housekeeping standards and procedures
- national and international standards, codes and regulations relevant to completing receival and despatch documentation including:
  - bond requirements
  - dangerous goods codes
  - legislative requirements
  - quarantine requirements
- receival and despatch documentation anticipated problems and appropriate actions for resolution
- requirements of loads with special conditions including:
  - controlled substances
  - dangerous goods

- hazardous materials
- security requirements
- temperature-controlled goods
- site layout and obstacles
- specifications and standards for checking and inspecting received and despatched goods
- WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for completing receipt and despatch documentation.

## Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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