



Australian Government

TLIA0010 Identify goods and store to specifications

Release: 1

TLIA0010 Identify goods and store to specifications

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 identify goods and store to specifications in accordance with relevant regulations and workplace requirements, as part of work operations in the transport and logistics industry.

It includes identifying and categorising goods, matching goods to locations based on specified criteria and assisting individuals to solve stock identification and location problems.

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 Identify and categorise goods

PERFORMANCE CRITERIA

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

1.1 Goods are identified and categorised in accordance with specifications and workplace procedures

1.2 Equipment is selected and used safely according to workplace procedures and regulatory requirements

2 Match goods to locations based on specified criteria	2.1	Locations for goods are determined based on workplace procedures
	2.2	Labels, goods systems and other information sources are used to assist in identifying goods, and handling and storage requirements
3 Assist individuals to solve stock identification and location problems	3.1	New stock items are identified and communicated with relevant personnel
	3.2	Stock queries are predicted and team members are assisted to locate stock information relevant to these goods
	3.3	Personnel are assisted with routine and non-routine stock enquiries and actions are taken to update goods information
	3.4	Personnel are encouraged to build knowledge of items
4 Identify appropriate transfer and handling requirements	4.1	Resources used to transfer different goods through storage zones are identified and evaluated
	4.2	Work in receipt and despatch areas is supported by identifying and reporting variances
	4.3	Relevant documentation is completed in accordance with workplace procedures
5 Contribute to continuous improvement	5.1	Customer requirements are used to determine work design
	5.2	Problems are identified, control measures determined and notified to appropriate personnel
	5.3	Improvements to work methods are identified and notified to appropriate personnel

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 TLIA3017 Identify products and store to specifications.

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 TLIA0010 Identify goods and store to specifications

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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:

- accessing, reading and interpreting relevant goods information, policies and regulatory requirements
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, legislation and workplace procedures
- communicating and working with relevant persons
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in goods and services in accordance with operating procedures
- reporting and rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant systems
- using inventory information to determine, plan and organise processes used for receipt, storage, goods movement, despatch, stock levels and re-ordering processes
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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:

- categories or groups of goods including:
 - key characteristics
 - hazard potential
 - special handling, stacking and storage requirements
- codes of practice and regulations relevant to workplace activities
- documentation requirements including reports and records concerning damaged or contaminated goods
- goods sources, destinations and potential problems
- housekeeping standards and procedures

- operational work systems, equipment, management and site operating systems
- re-ordering procedures and just-in-time planning principles
- requirements for workplace documentation, inventory systems and records
- site layout and obstacles
- sources of goods information including:
 - policies and procedures
 - product knowledge
- types of equipment and storage areas appropriate for different types of goods including:
 - dangerous goods
 - fragile
 - hazardous
 - perishable
 - sensitive items.

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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