



Australian Government

Assessment Requirements for TLIA0016 Organise warehouse records operations

Release: 1

Assessment Requirements for TLIA0016 Organise warehouse records operations

Modification History

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

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
- collecting and consolidating warehouse records
- communicating with others
- completing relevant documentation
- identifying and following operational instructions, procedures and information
- responding to requests for information in a timely manner
- selecting and using relevant record management 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:

- national codes and regulations relevant for organising warehouse records operations
- operational records systems, equipment, management and site operating systems for organising warehouse records
- principles of operation and functions of warehouse management systems
- records and documentation requirements for organising warehouse records operations
- requirements for accessibility, security and confidentiality of records
- site layout
- workplace procedures and policies for organising warehouse records operations.

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.

Links

Companion Volume Implementation Guides are found in VETNet -

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