



Australian Government

TLIA0016 Organise warehouse records operations

Release: 1

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.

Application

This unit involves the skills and knowledge required to organise warehouse records operations in accordance with relevant regulations and workplace requirements in the transport and logistics industry.

It includes identifying record management databases, storage types and technologies, and using record management systems to store and retrieve information.

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 record management databases, storage types and technologies**

PERFORMANCE CRITERIA

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

- 1.1** Requirements for records operations are identified and defined

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| | 1.2 | Record systems that might meet workplace requirements are identified and reviewed |
| | 1.3 | Advantages and disadvantages of identified systems are evaluated and noted |
| | 1.4 | Record management systems are selected in accordance with workplace requirements |
| | 1.5 | Appropriate action is taken to establish the selected record system in accordance with workplace procedures and operational requirements |
| 2 | Store warehouse records | |
| | 2.1 | Warehouse records are collected and consolidated in accordance with workplace procedures |
| | 2.2 | Records are stored in accordance with system developer instructions and workplace procedures |
| | 2.3 | Records are maintained in accordance with workplace procedures |
| 3 | Use record management systems to retrieve information | |
| | 3.1 | Responses to requests for information are processed and communicated within specified timeframes |
| | 3.2 | Required records are accessed and retrieved in accordance with workplace procedures |

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 TLIA3024 Organise warehouse records operations.

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 TLIA0016 Organise warehouse records operations

Modification History

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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
- 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.

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