



Australian Government

TLIA0019 Despatch stock

Release: 1

TLIA0019 Despatch stock

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 despatch stock.

It includes analysing orders to identify work requirements, following workplace processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

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 Review order to identify work requirements

PERFORMANCE CRITERIA

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

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| 1.1 | Order request, pick request and consignment note are reviewed for completion and despatch instruction |
| 1.2 | Required schedules for despatch are identified |

		1.3	Products ordered are located and verified
		1.4	Despatch schedule, storage location and product knowledge are used to plan sequence of work
		1.5	Appropriate material handling equipment is selected within required work health and safety (WHS)/occupational health and safety (OHS) regulations and timeframe for the despatch
2	Follow workplace processes to prepare goods for despatch	2.1	Goods for despatch are selected and checked against labels and other identification systems
		2.2	Products are sorted, assembled and consolidated
		2.3	Orders are secured and placed in storage or despatch zones in accordance with schedule
3	Complete despatch following workplace procedures and schedules	3.1	Records are completed, and labels and appropriate documentation are attached
		3.2	Load labels and documentation are checked and loading is organised in accordance with workplace procedures and dangerous goods codes as required
		3.3	Final check of load labels and despatch and transfer documentation is completed in accordance with workplace procedures and statutory requirements
		3.4	Goods are confirmed as available for despatch and appropriate reporting is undertaken

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.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2021 Despatch stock.

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 TLIA0019 Despatch stock

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:

- communicating and working effectively with others when organising despatch operations
- completing documentation related to organising despatch operations
- completing tasks within work health and safety (WHS)/occupational health and safety (OHS) guidelines and workplace procedures
- modifying activities depending on operational contingencies, risk situations and environments
- interpreting and following instructions, procedures and labels relevant to organising despatch operations
- selecting and using relevant equipment and communications technology when organising despatch operations
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS/OHS standards.

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 and recording requirements for despatch operations
- equipment used during despatch operations and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for despatching goods
- potential problems and possible solutions relating to despatching goods
- relevant legislation, regulations, codes of practice and industry guidelines for despatching operations
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout, obstacles and specialised zones
- workplace procedures and policies for organising despatch 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 access to:

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

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