



Australian Government

TLIA2013 Receive goods

Release: 1

TLIA2013 Receive goods

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 receive goods in accordance with regulatory and workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes identifying workplace procedures and documentation requirements for receiving goods; checking and inspecting goods on arrival and completing workplace documentation; and unloading, unpacking and storing stock.

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 workplace procedures and documentation requirements for receiving goods

PERFORMANCE CRITERIA

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

- 1.1 Workplace procedures for receiving goods are identified
- 1.2 Purpose of documents associated with receiving goods is interpreted
- 1.3 Workplace documentation requirements for receiving goods and reporting damage are

identified

2 Check and inspect goods on arrival and complete workplace documentation

- 2.1 Procedures for checking goods against orders or manifests are identified and followed
- 2.2 Discrepancies and/or damaged goods are reported
- 2.3 Non-conforming goods are appropriately documented and despatched or stored in accordance with company procedures

3 Unload, unpack and store stock

- 3.1 Appropriate manual handling techniques and equipment are identified
- 3.2 Safe work procedures are used when unloading, unpacking and storing stock
- 3.3 Advice is sought on appropriate storage locations and requirements for particular products
- 3.4 Goods are unloaded and unpacked in accordance with workplace procedures
- 3.5 Assistance is sought from others as required to maintain safe and effective work
- 3.6 Directions are followed to store stock in appropriate areas

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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2013A Receive goods.

Links

Companion Volume implementation guides are found in VETNet -

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