



Australian Government

TLIA3017 Identify products and store to specifications

Release: 1

TLIA3017 Identify products 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 products 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 products, matching products 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 products

2 Match products to locations based on specified criteria

PERFORMANCE CRITERIA

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

1.1 Products are identified in terms of specified criteria in accordance with workplace procedures

1.2 Products are categorised in terms of specified criteria in accordance with workplace requirements

2.1 Locations for products are determined based on specified criteria

- 2.2 Labels, inventory systems and other information sources are used to assist in identifying products, and handling and storage requirements
- 3 Assist individuals to solve stock identification and location problems**
 - 3.1 New stock items are identified and particular product information is brought to the attention of relevant personnel
 - 3.2 Stock queries are predicted and team members are assisted to locate and assimilate information relevant to these products
 - 3.3 Personnel are assisted with routine and non-routine stock enquiries and actions are taken to update product information for relevant personnel
 - 3.4 Personnel are encouraged to maintain and build product knowledge by accessing product information and applying problem solving and information analysis skills
- 4 Identify appropriate transfer and handling requirements**
 - 4.1 Resources used to transfer different products through the storage zones are identified and evaluated
 - 4.2 Work in receipt and despatch areas is supported by identifying and reporting variances
 - 4.3 Stock re-ordering is informed by knowledge of product source, frequency of pick destination or seasonality of products and potential for supply problems
 - 4.4 Relevant documentation is completed in accordance with workplace procedures
- 5 Contribute to continuous improvement**
 - 5.1 Knowledge of customer requirements is used to determine work design
 - 5.2 Potential problems are predicted and notified to appropriate personnel
 - 5.3 Opportunities for improvements to own 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.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA3017A 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 TLIA3017 Identify products 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 product information, policies and regulatory requirements
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in products and services in accordance with operating procedures
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment
- using information on products/stock 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:

- codes of practice and regulations relevant to workplace activities
- documentation requirements including reports and records concerning damaged or contaminated goods
- housekeeping standards and procedures
- information on various categories or groups of products including their key characteristics and hazards, and any special handling, stacking and storage requirements
- operational work systems, equipment, management and site operating systems
- product sources, destinations and potential problems
- re-ordering procedures and just-in-time planning principles
- requirements for workplace documentation, inventory systems and records
- site layout and obstacles
- sources of product information
- strategies to seek out sources of product knowledge and to use this information to inform work
- types of equipment and storage areas appropriate for different types of goods including perishable, fragile and/or dangerous/hazardous goods
- workplace procedures and policies relevant to the application of product knowledge to the organisation of workplace operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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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 include:
- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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