



Australian Government

TLIA3024 Organise warehouse records operations

Release: 1

TLIA3024 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
- 1.2 Types of 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 manually and/or electronically as required 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 promptly
 - 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.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3024A 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 TLIA3024 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
- communicating and working effectively with others
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures and label advice
- selecting and using relevant communications, computing and office equipment when organising warehouse management system.

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:

- Australian codes and regulations relevant for organising warehouse records operations
- computer records and documentation requirements for organising warehouse records operations
- housekeeping standards and procedures
- operational records systems, equipment, management and site operating systems for organising warehouse records
- principles of operation and functions of warehouse management systems
- problems that may occur when organising warehouse records operations and appropriate action that can be taken
- requirements for accessibility, security and confidentiality of records
- site layout
- workplace procedures and policies for organising warehouse records 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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