



Australian Government

TLID3050 Coordinate furniture removal

Release: 1

TLID3050 Coordinate furniture removal

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 coordinate the removal of furniture and effects, in accordance with workplace procedures, relevant standards and certification requirements.

It includes correctly parking a removal vehicle; determining access arrangements; identifying potential hazards; developing, communicating and monitoring an appropriate removal plan prior to uplift; and completing all relevant records.

Work is performed under some supervision, generally in a team environment. Defined accountability and responsibility for self and others in achieving the required outcomes is involved.

This unit involves the application of standard furniture removal procedures by removal crew members when coordinating removal across a variety of removal contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

1 Park vehicle

1.1 Vehicle is parked with due consideration of critical factors

1.2 Need for use of visual safety equipment is determined and this

equipment is positioned in accordance with workplace procedures, local authority requirements and state/territory requirements

- 1.3 Access to vehicle is planned to minimise traffic wear on gardens and lawns, and to avoid obstructions
- 1.4 Potential external hazards are identified and vehicle is parked to minimise risk of injury and/or damage to items and equipment during removal activities

2 Define job requirements

- 2.1 Customer needs and perception of job are clearly established through appropriate questioning and discussion based on written removal consultant appraisal
- 2.2 In consultation with customer, removal consultant/client inventory is checked for accuracy and discrepancies are made known to appropriate workplace personnel in accordance with workplace procedures
- 2.3 Initial inspection of total job is undertaken with customer and an appropriate loading sequence is ascertained
- 2.4 Potential internal hazards are identified and appropriate action is planned to minimise risk or injury and/or damage to items, equipment or structure
- 2.5 Special requirements are identified and negotiated with customer
- 2.6 Customer is appropriately advised of any pre-damaged or damage-risked items and appropriate documentation is completed
- 2.7 Dangerous or hazardous items that are unacceptable for removal are identified and customer is appropriately informed
- 2.8 Confirmation is made that items have been appropriately prepared for travel, in accordance with workplace procedures

3 Plan and monitor loading

- 3.1 Loading plan is confirmed in consultation with appropriate onsite removal team members
- 3.2 Potential external hazards are identified and appropriate action is planned to minimise risk of injury and/or damage to items and equipment during removal activities
- 3.3 Confirmed loading plan is communicated to all onsite removal team members
- 3.4 Relevant information about loading plan is communicated to

despatch staff or other appropriate personnel in accordance with workplace procedures

3.5 Removal team performance is monitored to ensure requirements of loading plan are met

- 4 Complete records**
- 4.1 Records are updated accurately, legibly and promptly in accordance with workplace procedures
 - 4.2 Records are checked to ensure they include all required information relevant to job

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 TLID3050A Coordinate furniture removal.

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 TLID3050 Coordinate furniture removal

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, workplace procedures and industry standards
- communicating effectively with others
- identifying hazardous or dangerous items unacceptable for removal
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of removal/loading plan
- operating electronic communications equipment to required protocol
- providing leadership and encouragement to team members
- reading, interpret and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others or damage to furniture 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:

- critical factors for parking vehicles
- customer service requirements including appropriate language, courtesy, behaviour and problem solving
- furniture removal procedures and codes of practice
- hazards and related hazard control measures
- items unsuitable for removal and associated reasons
- load restraint
- organisational workplace procedures
- records and signed agreements that are completed during an initial removal survey and

related procedures

- relevant agreements and legislation applicable to furniture removal
- relevant state/territory road traffic authority licence and traffic regulations
- relevant vehicle parking safety requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection legislation and policies
- special requirements that may need to be addressed in a removal and related procedures to be applied.

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 access to:

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

Links

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