



Australian Government

TLIL4030 Control a furniture warehouse

Release: 1

TLIL4030 Control a furniture warehouse

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 control a furniture warehouse in accordance with relevant regulations and workplace requirements.

It includes determining site functions and operations, receiving and despatching furniture, maintaining inventory and warehouse security, monitoring storage operations, and completing required records and documentation.

Work is performed under limited supervision. It involves the application of discretion and judgement and knowledge of relevant regulatory requirements and workplace procedures to control a furniture warehouse.

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

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

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 Determine site functions and operations

1.1 Layout of furniture storage facilities, work flow and activities undertaken in each zone are identified

1.2 Hazards are identified, risks are assessed and control measures are implemented

- 1.3 Type of storage facilities, their purpose and associated risk factors are identified
- 1.4 Inventory lists are accessed through record management system
- 1.5 Storage separations and co-storage applications are identified
- 2 Receive and despatch furniture**
 - 2.1 Furniture for storage is received and transferred to allocated storage space in accordance with workplace procedures
 - 2.2 Furniture and effects are transferred from storage area to loading dock and are despatched in accordance with workplace procedures and customer requirements
 - 2.3 Records of received and despatched furniture and effects are completed in accordance with workplace procedures
- 3 Maintain inventory**
 - 3.1 Inventory is updated through data entry about furniture movements into, out of, and within storage areas
 - 3.2 Inventory data is confirmed to match furniture and effects for available storage and applicable storage requirements
 - 3.3 Audits and stocktakes of storage areas are used to verify inventory records
- 4 Maintain warehouse security**
 - 4.1 Security of warehouse and storage areas is maintained in accordance with workplace procedures in conjunction with security personnel and with the aid of appropriate security technology
 - 4.2 Appropriate action/s is taken in response to breaches of operational and security procedures or to an emergency/incident
 - 4.3 Operational actions and investigative outcomes are documented in accordance with workplace procedures
- 5 Monitor storage operations**
 - 5.1 Storage areas are supervised to ensure movement of personnel and furniture items is in accordance with workplace procedures
 - 5.2 Storage facilities are checked to ensure appropriate operational capacity
 - 5.3 Integrity of furniture and effects is monitored to ensure appropriate condition is maintained
 - 5.4 Deterioration in condition of furniture and effects is recorded, investigated and reported for appropriate action

- 5.5 Discrepancies/changes to storage requirements and/or inventory lists are noted and appropriate action is initiated in accordance with workplace procedures

6 Complete records 6.1 Records of warehouse operations are confirmed

- 6.2 Records of warehouse operations are completed legibly and proofread

- 6.3 Records of warehouse operations are processed 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 TLIL4030A Control a furniture warehouse.

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 TLIL4030 Control a furniture warehouse

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 precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- modifying activities dependant on workplace contexts, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- providing leadership and working collaboratively with others
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using relevant communications, computing and office equipment
- using inventory information to determine, plan and organise the control of a furniture warehouse
- 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:

- Australian codes and regulations/permit/licence requirements relevant to workplace activities

- documentation requirements, including reports and records related to damaged furniture and effects, emergencies and security breaches
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- information on various categories or groups of furniture and effects including their key characteristics and hazards, and the special handling, stacking and storage requirements for each
- operational work systems, equipment, management and site operating systems
- problems that may occur and appropriate action that can be taken
- site layout
- types of storage areas and related equipment appropriate for different types of furniture and effects
- workplace procedures and policies relevant for controlling a furniture warehouse.

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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