



Australian Government

TLIO2003 Undertake loading and unloading in a designated secured environment

Release: 1

TLIO2003 Undertake loading and unloading in a designated secured environment

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 undertake loading and unloading of goods in a designated secured environment.

It includes selecting loading site, undertaking load transfer and completing required transfer documentation.

Work must be carried out in accordance with relevant sections of relevant state/territory authority regulations for the secure delivery of valuables, secured products, documents and materials.

Work is performed under general supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Select loading site

PERFORMANCE CRITERIA

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

- 1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards

- 1.2 Plans of site access, exit points and key physical features are identified
 - 1.3 Site for goods transfer is selected in accordance with security plan and with due regard for own safety, safety of security team, members of the public and consignment
 - 1.4 Loading site/s mandated by customer and/or specific loading and unloading requirements are identified and assessed for accessibility and security
 - 1.5 Alternative sites are identified where pre-determined site is assessed as inappropriate
 - 1.6 Proposed changes to loading site/s are referred to appropriate personnel and authorisation is sought as required
- 2 Undertake load transfer**
 - 2.1 Permission to enter and exit loading area is obtained in accordance with workplace procedures
 - 2.2 Security procedures, including positioning of personnel, travelling across public areas, and carrying/loading techniques, are implemented in accordance with operational plan and regulatory requirements
 - 2.3 Contingency plans are identified and confirmed with other team members
 - 2.4 Environment is constantly monitored to maintain a safe working environment
 - 2.5 Goods are identified and details are verified and checked for conformity with manifest
 - 2.6 Non-conforming consignments are documented and reported in accordance with workplace procedures
 - 2.7 Load characteristics are identified and considered when determining appropriate loading and unloading workplace procedures
 - 2.8 Load handling is undertaken in accordance with loading regulations and workplace safety requirements
 - 2.9 Consignment is delivered/stored and secured in accordance with regulatory requirements, operational plan and workplace procedures
- 3 Complete transfer**
 - 3.1 Details of consignment delivery are verified by client or

documentation

client representative

- 3.2 Documentation is completed and 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 TLIO2003A Undertake loading and unloading in a designated secured environment.

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 TLIO2003 Undertake loading and unloading in a designated secured environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

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:

- adapting to differences in equipment in accordance with workplace procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying and correctly using equipment, processes and workplace procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and labels
- reporting and/or rectifying identified problems or incidents promptly, in accordance with regulatory requirements and workplace procedures
- using correct manual handling techniques safely
- working collaboratively with others
- 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:

- contingency planning relating to managing and controlling security risks
- housekeeping standards and procedures
- operational procedures for identification of security risks
- relevant state/territory permit and licence regulations and requirements
- requirements for approved work procedures and relevant equipment
- risks and hazards when transferring cash-in-transit and related precautions to control the risk
- typical problems that can occur when loading and unloading cash-in-transit in a designated secured environment and appropriate action that can be taken to prevent or solve these problems
- work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines for lifting and moving loads.

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.

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

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

Companion Volume implementation guides are found in VETNet -

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