



Australian Government

TLIP4040 Monitor warehouse operations

Release: 1

TLIP4040 Monitor warehouse 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 monitor warehouse operations, and to identify and report issues and possible improvements in various contexts in the transport and logistics industry. All activities are carried out in accordance with relevant organisational policy and procedures.

It requires knowledge of different types of warehouses, their functions, operational and organisational requirements. It includes using warehouse equipment, inventory and stock control processes, information technology and communications systems, warehouse security arrangements and applying engineered standards.

Individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Determine warehouse operational requirements

PERFORMANCE CRITERIA

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

- 1.1 Standard operating procedures for warehouse operations are accessed
- 1.2 Own areas of responsibility and reporting lines for

issues outside own scope of authority, are determined

1.3 Applicable legislative requirements are identified

2 Identify the different types of warehouses

2.1 Different types of warehouses and their functions are analysed

2.2 Range of products/goods stored within various types of warehouses is identified

2.3 Storage plan for a range of inventory is developed, in accordance with enterprise procedures, materials handling equipment requirements and legislative requirements

3 Identify functions of warehouse operations

3.1 Warehouse operations for receiving, order picking and packing, despatch, stocktaking and replenishment are confirmed

3.2 Different types of documentation required for warehouse operations are used and interpreted

3.3 Flow of goods through the warehouse from receiving area to despatch is identified

3.4 Characteristics of goods that may have an impact on storage/handling methods and requirements are investigated

4 Use warehouse equipment

4.1 Purpose and types of materials handling equipment commonly used in warehouses are confirmed

4.2 Storage systems commonly used in warehouses, and their functions, are identified

4.3 Correct use and load capacity of storage systems are determined, in accordance with manufacturer specifications, and organisational policies and procedures

4.4 Manually operated materials handling equipment is used correctly, in accordance with legislative and regulatory requirements, and organisational policies and procedures

5 Use a range of information technologies employed in a warehouse

5.1 Information technological systems used in warehouse operations are identified

5.2 Use and impact of data capturing systems used within warehouse operations is analysed

- 5.3 Data capturing devices are used to record inventory in warehouse operations
- 5.4 Impact of information technology and communications systems used in warehouse operations is identified
- 5.5 Communications system is used to monitor goods and products in warehouse operations
- 5.6 Warehouse management systems are used to monitor flow of inventory in warehouse operations
- 6 Participate in inventory/stock control procedures**
 - 6.1 Inventory and stock control principles are identified
 - 6.2 Methods and processes are utilised for determining stock, replenishment and reordering levels
 - 6.3 Range of reordering methods are implemented as appropriate
 - 6.4 Factors that impact on reordering and stock control levels are identified
 - 6.5 Inventory count of a stock item is performed, need for replenishment is determined and stock item is reordered as required
- 7 Apply engineered standards to warehouse operations**
 - 7.1 General principle of engineered standards is identified
 - 7.2 Main measurements and collection methods required to support engineered standards are used
 - 7.3 Application of engineered standards to various warehousing tasks is determined
- 8 Report on warehouse security**
 - 8.1 Warehouse security arrangements are complied with
 - 8.2 Security objectives are determined
 - 8.3 Internal and external security threats and exposures as they relate to warehouses are evaluated
 - 8.4 Measures to improve security arrangements are reported

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 TLIP4040A Monitor warehouse 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 TLIP4040 Monitor warehouse 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:

- advising on recommendations about possible improvements to warehouse operations, including measures to improve security arrangements
- communicating and working effectively with others
- completing relevant documentation
- developing own competence in response to changes in activities
- interpreting and applying relevant regulations and instructions
- modifying activities dependent on workplace contingencies, situations and environments
- monitoring and anticipating operational problems, hazards and risks, including security breaches, and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating relevant equipment correctly and safely, including manually-operated material handling equipment
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and recording non-compliance issues
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- using appropriate technology, including software and communications systems, to enable monitoring of goods and products in the workplace.

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:

- computer records/documentation requirements for stock control, including forms, checklists and inventory reports applicable to the workplace
- different types of inventory systems and stock management approaches applicable to a range of warehouse styles and sizes to enable stock control
- housekeeping standards and procedures
- impact of engineered standards on warehouse operations
- organisational policies and procedures, including those relating to effective monitoring and reporting of warehouse operations
- principles of operation and functions of inventory systems
- range of different warehouse structures/types and warehouse applications/functions to store a range of products and goods
- relevant sections of national and state/territory legislation, regulatory requirements, codes of practice and/or guidelines as they relate to the level and type of warehouse operations, including inventory storage
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and guidelines
- role and impact of information technology, including record systems, in warehouse operations
- software applications commonly used in warehouse operations
- warehouse security processes to enable identifying and reporting measures to improve security in the workplace
- workplace processes for records management and producing inventory reports.

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.

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