



Australian Government

Department of Education, Employment and Workplace Relations

TLIA3207C Organise transport of freight or goods

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to organise the transport of freight or goods, including planning the transport operations, organising the transport of the freight, completing the required documentation and finalising the organisational process.

Application of the Unit

Work must be carried out in compliance with the relevant codes of practice and regulations for the transport of freight or goods.

It is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

Work involves the application of routine principles and procedures to organise the transport of freight or goods prior to shipment.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Plan transport operations	1.1 Knowledge of product to be freighted and workplace procedures are applied to the analysis of the transportation process 1.2 Domestic and international regulations, codes and procedures for the transport of freight are identified 1.3 Resources including manual handling equipment, employees competencies, storage areas, goods management equipment and transportation equipment are identified to match the task 1.4 Work processes are planned to meet agreed timelines 1.5 Types of transportation required for the freight or goods is identified to match customer requirements, freight type and delivery time 1.6 Multiple transport modes are identified where applicable 1.7 Goods transfer methods between modes of transport are selected where appropriate
2 Organise the transport of freight	2.1 Employees, equipment and temporary storage areas (if required) are allocated and supervised 2.2 Freight is secured ensuring no damage to contents 2.3 Handling methods suitable to the goods and transport method are selected 2.4 Individuals are informed of work requirements and timelines 2.5 Work processes are monitored to ensure that resources, both human and equipment, are maintained at productive levels and according to workplace and OH&S requirements 2.6 Discrepancies in freight are noted and action undertaken in accordance with workplace procedures

3 Complete organisational process

- 3.1 Monitoring processes to track the movement of freight are implemented
- 3.2 Reporting requirements are communicated to appropriate personnel
- 3.3 Workplace documents and records are checked for completion and are filed/stored in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Codes of practice and legislative requirements relevant to the organisation of the transport of freight and goods

Relevant OH&S and environmental procedures and regulations

Procedures for the calculation/estimation of weight, volumes and dimensions

Procedures for the identification and evaluation of information needed to facilitate the transport of freight

Procedures for assessing storage and transport requirements and options

Procedures for electing transport/storage equipment and systems

Procedures for organising any required permits

Procedures for coordinating the transfer and storage of goods including multi-modal transport

Procedures for the completion of transport documentation

Problems that may occur when organising the transport of freight and goods and appropriate action that can be taken

Sources of information and documentation needed when organising the transport of freight and goods

Customer service policies and procedures

Required skills:

Communicate effectively with others when organising the transport of freight and goods

Read and interpret instructions, procedures and labels relevant to the organisation of the transport of freight and goods

Interpret and follow operational instructions and prioritise work

Complete documentation related to the organisation of the transport of freight and goods

Work collaboratively with others when organising the transport of freight and goods

Establish effective working relationships with colleagues and clients

Plan own work including prioritisation of work activities, predicting consequences and identifying improvements

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may arise during the organisation of the transport of freight and goods in accordance with regulatory requirements and workplace procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Select and use communication, computers and systems required for the organisation of the transport of freight and goods

Operate and adapt to differences in equipment in accordance with standard operating procedures

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Organisation of the transport of freight/goods may include movement of:	goods equipment materials vehicular traffic
Customers may be:	internal or external
Operations may be conducted:	by day or night
Freight/goods to be transported may include:	dangerous, hazardous, perishable, fragile, packaged goods in liquid or solid form
Storage areas may be:	existing, temporary or permanent
Transport modes may include:	road, air, rail, sea or combinations
Information needed to facilitate the organisation of the transport of freight/goods may include:	type, capacity and compatibility of freight/goods agreed delivery times and routing schedules pick-up and drop-off points specified mode of transport agreed cost structure
Requirements for work may include:	site restrictions and procedures use of safety and personal protective equipment communications equipment specialised lifting and/or handling equipment incident/accident breakdown procedures authorities and permits hours of operations noise restrictions additional gear and equipment Australian standards and guidelines for

	manual handling
Hazards may include:	hazardous or dangerous materials contamination of, or from, materials being handled noise, light, energy sources stationary and moving machinery, parts or components dust/vapours spills, leakages, ruptures service lines
Consultative processes may involve:	other employees and supervisors suppliers, potential customers and clients relevant authorities and institutions management and union representatives industrial relations and OH&S specialists other maintenance, professional or technical staff
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures enterprise procedures organisational procedures established procedures
Information/documents may include:	Australian and international codes of practice and regulations relevant to the transport of freight operations manuals, job specifications and procedures and induction documentation Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances competency standards and training materials manufacturers/client specifications, instructions workplace operating procedures and policies supplier and/or client instructions Australian and International standards,

Applicable procedures and codes may include:

criteria and certification requirements

communications technology equipment, oral, aural or signed communications

quality assurance procedures

emergency procedures

relevant regulations for the import and export of cargo

Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

Australian and International Dangerous Goods Codes

Australian Marine Orders and the International Maritime Dangerous Goods Code

IATA Dangerous Goods by Air regulations

Australian and International Explosives Codes

Australian and international standards and certification requirements

international transport regulations, codes and procedures

relevant state/territory OH&S legislation

relevant state/territory environmental protection legislation

Unit Sector(s)

Not applicable.

Competency Field

A - Handling Cargo/Stock