



Australian Government

Department of Education, Employment and Workplace Relations

TLIA4031A Consolidate freight

Release: 1

TLIA4031A Consolidate freight

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to consolidate freight including assessing the scope to consolidate freight, combining or consolidating multiple shipments of products into higher volume shipments, and the related preparation of consignment documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

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

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 efficiently and effectively combine and consolidate freight prior to shipment.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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

ELEMENT	PERFORMANCE CRITERIA
1 Assess scope to consolidate freight	1.1 Capacity and capability of different transport modes available to the organisation are assessed against proposed task 1.2 Individual consignment loads are evaluated to identify relevant information needed to combine or consolidate freight 1.3 Information is analysed to determine where opportunities for freight consolidation exist 1.4 Packaging requirements for consolidated cargo conform to regulatory requirements 1.5 Procedures for the loading of cargo are planned in accordance with established industry practice and Australian Dangerous Goods (ADG) Code 1.6 Volumes and dimensions of proposed consolidation are calculated 1.7 Proposed consolidation is matched against operational capacity and capability of carrier
2 Prepare consignment documentation	2.1 Consignment documentation is prepared for consolidated cargo 2.2 Labelling and marking requirements of cargo are documented in accordance with domestic and international regulations, ADG Code and workplace requirements 2.3 Consignment documentation is completed and filed/stored in accordance with workplace procedures including dangerous goods declaration, where applicable 2.4 Freight is consolidated taking into account segregation requirements for dangerous goods, if applicable

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant codes of practice and legislative requirements including local and international freight regulations
- Relevant OH&S and environmental procedures and regulations
- Procedures for the calculation of volumes and dimensions
- Procedures for the identification and evaluation of information needed to facilitate the consolidation of freight

REQUIRED KNOWLEDGE AND SKILLS

- Procedures for planning the loading of freight
- Procedures for the completion of consignment documentation
- Problems that may occur when consolidating freight and appropriate action that can be taken
- Sources of information and documentation needed when consolidating freight
- Customer service policies and procedures

Required skills:

- Communicate effectively with others when consolidating freight
- Read and interpret instructions, procedures, information and labels relevant to the consolidation of freight
- Complete documentation related to the consolidation of freight
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when consolidating freight
- 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 occur during the consolidation of freight in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events that may occur during the consolidation of freight
- 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
- Operate and adapt to differences in freight and equipment in accordance with standard operating procedures
- Select and use required computer and communication equipment when consolidating freight
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the

EVIDENCE GUIDE

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/or 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 equipment, and
 - 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 activities in an appropriately simulated environment 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

RANGE STATEMENT

environments and situations that may affect performance.

Consolidation of freight may include:	• mixed products from multiple areas for shipment to a single customer • the consolidation of smaller shipments
Requirements for work may include:	• freight forwarding protocols and procedures • communications equipment • workplace operations • authorities and permits • hours of operation • relevant regulations
Information needed to facilitate the consolidation of freight may include:	• type, capacity and compatibility of cargo • agreed delivery times and routing schedules • pick-up and drop-off points • specified carrier/mode of transport • agreed cost structure
Established industry practice when planning procedures for the loading of cargo includes:	• available space is used efficiently • goods are packed for ease of inspection and to meet delivery and customer requirements • goods are secured ensuring no damage to contents • weight and volume of consolidated cargo conforms to specifications
Consultative processes may involve:	• other employees and supervisors • international and domestic agents, suppliers, clients • relevant authorities and institutions • management • OH&S specialists • other 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/documentation may include:	• Australian and international codes of practice and regulations relevant to consolidation 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

RANGE STATEMENT

Applicable procedures and codes may include:

- workplace operating procedures and policies
- supplier and/or client instructions
- Australian and international standards, criteria and certification requirements
- communications technology equipment, oral, aural or signed communications
- emergency procedures
- quality assurance 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

Competency Field A - Handling Cargo/Stock