

# 2009

## TLI30107 Certificate III in Transport & Logistics (Warehousing and Storage)

<b>Company</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Contact No.</b>	

Request units selected below be delivered for all Employees enrolled in this course

Require Individual Training Plan Tailored for:

Trainee Name	
Trainee Name	
Trainee Name	
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Trainee Name	
Trainee Name	



**Vostro Institute of Training Australia**

82 – 96 Hampstead Road Maidstone

Ph: 9318 6956

Website: [www.vostroinstitute.com.au](http://www.vostroinstitute.com.au)

## Selection of Units

<b>SELECT AT LEAST 7 OF THE FOLLOWING UNITS FROM BELOW FROM CERTIFICATE III</b>			
<input type="checkbox"/>	<b>TLIG207C</b>	<b>Lead a work team or group</b>	This unit involves the skills and knowledge required to lead a work team or group including participating in team/group planning, managing and developing team/group performance, participating in and facilitating the work team/group in its achievement of workplace tasks, and documenting and reviewing work team/group performance.
<input type="checkbox"/>	<b>TLIA1707C</b>	<b>Apply product knowledge to organise work operations</b>	This unit involves the skills and knowledge required to apply product knowledge to the organisation of work operations including identifying and categorising products, matching products to locations based on specified criteria, and assisting individuals to solve stock identification and location problems.
<input type="checkbox"/>	<b>TLIA1807C</b>	<b>Organise despatch operations</b>	This unit involves the skills and knowledge required to organise despatch operations in accordance with workplace requirements including planning and organising despatch operations, organising the storage and despatch of stock, and completing all required documentation and records.
<input type="checkbox"/>	<b>TLIA3807B</b>	<b>Control and Order Stock</b>	This unit involves the skills and knowledge required to control and order stock for a workplace store in an enterprise/organisation in a transport, distribution, production, hospitality, retail or other relevant industry sector. It specifically covers maintaining stock levels and records, organising and administering stocktakes, identifying stock losses, processing stock orders, and following up orders.
<input type="checkbox"/>	<b>TLIA3907B</b>	<b>Recieve and store stock</b>	This unit involves the skills and knowledge required to receive and store stock for a workplace store in an enterprise/organisation in a transport, distribution, production, hospitality, retail or other relevant industry sector. It specifically covers taking delivery of stock, storing the received stock, and rotating and maintaining stock in accordance with relevant regulatory and workplace procedures.
<input type="checkbox"/>	<b>TLIE207C</b>	<b>Estimate/calculate mass, area and quantify dimensions</b>	This unit involves the skills and knowledge required to estimate and calculate mass and area and quantify dimensions of loads as part of work functions in the transport, stevedoring, warehousing, and/or storage sectors. This includes

			estimating loads to be transported or placed in storage, identifying mass, area and volume limitations of available transport/storage systems and carrying out calculations required to organise load(s) to match identified transport/storage limitations
<input type="checkbox"/>	<b>TLIF407C</b>	<b>Organise occupational health and safety in the workplace</b>	This unit involves the skills and knowledge required to organise OH&S procedures in the workplace, including interpreting and applying information about OH&S policies and procedures and duty of care responsibilities, identifying and assessing hazards and risks in the workplace, negotiating to control workplace hazards and risks, resolving complaints about OH&S, and instituting appropriate risk management strategies.
<input type="checkbox"/>	<b>TLIE407C</b>	<b>Prepare workplace documents</b>	This unit involves the skills and knowledge required to prepare workplace documents and forms in accordance with workplace requirements and any applicable regulations/codes including planning and preparing a simple workplace document such as a letter or report, and gathering relevant information enabling the completion of a workplace form.
<input type="checkbox"/>	<b>TLIJ207C</b>	<b>Apply Quality Systems</b>	This unit involves the skills and knowledge required to apply quality systems in workplace operations including working within a quality improvement system and using quality improvement systems, tools and techniques in accordance with enterprise procedures.

**SELECT AT LEAST 7 OF THE FOLLOWING UNITS FROM BELOW FROM CERTIFICATE II**

<input type="checkbox"/>	<b>BSBCM208A</b>	<b>Deliver a service to customers</b>	This unit covers the skills and knowledge required to identify customer needs and provide a service to customers within a prescribed framework.
<input type="checkbox"/>	<b>TLIA1207C</b>	<b>Pick and process orders</b>	This unit involves the skills and knowledge required to pick and process orders in accordance with workplace requirements including identifying workplace order picking processes, policies and procedures; picking and despatching orders, and recording stock levels.
<input type="checkbox"/>	<b>TLIA2107C</b>	<b>Despatch stock</b>	This unit involves the skills and knowledge required to despatch stock in accordance with workplace requirements including analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace

			procedures and schedules.
<input type="checkbox"/>	<b>TLIA2007C</b>	<b>Replenish Stock</b>	This unit involves the skills and knowledge required to replenish stock in accordance with workplace requirements including participating in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.
<input type="checkbox"/>	<b>TLIA1107C</b>	<b>Package Goods</b>	This unit involves the skills and knowledge required to package goods in accordance with regulatory and workplace requirements including selecting materials, packing and unwrapping products, and labelling packaged products/loads to the required labelling standards.
<input type="checkbox"/>	<b>TLIB107C</b>	<b>Check and assess operational capabilities of equipment</b>	This unit involves the skills and knowledge required to check and assess the operational capabilities of equipment in accordance with workplace requirements, including inspecting equipment and work area, checking the operational capability of equipment and its safety devices, identifying and assessing the impact of faults on safety and work requirements, and recording and reporting the results of inspection and testing in accordance with workplace procedures and relevant regulatory requirements.
<input type="checkbox"/>	<b>TLID1007C</b>	<b>Operate a forklift</b>	This unit involves the skills and knowledge required to operate a forklift, including checking forklift condition, driving the forklift to fulfil operational requirements, monitoring site conditions, and monitoring and maintaining forklift performance. Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory OH&S authority.
<input type="checkbox"/>	<b>TLIJ107C</b>	<b>Apply quality procedures</b>	This unit involves the skills and knowledge required to apply quality procedures within work activities including applying quality concepts to work, planning and trailing improvements in work processes and implementing improvements confirmed through the trials.
<input type="checkbox"/>	<b>TLID407C</b>	<b>Load and Unload Goods and Cargo</b>	This unit involves the skills and knowledge required to load and unload goods and cargo, including loading and unloading goods, securing and protecting the load and completing all required documentation.

**SELECT AT LEAST 7 OF THE FOLLOWING UNITS FROM BELOW FROM CERTIFICATE I**

<input type="checkbox"/>	<b>TLID107C</b>	<b>Shift materials safely using manual handling methods</b>	This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.
<input type="checkbox"/>	<b>TLID207C</b>	<b>Shift a load using manually-operated equipment</b>	This unit involves the skills and knowledge required to shift loads using manually-operated mechanical equipment, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation with the aid of the equipment in accordance with the plan.
<input type="checkbox"/>	<b>TLIE307C</b>	<b>Participate in basic workplace communication</b>	This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.
<input type="checkbox"/>	<b>TLIF107C</b>	<b>Follow OH&amp;S procedures</b>	This unit involves the skills and knowledge required to follow and apply OH&S procedures when carrying out work activities, including identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records.
<input type="checkbox"/>	<b>TLIF207C</b>	<b>Conduct housekeeping activities</b>	This unit involves the skills and knowledge required to conduct housekeeping activities in the workplace, including identifying required housekeeping requirements, procedures and resources for different areas of the workplace, monitoring and maintaining cleanliness and tidiness in the workplace, and completing assigned housekeeping tasks.
<input type="checkbox"/>	<b>TLIG107C</b>	<b>Work effectively with others</b>	This unit involves the basic skills and knowledge required to work effectively with others in a workplace including contributing to determination of appropriate work roles, contributing to the planning of activities, and working with others to complete the activities.
<input type="checkbox"/>	<b>TLII207D</b>	<b>Apply customer service skills</b>	This unit involves the skills and knowledge required to apply routine customer service skills to relevant workplace operations including dealing with customer

			inquiries, monitoring customer satisfaction and taking appropriate action to satisfy customer needs.
<input type="checkbox"/>	<b>TLIA107C</b>	<b>Secure Cargo</b>	This unit involves the skills and knowledge required to secure cargo including preparing to secure cargo/containers, lashing and unlash cargo, protecting cargo from weather, and packing and unpacking cargo. It may apply in cargo securing contexts in the stevedoring, transport, distribution and allied industries.

<b>Trainer Name:</b>	<b>Trainer Signature:</b>	<b>Date:</b>
<b>Manager Name:</b>	<b>Manager Signature:</b>	<b>Date:</b>