

TLI30107

Certificate III in Transport and Logistics (Warehousing & Storage)



ELECTUS

Qualification:	Nationally recognised Certificate III in Transport and Logistics (Warehousing and Storage)
Course overview:	This course is designed for existing workers in the Transport and Logistics industry. This may include experienced staff members working in the industry, previously unqualified staff or those looking to advance their careers.
Government Funding:	This qualification is available under a Contract of Training (Traineeship) and may attract government funding through: <ul style="list-style-type: none">• <i>User Choice</i> funding• and/or <i>Employer Incentives</i> under the New Apprenticeships Scheme
Prerequisite:	None.
Content:	21 units of competency
Delivery duration:	Classroom and on-the-job mentoring and assessment – 12-24 months and/or Recognition of Prior Learning (RPL) – 6 months If you have worked in the workplace for sometime and have the requisite skills and knowledge you may apply and submit evidence to gain this qualification via the RPL process.
Study Pathways:	As a graduate of this course you are eligible to enrol in: <ul style="list-style-type: none">• Certificate IV Transport and Logistics (Warehousing and Storage)
Career Opportunities:	Graduates will gain the skills and knowledge for a range of roles that utilise their skills in working in transport, logistics and warehousing environments.

Qualification Program

Students must gain competency in 21 units to qualify for Certificate III in Transport and Logistics (Warehousing and Storage). Compromising 7 units from 3 different levels.

Electus provides you with a Certificate III in Transport and Logistics (Warehousing and Storage) qualification that acknowledges your skills and knowledge in this area.

Electus delivers a learning pathway from Certificate II to Certificate III in Transport and Logistics.

The following table summarises the Units of Competency covered in the Certificate III in Transport and Logistics (Warehousing and Storage).

Unit Title
Level One
Demonstrate care and apply safe practices at work
Adapt to work requirements in the transport and logistics industry
Apply effective work practices
Complete small store operations
Replenish Stock
Receive goods
Shift materials safely using manual handling methods
Level Two
Package goods
Check and assess operational capabilities of equipment
Handle dangerous goods/hazardous substances
Provide information to clients
Create customer relationships
Apply accident-emergency procedures
Deliver a service customers
Level Three
Apply product knowledge to organise work operations
Use inventory systems to organise stock control
Organise personal work priorities and development
Identify and label explosives and dangerous goods
Implement and monitor occupational health and safety procedures
Lead a work team or group
Apply and monitor workplace security procedures

Employability Skills

The following table contains a summary of the employability skills for this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Communication

- Implement and monitor communication systems and procedures required for warehousing and storage operations
- Read and interpret relevant regulations, instructions, signs and labels applicable to the supervision of warehousing and storage operations
- Speak clearly and directly on matters related to warehousing and storage operations
- Listen to and interpret verbal information related to warehousing and storage operations
- Write documents as part of duties, including completion of relevant forms, timesheets, service logs and incident reports
- Negotiate issues with others in the course of warehousing and storage operations
- Recognise and interpret non-verbal signs, signals and behaviour
- Use relevant communication equipment.

Teamwork

- Collaborate with others in the course of warehousing and storage operations
- Provide leadership to other personnel in the warehousing and storage workplace
- Motivate others in the workplace
- Assist others in the workplace to achieve and maintain competence
- Assist in the resolution of any interpersonal conflicts that may arise during warehousing and storage operations
- Avoid and prevent the harassment of others in the workplace
- Work with persons of different ages, gender, race, religion, political persuasion, etc.

Problem Solving

- Identify and solve or report problems arising in the course of warehousing and storage operations
- Monitor and anticipate problems that may occur in the course of warehousing and storage operations including hazards and risks and take appropriate action to report or resolve the problems within limits of responsibility
- Identify and control hazards and risks in a range of warehousing and storage situations and take appropriate precautions
- Use mathematics to solve various calculations related to warehousing and storage operations.

Initiative and Enterprise

- Modify activities dependent on differing warehousing and storage situations and contingencies
- Take appropriate initiatives in a range of operational situations such as those above
- Respond appropriately to any changes in equipment, standard operating procedures and the working environment.

Planning and Organising

- Follow and apply operational and emergency plans, systems and procedures
- Monitor systems and procedures for compliance with regulations and codes of practice
- Implement the workplace security and safety management systems

- Monitor and evaluate operational performance and compliance
- Collect and interpret information needed in the course of warehousing and storage operations
- Organise and plan own work activities
- Manage time and priorities in the course of warehousing and storage operations.

Self-management

- Interpret and apply regulations and instructions
- Establish and follow own work plans and schedules
- Evaluate own work performance.

Learning

- Contribute to learning and assessment activities in the workplace
- Assist others to adapt to any changes in workplace systems, equipment, procedures and the workplace operating environment
- Assist in the instruction, coaching or mentoring of others in the workplace
- Contribute to the assessment of the competence of others in the workplace
- Assist in the creation of a learning environment in the warehouse and storage workplace
- Adapt own competence in response to any changes in warehousing and storage operations
- Update own knowledge and skills required for warehousing and storage activities.

Technology

- Use equipment and materials required during warehousing and storage operations
- Follow and apply operational and servicing instructions for equipment used during warehousing and storage operations
- Follow and apply OH&S procedures when using and servicing warehousing and storage equipment and facilities.

Training Program

Your training program will take approximately 12-24 months to complete and will be customised to suit your requirements and timetable. It will be a combination of:

- Classroom training sessions
- One-on-one training sessions
- Workplace experience
- Mentoring
- Assignments
- Review sessions

Throughout the training program you will have formal review and assessment sessions to ensure that the elements of competency are being achieved and to ensure that your skill development is progressing as planned.

The role of Electus (your RTO)

Electus will have the multiple roles of co-ordinator, trainer, assessor and mentor. Electus will be responsible for:

- Co-ordinating your training and assessment program
- Monitoring training and skills development progress and provide assistance to you where necessary
- Delivering classroom training as per your training plan
- Visiting you in the work place to provide on-the-job mentoring and coaching
- Visiting you in the work place to conduct on-the-job assessments
- Checking your portfolio of evidence and developing an action plan for the next on-the-job training and assessment period.
- Providing support and advice throughout the training and assessment program

Your role

It is expected that you will:

- Undertake all training sessions and complete all assessment assignments as per your training program
- You will make every effort to achieve the competencies specified in your training plan.
- Maintain the records of assessment in your training manual.
- Submit assignments by agreed due dates.
- Immediately discuss any problems relating to your training program with your assessor or workplace supervisor.

Simulated Work Environment

If you are currently unemployed Electus will provide you with a simulated work environment enabling you to study and complete assignments.