

TLI31616 CERTIFICATE III IN WAREHOUSING OPERATIONS

The Certificate III in Warehousing Operations provides a general vocational outcome. This qualification provides students with the skills and knowledge needed for operational roles in the warehousing and storage industry

Individuals with this qualification perform tasks in a variety of contexts, which involve some judgement in selecting equipment and services. Job roles vary across different industry sectors and may include:

- Warehouse Operator
- Postal Officer
- Cold Store Operator
- Store person

With a wide variety of units on scope, Martyr Training Services can deliver specialty training that meets the unique training needs of each student. Subject to the sector of your workplace, activities may include:

- Moving, storing, receiving, and dispatching goods
- Warehouse equipment operations
- Occupational health and safety
- Customer service
- Teamwork
- Resource management

COURSE REQUIREMENTS

To achieve this qualification, competency must be demonstrated in:

- 19 units of competency, made up of:
 - 3 core units, plus
 - 16 elective units

There are no entry requirements for this qualification.

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

ELIGIBILITY CRITERIA

- Students in years 10-12 may apply
- The minimum age for a traineeship that is not school-based is 16 years of age
- While undertaking training, trainees will be required to work outside in the field, trainees must be capable of working with minimal supervision on a wide range of farming practices
- Compliance with occupational health and safety practices, including the use of personal protective equipment, is compulsory

You will need to have attributes appropriate to the demands of the industry, including:

- A passion for farming and enthusiasm to learn more
- A strong work ethic and ability to manage some heavy work
- A capacity to work both unsupervised and as part of a team
- Honesty, self-motivation, and a drive to improve

COURSE DURATION

- Approximately two years, during which you will be employed
- A competency-based assessment may reduce the time required to qualify

INCENTIVES

Payable to employer at 6-month enrolment date	\$1 500
Payable to employer on completion of traineeship	\$1 500

Employers should confirm total incentives with AASN at time of sign up

TRAVEL AND ACCOMMODATION

In addition to this charge, the trainer and assessor may issue an expense for travel and accommodation if it cannot be provided by the hosting property

STUDENT CONTRIBUTION FEES

Student contribution fees are the non-government financial contribution paid to Martyr Training Services. Student contribution fees under the **User Choice program** are set at **\$1.60** per nominal hour for each module (to be calculated at the commencement of the unit). This fee may be paid on behalf of the student by their employer or third party unrelated to Martyr Training Services. It cannot be paid or waived by Martyr Training Services.

A sample fee schedule is at the end of this document. Please refer to our website for more information.

PARTIAL EXEMPTION – TUITION FEES

Martyr Training Services must charge **40%** of the student contribution fee where the participant:

- Was or will be under 17 years of age at the end of February in the year in which Martyr Training Services provides training, and the participant is not at school and has not completed year 12,
- Holds a Health Care Card or Pensioner Concession Card issued under Commonwealth law or is the partner or a dependant of a person who holds a Health Care Card or Pensioner Concession Card, and is named on the card,
- Issues Martyr Training Services with an official form under Commonwealth law confirming that the participant, his or her partner or the person of whom the participant is a dependant, is entitled to concessions under a Health Care Card or Pensioner Concession Card, or
- Is an Aboriginal or Torres Strait Islander person. Acceptable evidence is as stated on the Training Contract and AVETMISS VET Enrolment Form.

FULL EXEMPTION – TUITION FEES

The PQS may apply full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories. Where payment of the student contribution fee would cause extreme financial hardship, then Martyr Training Services may waive these fees

The fee waiver process should be in place at the time of the participant's enrolment. Martyr Training Services has a reasonable internal process to manage an appeal about the outcome of an application under financial hardship.

Martyr Training Services must apply for full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories:

- Where credit transfer/national recognition has been applied to a unit of competency/module
- The participant is a school-based apprentice or trainee
- The participant is undertaking a qualification as part of the Skilling Queenslanders for Work – Work Skills Traineeship program

UNITS

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification.

CORE UNITS

- TLIF0001 Apply chain of responsibility legislation, regulations and workplace procedures
- TLIF1001 Follow work health and safety procedures
- TLIL1001 Complete workplace orientation/induction procedures

ELECTIVE UNITS

- BSBCUS301 Deliver and monitor a service to customers
- BSBWOR301 Organise personal work priorities and development
- TLIA3004 Process receipt and delivery of containers and cargo
- TLIA3015 Complete receipt/despatch documentation
- TLIA3016 Use inventory systems to organise stock control
- TLIA3017 Identify products and store to specifications
- TLIA3018 Organise despatch operations
- TLIA3019 Organise receipt operations
- TLIA3024 Organise warehouse records operations
- TLIA3038 Control and order stock
- TLIA3039 Receive and store stock
- TLID2010 Operate a forklift
- TLID3015 Identify and label explosives/dangerous goods
- TLID3027 Prepare for transport of dangerous goods
- TLIE3002 Estimate/calculate mass, area and quantify dimensions
- TLIE3012 Consolidate manifest documentation
- TLIF3022 Implement/monitor procedures when warehousing/storing dangerous goods/substances
- TLIF3091 Apply awareness of dangerous goods and hazardous materials requirements
- TLIG3002 Lead a work team or group
- TLILIC0003 Licence to operate a forklift truck
- TLILIC0004 Licence to operate an order picking forklift truck
- TLIU2012 Participate in environmentally sustainable work practices
- TLIU3011 Implement and monitor environmentally sustainable work practices

IMPORTED UNITS

- HLTAID001 Provide cardiopulmonary resuscitation
- RIIERR201E Conduct fire team operations
- RIIERR205D Apply initial response First Aid
- TLIA1001 Secure cargo
- TLIB0002 Carry out vehicle inspection

IMPORTED UNITS *CONTINUED*

TLIB2008	Carry out inspection of trailers
TLIB2022	Diagnose and rectify minor faults
TLIC1051	Operate commercial vehicle
TLIC2025	Operate four wheel drive vehicle
TLIC3004	Drive heavy rigid vehicle
TLID1001	Shift materials safely using manual handling methods
TLID2003	Handle dangerous goods/hazardous substances
TLID2004	Load and unload goods/cargo
TLID2016	Load and unload explosives and dangerous goods
TLIE0002	Process workplace documentation
TLIE1003	Participate in basic workplace communication
TLIE1005	Carry out basic workplace calculations
TLIE2007	Use communications systems
TLIE3004	Prepare workplace documents
TLIF0002	Administer chain of responsibility policies and procedures
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIF2018	Operate firefighting equipment
TLIG2007	Work in a socially diverse environment
TLIH2001	Interpret road maps and navigate pre-determined routes
TLIH3002	Plan and navigate routes
TLIH3004	Identify major roads, services and attractions
TLII1002	Apply customer service skills
TLIJ2001	Apply quality procedures
TLIL2008	Complete routine administrative tasks
TLIL2060	Complete induction to the transport industry
TLIM4004	Mentor individuals or small groups
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner
TLIH3002	Plan and navigate routes

APPENDIX A

EXAMPLE OF CONTRIBUTION FEE

UNIT CODE	UNIT NAME	FUNDED HRS	PER UNIT \$
ACMEQU202	Handle horses safely	100	160.00
ACMEQU205	Apply knowledge of horse behaviour	60	96.00
ACMEQU206	Perform horse riding skills at walk, trot and canter	60	96.00
AHCINF202	Install, maintain and repair farm fencing	30	48.00
AHCINF203	Maintain properties and structures	30	48.00
AHCLSK205	Handle livestock using basic techniques	30	48.00
AHCLSK206	Identify and mark livestock	20	32.00
AHCLSK207	Load and unload livestock	20	32.00
AHCLSK209	Monitor water supplies	20	32.00
AHCLSK210	Muster and move livestock	25	40.00
AHCLSK211	Provide feed for livestock	30	48.00
AHCLSK218	Ride educated horses to carry out basic stock work	50	80.00
AHCLSK325	Castrate livestock	20	32.00
AHCMOM201	Operate two wheel motorbikes	30	48.00
AHCMOM205	Operate vehicles	20	32.00
AHCWHS201	Participate in work health and safety processes	20	32.00
AHCWRK204	Work effectively in the industry	20	32.00
AHCWRK209	Participate in environmentally sustainable work practices	20	32.00
			Total
			968.00