



CERTIFICATE III IN SUPPLY CHAIN OPERATIONS (TLI30321)

TME presents this nationally recognised qualification designed to develop the skills needed to work in a warehousing and logistic environment. This is an entry level qualification, but still suited to experienced workers without formal qualifications. It covers topics such as manual handling, safe work practices, teamwork, receipt and dispatch of stock, product handling and customer service skills.

This program is ideally suited for those wishing to work as forklift drivers, packers, store-persons, warehouse operators, stock controllers or warehouse team leaders.

The economics of this course requires a minimum of 5 people at one site.

Program Outcomes – participants will learn how to;

- ✓ Identify customer needs and monitor service provided to customers.
- ✓ Organize their own work schedules and monitor work performance.
- ✓ Apply quality concepts to their work by planning and trialing improvements.
- ✓ Use resources effectively to reduce negative environmental impacts of work practices.
- ✓ Complete documentation and use inventory systems in accordance with chain of responsibility, legislation and workplace requirements.
- ✓ Ensure workplace equipment is safe and fit for use
- ✓ Monitor storage facilities taking and take appropriate action in response to identified discrepancies, changes to storage requirements, or breaches in operational procedures.
- ✓ Shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation.
- ✓ Estimate loads to be transported or placed in storage and identify mass, area and volume limitations of available transport/storage systems.
- ✓ Interpret and apply information about WH&S policies and procedures.

Program Snapshot



Duration

12-18 months



Delivery Option

Delivered in the workplace as a combination of off the job classroom time plus extensive workplace practice. In these times on-line classroom and some assessments are possible to meet workplace requirements, but course progression depends on trainer access to the workplace.



Assessment Methods

- Theory & knowledge assessments
- Case studies & practical exercises
- Workplace observations
- Workplace supervisors' reports



Pre-requisites

It is required that learners be employed in the Logistics industry in a position that allows them to demonstrate application of skills required by the program. Learners will need access to a computer and the internet for on-line research and activities.

LLN will be assessed prior to course commencement.



Resources Provided

Learning resources will be provided including training manuals, powerpoint presentations, you-tube clips, webinars etc.



Costs

State Government funding may be available for eligible individuals. Contact us to discuss.





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Program Structure – General Stream

This qualification requires completion of 14 units of competency.

1. TLIF0009 Ensure the safety of transport activities (Chain of Responsibility) *
2. TLID1001 Shift materials safely using manual handling methods*
3. TLIL0007 Complete workplace orientation/induction procedures
4. TLIF3003 Implement and monitor work health and safety procedures
5. BSBPEF301 Organise personal work priorities
6. TLIF3091 Apply awareness of dangerous goods and hazardous materials requirements
7. TLIE0008 Calculate mass, area and quantify dimensions
8. TLIB2001 Check and assess operational capabilities of equipment
9. TLID0015 Load and unload goods/cargo
10. TLIA1001 Secure cargo
11. TLIA0010 Identify goods and store to specifications
12. TLIA0004 Complete receipt and despatch documentation
13. TLIA0017 Process receipt and delivery of containers and cargo
14. TLIJ0003 Apply quality systems

* Indicates core units.

This course is very flexible, so other unit selections are available for discussion

Induction: Trainees will be introduced to the course, delivery and assessment methods, and expectations and rights of trainees prior to course commencement.

All trainees are expected to comply with worksite WHS procedures and policies during practical activities. Safety procedures in the classroom will be explained at the commencement of the course.

RPL & Credit Transfer: Students who believe they have sufficient experience to demonstrate full competence against particular units may apply for RPL using the forms and processes available from the TME office. Students may apply for credit transfer for any units completed in prior qualifications, including for the elective units.

Funding: This program may be supported by State Government funding, subject to eligibility. New employees may also be eligible for Commonwealth Government Funding. Contact us to discuss your circumstances.

Workplace Training: Programs can be customised to meet individual or workplace requirements. On the job training and assessment activities are built into our programs to benefit employers and enable learners to develop relevant workplace skills.

We actively tailor training for people from diverse backgrounds, including those with disabilities and encourage all to apply.

Information in this flyer may be subject to change. Contact us to ensure you have the most current information about this program.

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For more information about this program please contact
the TME office on 1800 TME TME or enquiries@tme.edu.au