

TLI20107
Certificate II in Transport and Logistics (Warehousing and Storage)

Overview

Nara Training & Assessing offers this qualification under traineeship arrangements. A traineeship combines practical work experience with structured training to provide a nationally recognised qualification. Trainees must be employed in the relevant industry sector to undertake a traineeship.

Nominal Term

12 Months

What does a trainee do as part of Certificate II in Transport and Logistics (Warehousing and Storage)?

- Learning to work as part of a team in a warehouse;
- Completing a range of documents;
- Moving materials safely;
- Conducting a range of housekeeping tasks;
- Picking and packing orders;
- Operating a forklift in some cases;
- Replenishing stock;
- Loading goods onto the truck either by hand, using a forklift, or other lifting equipment;
- Applying customer service standards;
- Using a range of computer equipment;

- Checking items against inventory, noting breakages and damages

Course Outline

Trainees must complete 7 units from Certificate I.

To complete Certificate II, trainees complete a further 7 units aligned at AQF Level 2 made up of: -

- at least 5 units and up to 7 units from those listed below (aligned at AQF Level 2)
- up to 2 suitable units (aligned at AQF Level 2) drawn with appropriate contextualisation from either other Transport and Logistics Certificate II qualifications, or other relevant endorsed Training Packages.

MODULE CODE	TITLE
Handling cargo/stock	
TLIA307C	Connect and disconnect reefer units
TLIA907E	Complete and check import/export documentation
TLIA1107C	Package goods
TLIA1207C	Pick and process orders
TLIA1307C	Receive goods
TLIA1407C	Use product knowledge to complete work operations
TLIA2007C	Replenish stock
TLIA2107C	Despatch stock
TLIA2207C	Participate in stocktakes
TLIA4107B	Manually sort mail and parcels
TLIA4207B	Despatch mail
TLIA4307B	Consolidate mail
TLIA4407B	Carry out delivery operations
TLIA4507B	Process international parcels and letters
TLIA4607B	Process parcels and letters
TLIA4707B	Stream mail
Equipment checking and maintenance	
TLIB107C	Check and assess operational capabilities of equipment
TLIB907C	Check conveyor operational status
TLIB2907B	Use and maintain minor mechanical equipment
Load handling	
TLID307E	Handle dangerous goods/hazardous substances
TLID407C	Load and unload goods/cargo
TLID707C	Prepare cargo for transfer with slings
TLID1007C	Operate a forklift
TLID1207C	Operate specialised load shifting equipment
TLID1307C	Move materials mechanically using automated equipment
TLID1607D	Load and unload explosives and dangerous goods
TLID2107C	Use specialised bulk transfer equipment (dry)
TLID2207C	Conduct weighbridge operations
TLID4507B	Operate specialised light load shifting equipment

Communication and calculation	
TLIE107C	Present routine workplace information
TLIE707B	Use communication systems
TLIE807C	Process workplace documentation
Safety Management	
TLIF607C	Apply accident-emergency procedures
TLIF1007C	Apply fatigue management strategies
TLIF1207D	Apply safe procedures when handling/transporting dangerous goods or explosives
TLIF807B	Operate fire-fighting equipment
Teamwork	
TLIG707B	Work in a socially diverse environment
Route planning and navigation	
TLIH107D	Interpret road maps and navigate pre-determined routes
TLIH307C	Prioritise courier/delivery operations
Customer Service	
BSBCUS201A	Deliver a service to customers
Quality	
TDTJ197B	Apply quality procedures
TLIJ307C	Apply grain protection measures
TLIJ407C	Implement grain monitoring measures
Computers and technology	
TLIK107C	Use infotechnology devices and computer applications in the workplace
TLIK307C	Apply keyboard skills
TLIK707C	Perform electronic data interchange (EDI) to transmit shipping documentation
Resource Management	
TLIL807C	Complete routine administrative tasks
TLIL3107B	Monitor and process attendance records
Security	
TLIO1307C	Administer the security of assets and facilities
Financial Management	
TLIQ107D	Conduct financial transactions
TLIQ707C	Prepare and process financial documents
TLIQ1107B	Maintain petty cash account

TLIQ1207B	Sell products and services
Records	
TLIT107C	Capture records into a records keeping system
TLIT407C	Maintain control of records
TLIT507C	Provide information from and about records
Environment	
TLIU707B	Care for the environment

Certificate I units:

7 units must be completed aligned at AQF 1 made up of:

- at least 5 units and up to 7 units from those listed from the Certificate I in Transport and Logistics (Road Transport) (aligned at AQF Level 1)
- up to 2 suitable units (aligned at AQF Level 1) drawn with appropriate contextualisation from either other Transport and Logistics Certificate I qualifications, or other relevant endorsed Training Packages.

MODULE CODE	TITLE
TLIA107C	Secure cargo
TLIB2807B	Maintain and use hand tools
TLIB3007B	Undertake general site maintenance
TLIB3107B	Clean up plant, equipment and worksite
TLIC107C	Drive vehicle
TLIC1307C	Ride courier/delivery bicycle
TLID107C	Shift materials safely using manual handling methods
TLID207C	Shift a load using manually-operated equipment
TLIE307C	Participate in basic workplace communication
TLIE507C	Carry out basic workplace calculations
TLIF107C	Follow OHS procedures
TLIF207C	Conduct housekeeping activities
TLIF907C	Conduct cleaning operations in enclosed spaces
TLIG107C	Work effectively with others
TLII207D	Apply customer service skills
TLIL107C	Complete workplace orientation/induction procedures
TLIO207D	Follow security procedures

