

TLI31616 Certificate III in Warehousing Operations

This qualification is sufficiently flexible to be applicable in most warehousing environments.

NTS has structured this qualification to provide training and assessment that enables an employer to standardise the current skill level within their company in regard to safety, quality, process operations within a lean culture and operating environment.

Workplace Improvement Projects undertaken by participants are designed to generate cost and efficiency gains for the employer.

The qualification is normally offered in conjunction with one other qualification depending on the requirements of each company and its workforce. The qualifications offered in conjunction with TLI31616 Certificate III in Warehousing Operations is:

MSS30316 Certificate III in Competitive Systems and Practices

The program is structured into 4 clusters of related and complimentary units. The units and activities within each cluster are structured as follows:

- Clusters 1 & 2 - Planning, preparation, review, discovery and research
- Cluster 3 – Workplace improvement projects launched and implemented
- Cluster 4 – Implementation and consolidation of workplace improvement projects followed by measurement, review, evaluation and reflection

TLI31616 Certificate III in Warehousing Operations Cohort

All participants must be currently employed in the warehousing and storage industry. This program is suitable for employees working in warehousing and/or storage companies where their roles require the application of industry specific skills and knowledge across a range of processes including some technical and problem-solving ability. It caters for multi-skilled outcomes.

Typically, this cohort will have general warehousing and storage experience and hold job roles in the following specialist areas:

- Stock Handler
- Order processing
- General Warehouse staff
- Cold Store Operator
- Postal Officer
- Warehouse Operator

This qualification assumes that a learner has current or past work experience where operational or technical skills have already been gained and a level of responsibility already exists. This qualification is not suitable for direct entry from school.

Entry requirements TLI31616 Certificate III in Warehousing Operations

There are no mandated prerequisite qualification requirements for entry into TLI31616 Certificate III in Warehousing Operations. However, National Training Services offers these qualifications as a work-based training and assessment program and therefore participants must be employed in a suitable warehousing company to enter into this qualification. Additionally, they will need to have the support of their employer to undertake the training and assessment program over a period of approximately 14 months. Suitability is determined by identifying if applicants fit the criteria outlined below. This program is only provided as a traineeship course under the Skills First program.

The TLI31616 Certificate III in Warehousing Operations is suitable for workers employed in the warehousing and storage industry and will typically require operational skills such as following routines, methods and procedures; and the ability to select standard equipment, services or contingency measures within known constraints.

The normal duration for this program is 14 months.

Students with credit transfer or recognition of prior learning for units may complete this qualification in less than 14 months.

Completion Requirements TLI31616 Certificate III in Warehousing Operations

Nineteen units must be completed. The 19 units are comprised of:

- Three (3) core units of competency plus
- Sixteen (16) general elective units from the general elective units listed for the qualification

Up to 3 of the general elective units may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification. Where imported units are selected, care must be taken to ensure that all pre-requisite units specified are compiled with.

Time commitment

All requirements for the course are undertaken in the workplace. Time release from usual work duties is negotiated with the employer by the trainer. Training and assessment activities undertaken in the workplace include:

- Training sessions
- Project planning, implementation and presentation
- Skills development

Assessment

Assessment consists of written or verbal assessment of understanding of competitive systems and practices techniques and tools; workplace observation by the trainer; and project presentations reviewed by the trainer and workplace management.

Pathway

To TLI42016 Certificate IV in Logistics. This qualification is offered by National Training Services.

Government Funding

National Training Services (RTO21254) can access State government funding for this qualification through the Skills first funding program. To enquire about your eligibility for State Government funding contact National Training Services on 03 9988 7948 during office hours.

Tuition Fees

Students who are eligible for Victorian Skills First Funding will pay no tuition fees. Students not eligible for Victorian Skills First Funding may be required to pay a fee. Contact National Training Services on 03 9988 7948 during office hours for more details.

TLI31616 Certificate III in Warehousing Operations.

Code	Name of Unit/Module	Core / elective
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures	Core
TLIF1001	Follow work health and safety procedures	Core
TLIL1001	Complete workplace orientation/induction procedures	Core
BSBWOR301	Organise personal work priorities and development	Elective
TLIA3016	Use inventory systems to organise stock control	Elective
TLIA3017	Identify products and store to specifications	Elective
TLIA3026	Monitor storage facilities	Elective
TLIA3038	Control and order stock	Elective
TLIA3039	Receive and store stock	Elective
TLIB2001	Check and assess operational capabilities of equipment	Elective
TLIB3002	Test equipment and isolate faults	Elective
TLIE3002	Estimate/calculate mass, area and quantify dimensions	Elective
TLIE3004	Prepare workplace documents	Elective
TLIJ3002	Apply quality systems	Elective
TLIJ3005	Sample, inspect and test products to specifications	Elective
TLIU3011	Implement and monitor environmentally sustainable work practices	Elective
MSS402001	Apply competitive systems and practices	Elective
MSS403033	Map an operational process	Elective
MSS402002	Sustain process improvements	Elective

TLI42016 Certificate IV in Logistics

This qualification is sufficiently flexible to be applicable in most manufacturing environments.

TLI42016 Certificate IV in Logistics is a qualification for those engaged in logistics operations in the Transport and Logistics in a variety of operational roles.

TLI42016 Certificate IV in Logistics gives students the skills and knowledge to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide leadership and guidance to others in applying skills and planning skill development.

NTS has structured this qualification to provide training and assessment that enables an employer to standardise the current skill level within their company in regard to safety, quality, process operations within a lean culture and operating environment.

Workplace Improvement Projects undertaken by participants are designed to generate cost and efficiency gains for the employer.

The qualification is normally offered in conjunction with one other qualification depending on the requirements of each company and its workforce. The qualifications offered in conjunction with TLI42016 Certificate IV in Logistics is:

MSS40316 Certificate IV in Competitive Systems and Practices

The program is structured into 4 clusters of related and complimentary units. The units and activities within each cluster are structured as follows:

- Clusters 1 & 2 - Planning, preparation, review, discovery and research
- Cluster 3 – Workplace improvement projects launched and implemented
- Cluster 4 – Implementation and consolidation of workplace improvement projects followed by measurement, review, evaluation and reflection

TLI42016 Certificate IV in Logistics Cohort

All participants must be currently employed in positions in companies that require logistics management and support. This program is suitable for employees working in transport and logistics where their roles require the application of industry specific skills and knowledge across a range of processes.

Typically, this cohort will have general logistics experience and although job roles and titles vary across sectors relevant job roles can include:

- Logistics Coordinator
- Logistics Supervisor

This qualification assumes that a learner has current or past work experience where operational or technical skills have already been gained and a level of responsibility already exists. This qualification is not suitable for direct entry from school.

Entry Requirements TLI42016 Certificate IV in Logistics Cohort

There are no mandated prerequisite qualification requirements for entry into the TLI42016 Certificate IV in Logistics. However, National Training Services offers these qualifications as a work-based training and assessment program and therefore participants must be employed in a suitable warehousing environment to enter into this qualification. Additionally, they will need to have the support of their employer to undertake the training and assessment program over a period of approximately 14 months. Suitability is determined by identifying if applicants fit the criteria outlined below.

The TLI42016 Certificate IV in Logistics qualification outlined in this Training and Assessment Strategy is suitable for workers employed in the transport and logistics industry.

This program is not suitable for new entrants to the transport and logistics industry who have no previous training or experience in logistics operations.

The normal duration for this program is 14 months.

Students with credit transfer or recognition of prior learning for units may complete this qualification in less than 14 months.

Completion Requirements TLI42016 Certificate IV in Logistics:

Fifteen units must be completed. The 15 units are comprised of:

- Two (2) core units of competency
- Seven (7) technical elective units from the technical elective units listed for this qualification
- Six (6) general elective units from the general elective units listed for this qualification

Up to 3 of the general elective units may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Elective units can only be counted once towards the qualification packaging rules i.e. if a unit is listed in both a technical elective group and the general elective group, it can only be counted as one of the elective units required.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Time commitment

All requirements for the course are undertaken in the workplace. Time release from usual work duties is negotiated with the employer by the trainer. Training and assessment activities undertaken in the workplace include:

- Training sessions
- Project planning, implementation and presentation
- Skills development

Assessment

Assessment consists of written or verbal assessment of understanding of competitive systems and practices techniques and tools; workplace observation by the trainer; and project presentations reviewed by the trainer and workplace management.

Pathway

To TLI50415 Diploma of Logistics. This qualification is not offered by National Training Services.

Government Funding

National Training Services (RTO21254) can access State government funding for this qualification through the Skills first funding program. To enquire about your eligibility for State Government funding contact National Training Services on 03 9988 7948 during office hours.

Tuition Fees

Students who are eligible for Victorian Skills First Funding will pay no tuition fees. Students not eligible for Victorian Skills First Funding may be required to pay a fee. Contact National Training Services on 03 9988 7948 during office hours for more details.

TLI31616 Certificate III in Warehousing Operations.

Code	Name of Unit/Module	Core / elective
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures	Core
TLIX4028	Apply knowledge of logistics	Core
TLIA4028	Assess and monitor optimum stock levels	Elective
TLIA4062	Implement safety stock systems	Elective
TLIE3002	Estimate/calculate mass, area and quantify dimensions	Elective
TLIE4013	Apply workplace statistics	Elective
TLII4001	Coordinate quality customer service	Elective
TLIP4013	Implement and monitor logistics planning and processes	Elective
TLIU3011	Implement and monitor environmentally sustainable work practices	Elective
TLIP4001	Develop plans to meet customer and organisational needs	Elective
TLIP4002	Facilitate and capitalise on change in the workplace	Elective
TLIP4005	Manage workplace information	Elective
TLIA3016	Use inventory systems to organise stock control	Elective
MSS403040	Facilitate and improve implementation of 5S	Elective
TLIB3002	Test equipment and isolate faults	Elective

National Training Services RTO 21254 Student Information

Who are we?

National Training Services RTO 21254 is a Registered Training Organisation (RTO) regulated by the Australian Skills Qualification Authority.

National Training Services RTO 21254 works to provide recognition of the training and assessment they provide, award Nationally Recognised certification and maintain the records and documentation required by State and Federal Government regulatory and funding authorities.

National Training Services RTO 21254 has a range of qualifications on its Scope of Registration. Part of its offering includes Nationally Recognised Qualifications in the transport and logistic industry.

National Training Services RTO 21254 provides the following transport and logistics industry qualifications:

TLI31616 Certificate III in Warehousing Operations

TLI42016 Certificate IV in Logistics

Where does National Training Services RTO 21254 teach its transport and logistics industry courses?

National Training Services RTO 21254 delivers and assess transport and logistics industry courses in the workplace and in employer training facilities.

What learning resources and assessment tools are used?

The learning material is industry based content. Prepared by a third party to National Training Services RTO 21254 specifications. National Training Services adapts the learning and assessment material by consulting with employer and validating all assessments undertaken by students.

Recognition for previous learning

National Training Services RTO 21254 offers Credit Transfer and Recognition of Prior Learning for previous study or learning to all students. This is discussed during your pre-training review and if applicable National Training Services RTO 21254 staff will assist you to make an application.

Students wanting to apply for Credit Transfer and Recognition of Prior Learning for previous study or learning must bring certified copies of all relevant qualifications, transcripts and statements of attainment to their interview and provide a copy of a signed and up to date employment resume to the interviewer.

What do you receive at the end of your study?

If you complete your course, you will receive a Nationally Recognised Qualification. If you partially complete your course, you will receive a Statement of Attainment for the units you complete. In both cases, these certificates can be used for Recognition of Prior Learning or Credit Transfer applications with other registered training organisations and TAFE Institutes. If you choose to study a higher qualification at another Registered Training Organisation (RTO) then credit transfer can be used toward the qualification.

Who are your teachers?

National Training Services RTO 21254 sources and employs professionals who hold the relevant transport and logistics qualifications and have current industry skills and competencies. The combination of transport and logistics industry expertise with the relevant skills and qualifications, offers our students the best in education and training.

Complaints and Appeals

The NTS Complaints and Appeals procedure can be viewed at [NTS Compliance Information](#)

Brokering Arrangements

National Training Services has appointed a broker to identify and negotiate with workplaces wishing to undertake this training. Details of the broker are on the National Training Services website on the Compliance page. [National Training Services Brokers List](#).

More Information

For more information about your enrolment with National Training Services RTO 21254, please contact us on (03) 9988 7949 or email your questions and queries to info@nationaltrainingservices.edu.au