

# Certificate IV in Supply Chain Operations



## The Spectra Training Difference

Spectra's Dynamic Training System offers the unique experience of group and individual training delivered in workshops and on the job. This ensures practical application of learning in your workplace that provides real benefits that help retain staff and add value to your business.

- Our trainers are industry experienced professionals.
- Minimal disruption to your operations.
- We develop training strategies that respond to industry-specific needs using our in-house instructional design writers.

TLI40321

## CERTIFICATE IV IN SUPPLY CHAIN OPERATIONS (GENERAL)

### Entry Requirements

- Participants must be employed within a warehousing environment.
- Participants must have English language, literacy and numeracy skills equivalent to Year 10 of compulsory schooling, as a minimum.

### Duration

This program is typically delivered over a 11-month period (plus 2 months for the block out period); however, this will vary according to client needs and will be negotiated during the consultation process.

### Pre-Training Review

A pre-training review will be undertaken to ascertain the participant's current levels of language, literacy & numeracy (LL&N), eligibility for skills recognition/ recognition of prior learning and if any specific support needs are required.

### Pathway / Careers

Successful completion of this program can lead to career opportunities such as Warehouse Operator, Supply Chain Administration Operator or Supply Chain Administration Officer.

### Delivery and Assessment Methods

- Delivery is a combination of group workshops and coaching sessions. Group workshops ensure the theory is well understood and then the knowledge and skills are further developed and practised in the coaching sessions.
- Assessment tasks typically include on-the-job observation and questioning, in-class activities and workplace based projects.

### Mentor Induction and Engagement

Workplace mentors from your business are inducted into the program to ensure the knowledge and skills are reinforced to ensure the participant progresses through the course to completion.

### Fees and Charges

Information about course fees and charges can be found in the National Fees Booklet available on the Spectra website: [www.spectra.edu.au](http://www.spectra.edu.au) together with Spectra's Refund Policy.

### Eligibility / Government Funding

Spectra Training is a national provider of workplace training. For eligible participants, this training may be partly funded by your State/Territory Government in partnership with the Commonwealth Government. For information on eligibility criteria, please consult the Spectra Training website: [www.spectra.edu.au](http://www.spectra.edu.au)

For further information on state/territory initiatives or details of an Australian Apprenticeship Centre please visit: [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

## Proposed Training Program

Pre-Training Review,  
including:

- Skills recognition application (if applicable)
- Language, Literacy and Numeracy assessment
- Program overview
- Enrolment
- Learner Induction
- Mentor Induction

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### Melbourne Office (Head Office)

Level 7, 628 Bourke Street  
Melbourne VIC 3000  
P +61 03 9292 8000

Spectra Training Australia is a business name  
of CLB Training & Development Pty Ltd

### Cycle 1: Leading Teams

- TLIG0002 Lead a work team
- TLIG0001 Facilitate work teams
- TLIL0004 Apply conflict and grievance resolution strategies
- BSBLDR411 Demonstrate leadership in the workplace
- Topics include:** ➤ Self management ➤ Professional development  
➤ Effective networks and relationships ➤ Operational management

### Cycle 2: Rostering & Stock Control

- TLIA0025 Assess and monitor optimum stock levels
- TLIL0009 Develop Rosters
- TLIL4037 Apply and amend rosters
- TLIR4008 Implement and supervise stocktaking procedures
- Topics include:** ➤ Monitor rosters  
➤ Storing stock safely and efficiently ➤ Monitoring and managing stock

### Cycle 3: Monitor Warehouse Operations

- TLIA0027 Consolidate Freight
- TLIA0028 Implement safety stock systems
- TLIP0011 Monitor warehouse operations
- TLIX0013X Monitor stock control and receipts
- Topics include:** ➤ Maintaining security of goods and cargo ➤ Storing stock safely and efficiently ➤ Operational planning

### Cycle 4: Supply Chain

- TLIF0014 Monitor the safety of transport activities (Chain of Responsibility) – CORE UNIT
- TLIP0010 Monitor a supply chain operation – CORE UNIT
- Topics include:** ➤ Safety activities ➤ Order tracking and industry compliance

### Cycle 5: Work Health & Safety

- TLIF4064 Manage fatigue management policy and procedures
- TLIF0025 Follow work health and safety procedures
- Topics include:** ➤ Chain of Responsibility compliance ➤ Risk assessment and control ➤ WHS compliance