

Certificate III in Supply Chain Operations (GENERAL)

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.



TLI30321

CERTIFICATE III 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 14-month period (including 2-months block 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.

Further study can be undertaken in the Certificate IV in Warehousing Operations (TLI40619).

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 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

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

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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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Spectra Training Australia is a business name
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Cycle 1: Workplace Fundamentals

TLIF0009 Ensure the safety of transport activities (Chain of Responsibility)
– **CORE UNIT**

TLIF0025 Follow work health and safety procedures

TLIU0212 Participate in environmentally sustainable work practices

Topics include: ➤ Chain of Responsibility compliance ➤ Risk assessment and control ➤ WHS compliance ➤ Reducing environmental impact of work practices

Cycle 2: Load Management

TLID0020 Shift materials safely using manual handling methods – **CORE UNIT**

TLIE0008 Calculate mass, area and quantify dimensions

Topics include: ➤ Safe and efficient load lifting techniques
➤ Industry mass regulations and safe working limits

Cycle 3: Quality and Communication

BSBPEF301 Organise personal work priorities

TLIE2007 Use communications systems

TLIJ0003 Apply quality systems

Topics include: ➤ Improving planning and organising skills ➤ Identifying professional learning and development needs ➤ Improving workplace communication techniques ➤ Ensuring quality performance

Cycle 4: Transport Documentation

TLIA0015 Organise receipt and despatch operations

TLIE0003 Consolidate manifest documentation

TLIA0004 Complete receipt and despatch documentation

Topics include: ➤ Completing documents promptly and accurately
➤ Order tracking and industry compliance

Cycle 5: Maintaining Stock and Security

TLIO0003 Follow security procedures when working with goods and cargo

TLIA0010 Identify goods and store to specifications

TLIX0013X Maintain stock control and receipts

Topics include: ➤ Maintaining security of goods and cargo ➤ Storing stock safely and efficiently ➤ Monitoring and managing stock