



A smarter future

Our consultants can work with you to identify essential skills needed by your workforce and design a training solution to drive your business forward across business sectors that include:

- > Business Services
- > Competitive Systems & Practices
- > Management
- > Manufacturing
- > Printing & Graphic Arts
- > Retail Services
- > Sales & Customer Service
- > Transport & Logistics

For more information, visit Spectra Training at www.spectra.edu.au or phone our friendly team on **03 9292 8000** or email info@spectra.edu.au

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Certificate III in Logistics

TLI32416 CERTIFICATE III IN LOGISTICS

Course Overview

This program includes core skills such as workplace health and safety, workplace documentation, basic calculations and quality systems. Each program, depending on the specialisation of the organisation, also includes content specific to the type of work being performed.



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Logistics

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 system ensures practical application of learning in your workplace so staff enjoy training and can apply their skills and knowledge.

- > Spectra Training engages with workplace mentors to ensure the training provides real benefits and improvements that help retain staff and add value to your business.
- > Our trainers are industry experienced professionals who can ensure measurable outcomes.
- > Minimal disruption to your operations as we understand day to day work pressures.
- > We engage directly with industry and implement training strategies that will respond to industry's specific needs using our in-house instructional design writers.
- > We identify where individuals may need extra support and assistance to complete their training.

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Delivery and Assessment Methods

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

Entry Requirements

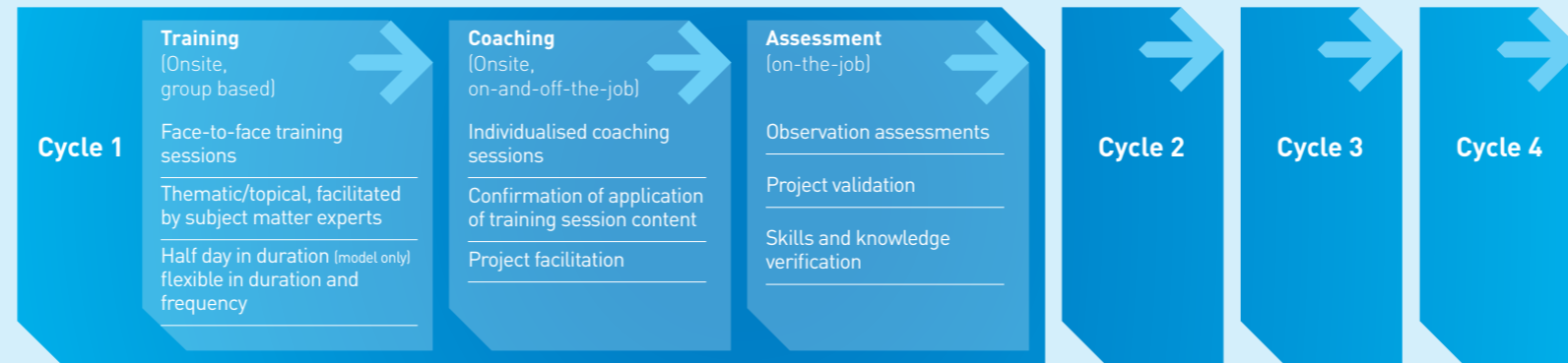
Participants' primary role/function must be to perform a variety of transport and logistics oriented tasks. Participants must have reasonable English language skills and basic literacy and numeracy skills equivalent to Year 9 of compulsory schooling, as a minimum.

Duration

This program is typically delivered over a 12 month period; however, this will vary according to client needs and will be negotiated during the consultation process.

Course Structure

Dynamic Training System Cycle



Proposed Training Program

Pre-Training	Induction	Pre-training review, including: <ul style="list-style-type: none"> > Skills recognition application (if applicable) > Language, Literacy and Numeracy assessment 	<ul style="list-style-type: none"> > Identification of learner support needs > Program overview 	Learner Induction
				Mentor Induction
Cycle No.	Title	Topics Covered	Units	
Cycle 1	Safe and Sustainable Work Practices	<ul style="list-style-type: none"> > Hazard identification > Risk assessment and control > WHS compliance > Reducing environmental impact of work practices 	Participate in environmentally sustainable work practices (TLIU2012)	
			Follow work health and safety procedures (TLIF1001)	
Cycle 2	Quality and Communication	<ul style="list-style-type: none"> > Improving workplace communication techniques > Improving planning & organising skills > Identifying professional learning & development needs > Ensuring quality performance 	Use communication systems (TLIE2007)	
			Organise personal work priorities and development (BSBWOR301)	
			Apply quality systems (TLIJ3002)	
Cycle 3	Records Management	<ul style="list-style-type: none"> > Workplace document control > Drafting & editing documents > Data management – input & security measures > Using computer systems effectively 	Prepare workplace documents (TLIE3004) – CORE UNIT	
			Organise warehouse records operation (TLIA3024)	
			Use infotechnology devices in the workplace (TLJK2010)	
Cycle 4	Transport Documentation	<ul style="list-style-type: none"> > Goods tracking & industry compliance > Completing documents promptly and accurately > Industry compliance – preventing breaches of regulations 	Consolidate manifest documentation (TLIE3012)	
			Complete receipt/despatch documentation (TLIA3015)	
			Apply chain of responsibility legislation, regulations and workplace procedures (TLIF0001) – CORE UNIT	
Cycle 5	Workplace Fundamentals	<ul style="list-style-type: none"> > Industry mass regulations & safe working limits > Safe & efficient load lifting techniques 	Estimate/calculate mass, area and quantify dimensions (TLIE3002)	
			Shift materials safely using manual handling methods (TLID1001)	



Pre-training Review

Prior to the commencement of training, 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.

Mentor Induction and Engagement

Spectra Training believes that it is very important to have effective workplace mentors from your business engaged in this learning. This ensures that the knowledge and skills are reinforced throughout the program and that the participant progresses through and completes the course. Workplace mentors are comprehensively inducted into the program so their roles and responsibilities are well understood.

Pathway / Careers

Successful completion of this program can lead to career opportunities in logistics administration, fleet control, customer service, purchasing, planning. Further study can be undertaken in the Certificate IV in Logistics (TLI42016).

Access and Equity

Spectra Training is committed to ensuring people with special needs have equal opportunity and access to its courses. Spectra Training is committed to identifying and supporting the learning needs of each individual and encourages people of all abilities to apply to undertake learning.

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

Spectra's Refund Policy is also published on the website.

Eligibility / Government Funding

Spectra Training is a national provider of workplace training (T0ID 21356). For eligible participants, this training may be partly funded by your State/Territory Government in partnership with the Commonwealth Government.

If accessing this funding students may not be eligible for further State and Commonwealth Government Funded Training.

For information on eligibility criteria, please consult the Spectra Training website.

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