



# 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](http://www.spectra.edu.au) or phone our friendly team on **03 9292 8000** or email [info@spectra.edu.au](mailto:info@spectra.edu.au)

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## Certificate IV in Logistics

TLI42016 CERTIFICATE IV 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.

## TLI42016 CERTIFICATE IV IN LOGISTICS

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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

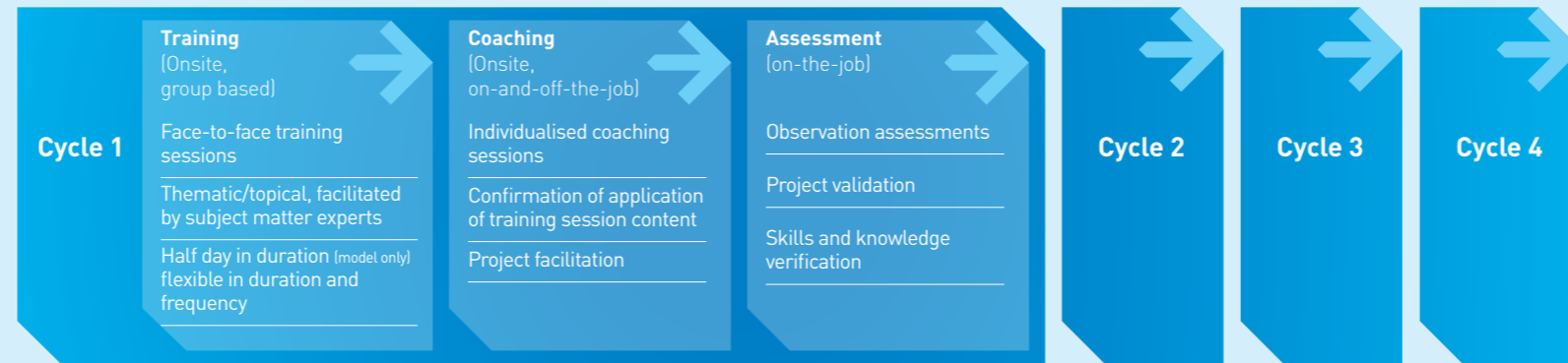
Participants' primary function/role must be to lead or supervise a team in a transport and logistics environment. Participants must have strong English language skills, intermediate literacy and numeracy skills and basic computing skills equivalent to Year 10 of compulsory schooling, at a minimum..

### 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:	Learner Induction
		<ul style="list-style-type: none"> <li>&gt; Skills recognition application (if applicable)</li> <li>&gt; Language, Literacy and Numeracy assessment</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Identification of learner support needs</li> <li>&gt; Program overview</li> </ul>
Cycle No.	Title	Topics Covered	Units
Cycle 1	Safe and Sustainable Work Practices	<ul style="list-style-type: none"> <li>&gt; Risk management &amp; WHS compliance</li> <li>&gt; Staff consultation</li> <li>&gt; Emergency procedures</li> <li>&gt; Improving environmental performance &amp; sustainability</li> <li>&gt; Industry compliance – preventing breaches of regulations</li> </ul>	<ul style="list-style-type: none"> <li>Develop and maintain a safe workplace (TLIF4014)</li> <li>Implement and monitor environmentally sustainable work practices (TLIU3011)</li> <li>Apply chain of responsibility legislation, regulations and workplace procedures (TLIF0001) – CORE UNIT</li> </ul>
Cycle 2	Transport Practices	<ul style="list-style-type: none"> <li>&gt; Improving team commitment</li> <li>&gt; Developing &amp; managing your team</li> <li>&gt; Using systems effectively to meet customer needs</li> </ul>	<ul style="list-style-type: none"> <li>Organise transport of freight or goods (TLIA4032)</li> <li>Apply knowledge of logistics (TLIX4028) – CORE UNIT</li> </ul>
Cycle 3	Monitoring Operations	<ul style="list-style-type: none"> <li>&gt; Calculating load dimensions</li> <li>&gt; Matching vehicles to load needs</li> <li>&gt; Safe vehicle loading</li> <li>&gt; Using warehousing management systems effectively</li> <li>&gt; Completing load documents accurately</li> <li>&gt; Using systems effectively to meet customer needs</li> </ul>	<ul style="list-style-type: none"> <li>Monitor transport operations (TLIP4039)</li> <li>Monitor warehouse operations (TLIP4040)</li> <li>Coordinate quality customer service (TLII4001)</li> </ul>
Cycle 4	Stock Movement	<ul style="list-style-type: none"> <li>&gt; Data management – input &amp; security measures</li> <li>&gt; Using data to improve work practices</li> <li>&gt; Ensuring stock levels meet customer demand</li> </ul>	<ul style="list-style-type: none"> <li>Apply workplace statistics (TLIE4013)</li> <li>Plan purchasing (TLIR4010)</li> <li>Assess and monitor optimum stock levels (TLIA4028)</li> </ul>
Cycle 5	Organisation and Performance	<ul style="list-style-type: none"> <li>&gt; Identifying professional learning &amp; development needs</li> <li>&gt; Improving own performance &amp; career options</li> <li>&gt; Managing &amp; monitoring supplier relationships</li> <li>&gt; Ensure supply meets demand</li> <li>&gt; What can go wrong</li> </ul>	<ul style="list-style-type: none"> <li>Monitor supplier performance (TLIR4001)</li> <li>Monitor a supply chain operation (TLIP4038)</li> <li>Manage personal work priorities and professional development (TLIL4009)</li> <li>Work effectively in the transport and logistics industry (TLIL4070)</li> </ul>



### 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 employment positions such as Fleet Controller, Transport Manager, Scheduler or Logistics Manager.

Further study can be undertaken in the Diploma of Logistics (TLI50415).

### 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 -f 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](http://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 (TOID 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](http://www.australianapprenticeships.gov.au)