



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 Australia at www.spectra.edu.au or phone our friendly team on **03 9292 8000** or email info@spectra.edu.au

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
TOID 21356

Sydney Office:

Level 6, 333 Kent Street
Sydney NSW 2000

Brisbane Office:

55 Ipswich Road
Woolloongabba QLD 4102

Adelaide Office:

Unit 17, 169 Unley Rd,
Unley SA 5061

Perth Office:

Level 1, 120 Roe Street,
Northbridge WA 6003



Certificate III in Supply Chain Operations

TLI30319 CERTIFICATE III IN SUPPLY CHAIN OPERATIONS



MELBOURNE → SYDNEY → BRISBANE → ADELAIDE → PERTH



Supply Chain Operations

The Spectra Training Australia Difference

Spectra Training Australia'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 Australia 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.

TLI30319 CERTIFICATE III IN SUPPLY CHAIN OPERATIONS

Course Overview

This program includes core skills for working in supply chain operations, such as chain of responsibility compliance, workplace health and safety, workplace documentation, basic calculations and quality systems. The program also covers job-specific skills such as receival and despatch operations, stock management and maintaining security.

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, work-based training activities and workplace based projects.

Entry Requirements

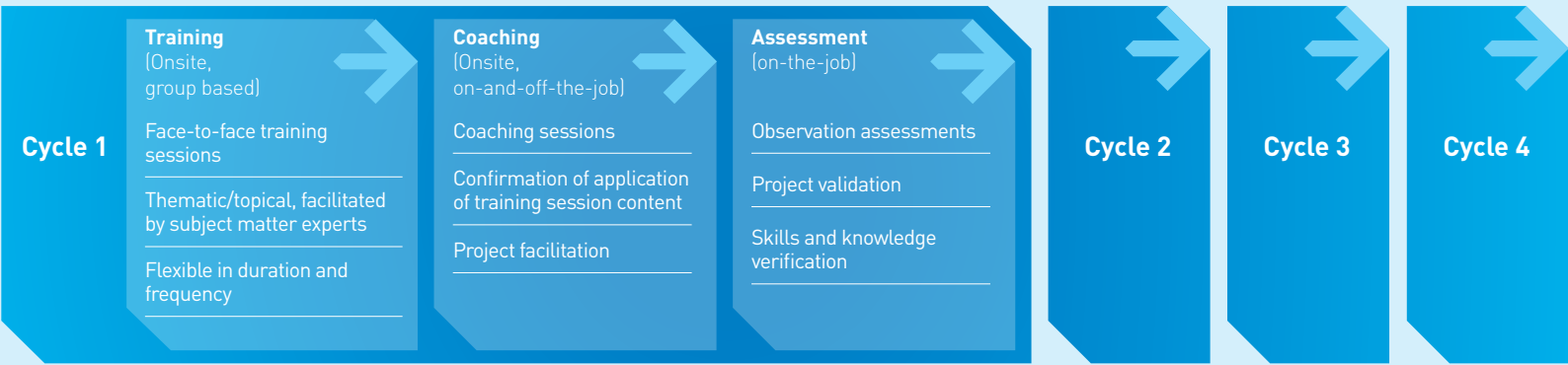
Participants' primary role/function must be to perform a variety of supply chain and warehousing oriented tasks. Participants must have reasonable English language skills and basic literacy and numeracy skills equivalent to Year 10 of compulsory schooling, as a minimum.

Duration

This program is typically delivered over a 14 month period; 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: ➤ Skills recognition application (if applicable) ➤ Language, Literacy and Numeracy assessment	➤ Identification of learner support needs ➤ Program overview	Learner Induction Mentor Induction
Cycle No.	Title	Topics Covered	Units	
Cycle 1	Workplace Fundamentals	➤ Chain of Responsibility compliance ➤ Risk assessment and control ➤ WHS compliance ➤ Reducing environmental impact of work practices	Ensure the safety of transport activities (Chain of Responsibility) (TLIF0009) - CORE UNIT Follow work health and safety procedures (TLIF1001) Participate in environmentally sustainable work practices (TLIU2012)	
Cycle 2	Load Management	➤ Safe and efficient load lifting techniques ➤ Industry mass regulations and safe working limits	Shift materials safely using manual handling methods (TLID1001) - CORE UNIT Estimate/calculate mass, area and quantify dimensions (TLIE3002)	
Cycle 3	Quality and Communication	➤ Improving planning and organising skills ➤ Identifying professional learning and development needs ➤ Improving workplace communication techniques ➤ Ensuring quality performance	Organise personal work priorities and development (BSBW0R301) Use communications systems (TLIE2007) Apply quality systems (TLIJ3002)	
Cycle 4	Transport Documentation	➤ Completing documents promptly and accurately ➤ Order tracking and industry compliance	Organise receival and despatch operations (TLIA0015) Consolidate manifest documentation (TLIE0003) Complete receival and despatch documentation (TLIA0004)	
Cycle 5	Maintaining Stock and Security	➤ Maintaining security of goods and cargo ➤ Storing stock safely and efficiently ➤ Monitoring and managing stock	Follow security procedures when working with goods and cargo (TLIO0003) Identify goods and store to specifications (TLIA0010) Maintain stock control and receivals (TLIX0013X)	



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 and numeracy (LLN), eligibility for skills recognition/recognition of prior learning and if any specific support needs are required.

Mentor Induction and Engagement

Spectra Training Australia 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 such as Storeperson, Stock Controller, Warehouse Worker or Picker/Packer.

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

Access and Equity

Spectra Training Australia is committed to ensuring people with special needs have equal opportunity and access to its courses. Spectra Training Australia 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 Training Australia website: www.spectra.edu.au

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

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. 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