

Warehousing Operations

AQF VET qualification: TLI21616 Certificate II in Warehousing Operations

Training Package: TLI Transport and Logistics (version 2)

BOSTES course name	Pattern of study	BOSTES course number	Schools Online (Administration) entry advice
Warehousing Operations (120 hours)	2 units x 1 year	65508	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Warehousing Operations (240 hours)	2 units x 2 years	65509	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)

Eligibility: Nil

Exclusions: Aviation (Ground Operations and Service)

HSC course requirements

Warehousing Operations (120 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards TLI21616 Certificate II in Warehousing Operations
- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt core and/or elective units of competency to a minimum of 120 HSC indicative hours
- a minimum of 35 hours of work placement is strongly recommended.

Warehousing Operations (240 indicative hours)

- the possible qualification outcome is TLI21616 Certificate II in Warehousing Operations
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all core units of competency (totalling 50 HSC indicative hours) and elective units of competency to a minimum of 190 HSC indicative hours and to meet qualification packaging rules
- a minimum of 70 hours of work placement is strongly recommended
- for school-based trainees, work placement requirements are met through the on-the-job training component of the school-based traineeship.

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

For a course to count towards the HSC program of study, students must satisfy the course completion criteria as required by the Board of Studies, Teaching and Educational Standards NSW (BOSTES). (Refer to the [Assessment Certification Examination \(ACE\) website](#).) There must be sufficient evidence that the student has:

- followed the course developed or endorsed by BOSTES
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Warehousing Operations HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOSTES course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

CORE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
TLIF0001 Apply chain of responsibility legislation, regulations and workplace procedures	core	10
TLIF1001 Follow work health and safety procedures	core	20
TLIL1001 Complete workplace orientation/induction procedures	core	20

Total HSC indicative hours for core units of competency: 50

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
BSBCUS201 Deliver a service to customers	elective – listed	15
TLIA2011 Package goods	elective – listed	10
TLIA2012 Pick and process orders	elective – listed	10
TLIA2013 Receive goods	elective – listed	20
TLIA2014 Use product knowledge to complete work operations	elective – listed	20
TLIA2020 Replenish stock	elective – listed	10
TLIA2021 Despatch stock	elective – listed	10
TLIA2022 Participate in stocktakes	elective – listed	20
TLIA2044 Carry out delivery operations	elective – listed	20
TLIA3017 Identify products and store to specifications	elective – listed	20
TLIB1028 Maintain and use hand tools	elective – listed	20
TLIB1030 Undertake general site maintenance	elective – listed	20
TLIB2001 Check and assess operational capabilities of equipment	elective – listed	20
TLIB2029 Use and maintain minor mechanical equipment	elective – listed	15

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
TLID2003 Handle dangerous goods/hazardous substances	elective – listed	10
TLID2004 Load and unload goods/cargo	elective – listed	10
TLID2010 Operate a forklift*	elective – listed	10
TLID2013 Move materials mechanically using automated equipment	elective – listed	15
TLIE2008 Process workplace documentation	elective – listed	15
TLIF2006 Apply accident-emergency procedures	elective – listed	15
TLIF2010 Apply fatigue management strategies	elective – listed	10
TLIG2007 Work in a socially diverse environment	elective – listed	10
TLIH2001 Interpret road maps and navigate pre-determined routes	elective – listed	10
TLIJ2001 Apply quality procedures	elective – listed	10
TLIK2010 Use infotechnology devices in the workplace	elective – listed	15
TLIL2008 Complete routine administrative tasks	elective – listed	10
TLIO2021 Follow security procedures when working with goods and cargo	elective – listed	15
TLIP2014 Capture records into a records keeping system	elective – listed	20
TLIP2017 Maintain control of records	elective – listed	20
TLIP2033 Sell products and services	elective – listed	20
TLIU1009 Monitor plant and equipment in an environmentally sustainable manner	elective – listed	15
TLIU2012 Participate in environmentally sustainable work practices	elective – listed	15
BSBIND201 Work effectively in a business environment	elective (max 3)	25
SIRXIND001 Work effectively in a service environment	elective (max 3)	20
SIRXSLS002 Follow point-of-sale handling procedures	elective (max 3)	20
TLIA1001 Secure cargo	elective (max 3)	20

* Schools and RTOs will need to take account of legal requirements for students undertaking this unit of competency.

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
TLIB1031 Clean up plant, equipment and worksite	elective (max 3)	20
TLID1001 Shift materials safely using manual handling methods	elective (max 3)	10
TLID1002 Shift a load using manually-operated equipment	elective (max 3)	20
TLIE1003 Participate in basic workplace communication	elective (max 3)	20
TLIE1005 Carry out basic workplace calculations	elective (max 3)	20
TLIF1002 Conduct housekeeping activities	elective (max 3)	20
TLIG1001 Work effectively with others	elective (max 3)	20
TLII1002 Apply customer service skills	elective (max 3)	20
TLIO1002 Follow security procedures when working with passengers and personnel	elective (max 3)	15

AQF VET qualification

Qualification packaging rules are contained in the [TLI Transport and Logistics Training Package](#) at <http://training.gov.au>.

In summary, to attain [TLI21616 Certificate II in Warehousing Operations](#) students must achieve 16 units of competency including:

- a) 3 core units of competency
- b) 13 elective units of competency:
 - 13 general elective units listed
 - up to 3 units may be selected from any relevant nationally endorsed Training Package or accredited course.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at <http://training.gov.au>.

RTOs offering training programs for the delivery and assessment of Warehousing Operations HSC VET courses must meet the requirements of the VET Quality Framework, the [TLI Transport and Logistics Training Package](#) and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the BOSTES [Assessment Certification Examination \(ACE\) website](#).

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the BOSTES website at <http://rego.bostes.nsw.edu.au>.

HSC work placement requirements

Work placement is strongly recommended for all Warehousing Operations VET courses.

Students undertaking HSC VET courses as part of a school-based apprenticeship or traineeship will meet mandatory work placement hour requirements through the on-the-job training component of the school-based apprenticeship or traineeship.

Students' outside employment (ie not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course ([ACE 8051 – Assessment Certification Examination \(ACE\) website](#)).

Non-completion of work placement is grounds for withholding the HSC course. Schools and colleges are advised to follow the procedure for issuing 'N' determinations as outlined on the BOSTES [Assessment Certification Examination \(ACE\) website](#).

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, BOSTES has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Students can only undertake the Warehousing Operations (120 indicative hours) course or the Warehousing Operations (240 indicative hours) course.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Warehousing Operations are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application form and examples of possible scenarios, are detailed on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:

- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the [VET Courses and Students with Special Education Needs](#) fact sheet, as well as [Collaborative Curriculum Planning](#) advice, on the BOSTES website.

Students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.