

## Warehousing Operations

**AQF VET qualification:** Certificate II in Warehousing Operations (TLI21610)

**Training Package:** Transport and Logistics (TLI10) version 1

| BOS course name                    | Pattern of study  | BOS course number | Schools Online (Administration) entry advice                               |
|------------------------------------|-------------------|-------------------|--|
| Warehousing Operations (120 hours) | 2 units x 1 year  | 65506             | Enter this course number for either Preliminary (Year 11) or HSC (Year 12) |
| Warehousing Operations (240 hours) | 2 units x 2 years | 65505             | Enter this course number for both Preliminary (Year 11) and HSC (Year 12)  |
|                                    | or                |                   |  |
|                                    | 4 units x 1 year  | 65507             | Enter this course number for either Preliminary (Year 11) or HSC (Year 12) |

**Eligibility:** Nil

**Exclusions:** Aviation (Flight Operations)  
Aviation (Ground Operations and Service)  
Logistics

### HSC course requirements

#### Warehousing Operations (120 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards Certificate II in Warehousing Operations (TLI21610)
- 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 a Certificate II in Warehousing Operations (TLI21610)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all core units of competency and elective units of competency to a minimum of 200 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. (Refer to the [Assessment Certification Examination \(ACE\) website](#).)

There must be sufficient evidence that the student has:

- followed the course developed by the Board
- 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 (BOS 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 |
|---|----------------------------------|--------------------------------|
| <a href="#">TLIF1001A</a> <a href="#">Follow occupational health and safety procedures</a>    | core                             | 20                             |
| <a href="#">TLIL1001A</a> <a href="#">Complete workplace orientation/induction procedures</a> | core                             | 20                             |

**Total HSC indicative hours for core units of competency: 40**

### ELECTIVE

| Unit code and title  | Status for AQF VET qualification | HSC indicative hours of credit |
|--|----------------------------------|--------------------------------|
| <b>Handling Cargo/Stock</b>  |                                  |                                |
| <a href="#">TLIA2011A</a> <a href="#">Package goods</a>  | listed elective                  | 10                             |
| <a href="#">TLIA2012A</a> <a href="#">Pick and process orders</a>                                | listed elective                  | 10                             |
| <a href="#">TLIA2013A</a> <a href="#">Receive goods</a>  | listed elective                  | 20                             |
| <a href="#">TLIA2014A</a> <a href="#">Use product knowledge to complete work operations</a>      | listed elective                  | 20                             |
| <a href="#">TLIA2020A</a> <a href="#">Replenish stock</a>  | listed elective                  | 10                             |
| <a href="#">TLIA2021A</a> <a href="#">Despatch stock</a>   | listed elective                  | 10                             |
| <a href="#">TLIA2022A</a> <a href="#">Participate in stocktakes</a>                              | listed elective                  | 20                             |
| <a href="#">TLIA2044A</a> <a href="#">Carry out delivery operations</a>                          | listed elective                  | 20                             |
| <a href="#">TLIA3017A</a> <a href="#">Identify products and store to specifications</a>          | listed elective                  | 20                             |
| <b>Equipment Checking and Maintenance</b>  |                                  |                                |
| <a href="#">TLIB1028A</a> <a href="#">Maintain and use hand tools</a>                            | listed elective                  | 20                             |
| <a href="#">TLIB1030A</a> <a href="#">Undertake general site maintenance</a>                     | listed elective                  | 20                             |
| <a href="#">TLIB2001A</a> <a href="#">Check and assess operational capabilities of equipment</a> | listed elective                  | 20                             |
| <a href="#">TLIB2029B</a> <a href="#">Use and maintain minor mechanical equipment</a>            | listed elective                  | 15                             |
| <b>Load Handling</b>   |                                  |                                |
| <a href="#">TLID2003A</a> <a href="#">Handle dangerous goods/hazardous substances</a>            | listed elective                  | 10                             |
| <a href="#">TLID2004A</a> <a href="#">Load and unload goods/cargo</a>                            | listed elective                  | 10                             |

| Unit code and title  | Status for AQF VET qualification | HSC indicative hours of credit |
|--|----------------------------------|--------------------------------|
| <b>Load Handling cont/d</b>  |                                  |                                |
| <a href="#">TLID2010A</a> <a href="#">Operate a forklift*</a>  | listed elective                  | 10                             |
| <a href="#">TLID2013A</a> <a href="#">Move materials mechanically using automated equipment</a>        | listed elective                  | 15                             |
| <b>Communication and Calculation</b>   |                                  |                                |
| <a href="#">TLIE2008A</a> <a href="#">Process workplace documentation</a>                              | listed elective                  | 15                             |
| <b>Safety Management</b>   |                                  |                                |
| <a href="#">TLIF2006A</a> <a href="#">Apply accident-emergency procedures</a>                          | listed elective                  | 15                             |
| <a href="#">TLIF2010A</a> <a href="#">Apply fatigue management strategies</a>                          | listed elective                  | 10                             |
| <b>Teamwork</b>  |                                  |                                |
| <a href="#">TLIG2007A</a> <a href="#">Work in a socially diverse environment</a>                       | listed elective                  | 10                             |
| <b>Route Planning and Navigation</b>   |                                  |                                |
| <a href="#">TLIH2001A</a> <a href="#">Interpret road maps and navigate pre-determined routes</a>       | listed elective                  | 10                             |
| <b>Customer Service</b>  |                                  |                                |
| <a href="#">BSBCUS201A</a> <a href="#">Deliver a service to customers</a>                              | listed elective                  | 15                             |
| <b>Quality</b>   |                                  |                                |
| <a href="#">TLIJ2001A</a> <a href="#">Apply quality procedures</a>                                     | listed elective                  | 10                             |
| <b>Technology</b>  |                                  |                                |
| <a href="#">TLIK2010A</a> <a href="#">Use infotechnology devices in the workplace</a>                  | listed elective                  | 15                             |
| <b>Resource Management</b>   |                                  |                                |
| <a href="#">TLIL2008A</a> <a href="#">Complete routine administrative tasks</a>                        | listed elective                  | 10                             |
| <b>Security</b>  |                                  |                                |
| <a href="#">TLIO2021A</a> <a href="#">Follow security procedures when working with goods and cargo</a> | listed elective                  | 15                             |
| <b>Administration and Finance</b>  |                                  |                                |
| <a href="#">TLIP2014A</a> <a href="#">Capture records into a records keeping system</a>                | listed elective                  | 20                             |
| <a href="#">TLIP2017A</a> <a href="#">Maintain control of records</a>                                  | listed elective                  | 20                             |
| <a href="#">TLIP2033A</a> <a href="#">Sell products and services</a>                                   | listed elective                  | 20                             |

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

| Unit code and title   | Status for AQF VET qualification | HSC indicative hours of credit |
|---|----------------------------------|--------------------------------|
| <b>Environment</b>  |                                  |                                |
| <a href="#">TLIU1009A</a> <a href="#">Monitor plant and equipment in an environmentally sustainable manner</a>  | listed elective                  | 15                             |
| <a href="#">TLIU2012A</a> <a href="#">Participate in environmentally sustainable work practices</a>             | listed elective                  | 15                             |
| <b>Other</b>  |                                  |                                |
| <a href="#">BSBIND201A</a> <a href="#">Work effectively in a business environment</a>                           | elective                         | 20                             |
| <a href="#">SIRXCCS001A</a> <a href="#">Apply point-of-sale handling procedures</a>                             | elective                         | 20                             |
| <a href="#">SIRXICT001A</a> <a href="#">Operate retail technology</a>   | elective                         | 20                             |
| <a href="#">SIRXIND001A</a> <a href="#">Work effectively in a retail environment</a>                            | elective                         | 20                             |
| <a href="#">TLIA1001A</a> <a href="#">Secure cargo</a>  | elective                         | 20                             |
| <a href="#">TLIB1031A</a> <a href="#">Clean up plant, equipment and worksite</a>                                | elective                         | 20                             |
| <a href="#">TLID1001A</a> <a href="#">Shift materials safely using manual handling methods</a>                  | elective                         | 10                             |
| <a href="#">TLID1002A</a> <a href="#">Shift load using manually-operated equipment</a>                          | elective                         | 20                             |
| <a href="#">TLIE1003A</a> <a href="#">Participate in basic workplace communication</a>                          | elective                         | 20                             |
| <a href="#">TLIE1005A</a> <a href="#">Carry out basic workplace calculations</a>                                | elective                         | 20                             |
| <a href="#">TLIF1002B</a> <a href="#">Conduct housekeeping activities</a>                                       | elective                         | 20                             |
| <a href="#">TLIG1001A</a> <a href="#">Work effectively with others</a>  | elective                         | 20                             |
| <a href="#">TLII1002A</a> <a href="#">Apply customer service skills</a>   | elective                         | 20                             |
| <a href="#">TLIO1002A</a> <a href="#">Follow security procedures when working with passengers and personnel</a> | elective                         | 15                             |

## AQF VET qualification

Qualification packaging rules are contained in the [Transport and Logistics Training Package \(TLI10\)](#) at <http://training.gov.au>.

In summary, to attain Certificate II in Warehousing Operations (TLI21610) students must achieve 15 units of competency including:

- a) 2 core units of competency
- b) 13 elective units of competency, which may include up to 3 units drawn with appropriate contextualisation from qualifications at the same level or one higher in this Training Package or any other 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 Board's website at [www.boardofstudies.nsw.edu.au/voc\\_ed/board-endorsed-courses.html](http://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 *Transport and Logistics Training Package (TLI10)* 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 Board's *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 Board's website at [www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals](http://www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals).

### 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, the Board 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 forms and examples of possible scenarios, are detailed on the Board's website at [www.boardofstudies.nsw.edu.au/voc\\_ed/rpl.html](http://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 Board's website at [www.boardofstudies.nsw.edu.au/voc\\_ed/apprenticeships-traineeships.html](http://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](http://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 on the Board's 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 Board's website at [www.boardofstudies.nsw.edu.au/voc\\_ed/stage-5.html](http://www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html).