

## **TLI20107 CERTIFICATE II IN TRANSPORT AND LOGISTICS** **(WAREHOUSING AND STORAGE)**

**Fourteen units** are required for this qualification, consisting of seven units from Certificate I in Transport and Logistics (Warehousing and Storage) and seven units from Certificate II in Transport and Logistics (Warehousing and Storage).

### **LEVEL I**

Please select **seven** units from the below section (Please tick appropriate boxes):

- TLIA107C Secure cargo
- TLIB2807B Maintain and use hand tools
- TLIB3007B Undertake general site maintenance
- TLIB3107B Clean up plant, equipment and worksite
- TLIC107C Drive vehicle
- TLID107C Shift materials safely using manual handling methods
- TLID207C Shift a load using manually-operated equipment
- TLIE307C Participate in basic workplace communication
- TLIE507C Carry out basic workplace calculations
- TLIF107C Follow occupational health and safety procedures
- TLIF207C Conduct housekeeping activities
- TLIG107C Work effectively with others
- TLII207D Apply customer service skills
- TLIL107C Complete workplace orientation/induction procedures
- TLIO207D Follow security procedures

## LEVEL II

Please select **seven** units from the below section (Please tick appropriate boxes):

- TLIA907D Complete and check import or export documentation
- TLIA1107C Package goods
- TLIA1207C Pick and process orders
- TLIA1307C Receive goods
- TLIA1407C Use product knowledge to complete work operations
- TLIA2007C Replenish stock
- TLIA2107C Despatch stock
- TLIA2207C Participate in stocktakes
- TLIA4407B Carry out delivery operations
- TLIB107C Check and assess operational capabilities of equipment
- TLIB2907B Use an maintain minor mechanical equipment
- TLID407C Load and unload goods / cargo
- TLID707C Prepare cargo for transport with slings
- TLID1007C Operate a forklift
- TLIE107C Present routine workplace information
- TLIE707B Use communication systems
- TLIE807C Process workplace documentation
- TLIF1007C Apply fatigue management strategies
- TLIG707B Work in a socially diverse environment
- TLIH307C Prioritise courier / delivery operations
- TLIJ107C Apply quality procedures
- TLIK307C Apply keyboard skills
- TLIL807C Complete routine administrative tasks
- TLIT107C Capture records into a records keeping system
- TLIT407C Maintain control of records
- TLIT507C Provide information from and about records
- TLIU707B Care for the environment
- TLIV507C Clean and inspect pallets
- BSBCMN208A Deliver a service to customers
- BSBCMN209A Provide information to clients
- BSBCMN216A Create customer relationship
- BSBCMN217A Process customer feedback