

Sample Training Plan Units

Summary of Units

CERTIFICATES I TO III - *TRANSPORT AND LOGISTICS (LOGISTICS OPERATIONS)* *TLI31107*

	Unit No	Unit Name	Legislative Requirement/License
CERTIFICATE I			
1	TLIE307C	Participate in Basic Workplace Communication	
2	TLIF107C	Follow OH&S procedures	Blue card SOA
3	TLIF207C	Conduct housekeeping activities	
4	TLIG107C	Work Effectively With Others	Customer Service
5	TLII207D	Apply Customer Service Skills	Customer Service
6	TLIL107C	Complete Workplace Orientation/Induction Procedures	Induction
7	TLIO207D	Follow Security Procedures	
CERTIFICATE II			
8	TLIA4307B	Consolidate Mail	
9	TLIE707B	Use Communication Systems	
10	TLIE807C	Process Workplace Documentation	
11	TLIF607C	Apply Accident/Emergency Procedures	
12	TLIK107C	Use infotechnology devices & computer applications in the workplace	
13	TLIL807C	Complete routine administration tasks	
14	TLIU707B	Care For the Environment	Green Skills
CERTIFICATE III			
15	TLIA1707C	Apply Product Knowledge to Organise Work Operations	
16	TLIA1507C	Complete Receipt/Despatch Documentation	
17	TLIE407C	Prepare Workplace Documents	
18	TLIE1807B	Maintain Freight Records	
19	TLIF307C	Implement & Monitor OH&S Procedures	
20	TLIJ207C	Apply Quality Systems	
21	TLIT207C	Document a Records System	