

TLI30321 Certificate III in Supply Chain Operations

Gain skills and knowledge for the warehousing and storage industry

The TLI30321 Certificate III in Supply Chain Operations provides students with the opportunity to learn the fundamental skills required for those engaged in supply chain operations, and includes a warehousing operations specialisation.



Program features

- Arranged work experience for classroom-based training
- Nationally Recognised Training
- Student centred approach to education delivery
- Industry experienced trainers

Entry requirements

- Complete a language, literacy, numeracy and digital literacy quiz
- Unique Student Identifier (USI)

Work experience requirements

- Students must provide and wear closed-in shoes.
- Please note; some workplaces may require students to provide and wear specific clothing such as long pants, long sleeved shirts, steel cap boots etc.

Course details

Course Type	Classroom	Traineeship (on-the-job training)
Duration (see over for more information)	26 weeks, 2 days per week (classroom). Includes 4 weeks of work experience.	Full time: up to 24 months or until the relevant competencies achieved ¹ (includes working hours, workplace release time for off the job training, self-directed learning and assessment completion).
Fees* (see over for more information)	\$1480 (first qualification fee), \$240 concession* - classroom training. Fee for service - \$2750	Smart and Skilled eligible student, \$0 – traineeship traineeship**. Fee for Service - \$2750
Location	331 High Street (Ground Floor) Penrith NSW 2750 and a host employer for work experience.	Employer or host employer.

*Fee-free Scholarships & Fee Exemptions may be available for eligible students**

** Fee Free Traineeships Initiative from 1 January 2020 to 31 December 2023 call **1300 722 104** or visit

<https://smartandskilled.nsw.gov.au/for-employers/employing-apprentices-trainees>

To find out more about this course, call us on
1800 286 916 or visit www.benchmark.edu.au

¹ https://www.training.nsw.gov.au/cib_vto/cibs/cib_680.html#vto32

Pre-enrolment information

Benchmark College has policies, procedures and information to help create a working and learning environment that is safe and healthy, culturally diverse, friendly and non-discriminatory. We encourage students to visit the student section of our website www.benchmark.edu.au to view all relevant policies and procedures.

The course

The TLI30321 Certificate III in Supply Chain Operations – warehousing specialisation - provides students with the opportunity to learn the fundamental knowledge and skills required to work within the warehousing industry. The qualification has 14 units of competence – 2 core and 12 electives.

Each unit covers the key skills and knowledge required to work effectively in a warehousing environment.

Students will learn how to:

- Work safely and sustainably
- Follow and apply security procedures
- Receive and despatch goods
- Store, organise and maintain stock
- Identify stock and storage requirements
- Prepare workplace documents
- Organise personal work priorities



All learning and assessment resources are provided by the College. Students are however required to provide their own pens and notebook. To complete the self-directed learning component, access to the internet and a computer may also be required.

Course content

Core Units

TLID0020	Shift materials safely using manual handling methods
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)

Elective Units

TLIL0007	Complete workplace induction procedures
BSBPEF301	Organise personal work priorities
TLIF3003	Implement and monitor work health and safety procedures
TLIO0003	Follow security procedures when working with goods and cargo
TLIE0008	Calculate mass, area and quantify dimensions
TLIA0015	Organise receipt and despatch operations
TLIA0004	Complete receipt and despatch documentation
TLIA0010	Identify goods and store to specifications
TLIX0013X	Maintain stock control and receipts
TLIA3026	Monitor storage facilities
TLIU2012	Participate in environmentally sustainable work practices
TLIJ0003	Apply quality systems

Government funding*

This training is subsidised by the NSW Government. To be eligible to receive funding, the following eligibility criteria must be met:

- be an Australian citizen, an Australian permanent resident, a humanitarian visa holder or a New Zealand citizen and;
- be aged 15 years or older and;
- have left school and;
- live or work in New South Wales

***Further eligibility criteria may apply.** For more information on NSW Government funding (including concessions and fee-free scholarships), and to check eligibility, please visit <https://smartandskilled.nsw.gov.au> or call **1300 722 104**.

How the course works

Workplace-based

Students enrolling in this program must be working full-time or part-time in a Warehousing environment. For those in a full-time traineeship, a minimum of 30 hours per week (averaged over a 4-week period) is required to be worked. A trainer and assessor visits the student in the workplace over the course of their traineeship. In addition to the face-to-face learning support, students' progress and learning support needs will be monitored via telephone/email contact in between workplace visits.

Practical and work-related activities designed to allow each student the opportunity to apply their learning in a real work environment are undertaken. These activities will vary, e.g. research work, health and safety procedures, watch a colleague complete a particular task, buddy with a colleague over a shift or gain experience in undertaking a work-related activity.

Classroom

Students enrolling in this program are required to attend class 2 days per week from 9:00am – 4:00pm. The remaining 3 days are dedicated to self-directed learning and assessment activities. Students are also required to attend 4 weeks of work experience.

This program includes lectures and a range of interactive activities designed to build student's underpinning knowledge and develop competence in each unit. Students will also get the opportunity to practice and apply their learning by practicing key skills such as communication, problem solving, teamwork and prioritising.

Work Experience

Classroom students participate in Work Experience. This provides students with an opportunity to:

- Practice newly learnt skills and apply theory learnt in the classroom.
- Build the skills that employers want like teamwork, communication and reliability.
- Increase confidence and show individuals they are ready for work.

Benchmark College will organise work experience for all classroom-based students and will provide insurance and support in the workplace. Students will be buddied with an experienced employee and will be visited at least once by a Trainer. Students on work experience are given a range of activities to guide their learning and practice the key skills required to become work ready.

Students are required to complete 2, ten-day work experience blocks – Monday to Friday – 38 hours per week. Start and finish times may vary depending on the Host Employer.

Students must provide and wear closed in shoes whilst on work experience. Some workplaces may have additional requirements. Travel to and from the Host Employer is the student's responsibility.

Self-directed learning and assessment activities – All students

Self-directed learning activities may vary from reading a textbook to online learning and research. Workplace-based/ traineeship students can expect to dedicate approximately 8 hours per week to self-directed learning and assessment task completion; or approximately 16hrs (3 days) per week for classroom-based students.

To ensure that students are safe and work ready, they will need to complete a range of assessment tasks that include answering questions, completing warehousing-related tasks and practical work-based tasks. Trainers will also observe students perform a range of skills in the workplace and in the classroom, and on work experience for classroom-based students.

Course pre-requisites and suitability

This course is designed for students who are wanting to engage in supply chain operations and includes specialisations for logistics and warehousing operations. The course has no pre-requisite requirements although students will need to have a Unique Student Identifier and have passed our language literacy, numeracy and digital quiz.

Can I get credit for previous study?

If students have previously completed a Nationally Recognised Qualification or Course they need let us know at application by providing a transcript and completing the relevant Verification and Consent Form. We will then look to see if any units listed in the transcript can be credited towards the qualification.

Fees and charges

The cost for the classroom-based course is \$1480 (first qualification fee) if eligible for and accessing a government subsidised place. Traineeship fees are capped at \$1,000. Fee free traineeships are available to eligible NSW Trainees whose training is funded under Smart and Skilled and commence training on or after 1 January 2020. Students eligible for a concession are required to pay \$240.

This fee covers enrolment, tuition and learning resources. Fees must be paid in accordance with the **Fee Schedule**. To review our terms and conditions check out our **Fees and Charges Policy and Procedure** and our **Refund Policy and Procedure** available at <https://www.benchmark.edu.au/fees>

Note: This Training is subsidised by the NSW Government. For more information on NSW Government funding (including concessions and fee-free scholarships), and to check eligibility, please visit <https://smartandskilled.nsw.gov.au> or call **1300 722 104**.

Funding

Holding a previous qualification does not affect your eligibility to undertake training up to Certificate III level under Smart and Skilled, however it does affect the student fee. For more information, go to <https://smartandskilled.nsw.gov.au> or call 1300 722 104.

Where can I find more information?

It is important to us that prospective students have all the information needed to ensure this is the right course for them and we are the right Registered Training Organisation. Visit our Website and read our Student Handbook for all the information needed to make that all-important decision.

Benchmark College has policies, procedures and information to help create a working and learning environment that is safe and healthy, culturally diverse, friendly and non-discriminatory. We encourage students to visit the student section of our website www.benchmark.edu.au to view all relevant policies and procedures.

Ready to enrol?

Contact Benchmark College to get an Application Form and hear about the next steps in the process.

Still have questions? Contact one of our friendly staff members by phone on 1800 286 916 or email info@benchmark.edu.au - we are waiting to hear from you!

