



## Certificate IV in Warehousing Operations (TLI41816) – Face to Face

Are you ready to step up into a management role in the warehousing industry? This is a must for the experienced warehousing worker who is looking for career advancement.

### CAREER PROGRESSION IN THE WAREHOUSING INDUSTRY

**Subjects** (21 units of competency to gain your qualification)

#### Core units

TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures
TLIL1001	Complete workplace orientation/induction procedures

#### General Elective units

TLIF0002	Administer chain of responsibility policies and procedures
TLIA4031	Consolidate freight
TLIA4032	Organise transport of freight or goods
TLIG4005	Organise transport workload
TLII4001	Coordinate quality customer service
TLIL4010	Assess and confirm customer transport requirements
TLIP4001	Develop plans to meet customer needs
TLIE4006	Collect, analyse and present workplace data and information
TLIP4005	Manage Workplace Information
TLIA4028	Assess and monitor optimum stock levels
TLIA4062	Implement Safety Stock Systems
BSBCUS402	Address customer needs
TLIG4006	Facilitate work teams
TLIL4033	Promote effective workplace practice
TLIP4002	Facilitate and capitalise on change in the workplace

TLIX4028	Apply knowledge of logistics
TLIE4013	Apply workplace statics
TLIL4005	Apply conflict/grievance solution strategies

### About your Trainer

1 Education has a rich history of delivering nationally recognised training programs for the transport and logistics industry.

During your course you will learn from current warehousing management experts.

### Qualification and Accreditation Outcomes

On successful completion of this program you will be awarded a nationally recognised qualification 'Certificate IV in Warehousing Operations' (TLI41816), issued by 1 Education (RTO #6639).

Graduates of this program will be well equipped to move from operational positions into supervisory / management roles in the warehousing industry.

### Potential Job Outcomes

This qualification is designed for existing warehousing workers who wish to achieve career progression into a warehousing management position.

Job roles and titles vary across different sectors, however, possible job titles relevant to this qualification include:

- Warehousing Supervisor
- Warehousing Foreman.

RPL candidates may also complete assessment requirements for these subjects to gain a formal qualification to maintain their current employment or for the purpose of career advancement.

### Course Format and Mode of Delivery

This program will be delivered over a 6 weeks period, part-time, to experienced participants. The program will involve classroom tutorials, on-the-job learning and assessment and some self-paced project work to reinforce theory concepts.

### Location

The classroom component of this training program will all be delivered at Cairns Street, Loganholme and you will also be sent on work placement within the Logan area. The practical aspect of the training will be delivered in a live warehousing environment.

### Entry Requirements / Minimum Age:

There are no specific entry requirements for this course, however you must have successfully completed year 10 (or equivalent) with a satisfactory pass in English or have relevant experience and/or qualifications that indicate your ability to complete the course. A good command of the English language is required as you will need to demonstrate satisfactory skills in verbal and written communication. You must be at least 16 years old. If you are under 18 your enrolment form must be signed by a parent or guardian.

### Course Duration:

This program will be delivered over a 6 weeks period.

## **Recognition of Prior Learning and Credit Transfer**

All 1 Education students are provided with an opportunity to claim any advanced credit for their past studies or life experiences where that experience overlaps with the subjects contained in the course we are offering.

You will be asked to consider whether you would like to apply for any Recognition of Prior Learning (RPL) at the time of your enrolment, at which time, a self-assessment will be made available for you to complete. Please note that recognition of prior learning has no impact on course fees.

If you already hold the exact units of competency or an approved equivalent unit of competency to any of the units contained in your course then you will be given credit for that unit/s under national mutual recognition guidelines. This is called a Credit Transfer and any credit transfer issued may reduce the overall cost of your course.

## **Support Services**

Your program will be delivered by a specialist Trainer who will remain accessible to you following your initial formal training.

The 1 Education administration team will also remain available to assist you with any non-educational issues not relating specifically to your course content, or in cases where an issue cannot be resolved between you and your Trainer.

Please remember that a detailed step-by-step guide for raising complaints and appealing an assessment decision, has been provided in the 1 Education Student Handbook, made available to you via the 1 Education website.

## **Language, Literacy and Numeracy:**

To ensure we have an accurate understanding of your support needs, each student is required to complete an activity at the time of your enrolment to identifying any additional learning needs you may have. We will then discuss any additional support or course modifications that might be required, if and as needed.

Further details can be found in the 1 Education Student Handbook or alternatively, contact us for more information.

## **Course Fees and Availability of Course Subsidies:**

This program does attract some government funding assistance for eligible Queensland-based students via the Higher Level Skills Program, provided by Queensland Government.

Eligibility criteria for each student is as follows - the candidate must:

- not hold, or be already undertaking, a Certificate IV or higher level qualification; (any Certificate IV level qualifications completed whilst at school ARE allowed and will not exclude you from accessing this funding);
- be 15 years of age or older and have finished secondary school or left school;
- be a Queensland resident;
- Be an Australian citizen or permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen);
- Be currently working in the transport and logistics / warehousing industry.

Please see the Student Handbook for more information.

Course fees vary between students, depending on whether the enrolment is funded. All fees will be clearly declared on your student enrolment form or contact 1 Education for current pricing.

## **Payment Options:**

Students will be given the option to make payment via the following methods:

- Cash at time of enrolment (preferred) OR
- Direct Credit Bank Transfer

Convenient payment plan options may also be available on request for fee for service (unfunded) students.

### **Study Pathway:**

Whilst there are lower level qualifications that might be useful for some students to complete prior to commencing the Certificate IV, students may choose to enter directly into the Certificate IV in Warehousing Operations. This will be clearly documented for each student at the time of enrolment. The most likely pathway into this program is to complete the Certificate III in Logistics (TLI32416) or the Certificate III in Warehousing Operations (TLI31616).

If you are uncertain about your readiness to study the program please talk with one of our friendly staff members and we can guide you on the best pathway for you.

Once you have graduated with your Certificate IV in Warehousing Operations, there are additional optional qualifications to pursue, to build on your skills and knowledge. You may decide to enrol into the Diploma of Leadership and Management (BSB51918).

Your Trainer will be happy to discuss these options during your Certificate 4 studies.

### **Course Survey**

All 1 Education students are required to complete a survey at the completion of their program to enable us to improve the experience for future students. We thank you in advance for your contributions.

### **More Information**

For more information relating to various student-related policies and processes please refer to the Student Handbook, available in the 1 Education website - <http://www.1education.com.au/>

### **Contact Details**

Phone: 0435 484 267 | Email: [enquiries@1education.com.au](mailto:enquiries@1education.com.au)

Internet: <http://www.1education.com.au/>

# Higher Level Skills

## Student fact sheet

### What is Higher Level Skills?

The Higher Level Skills program aims to assist individuals to gain the higher-level skills required to secure employment or career advancement in a priority industry, or to transition to university to further their studies.

### Are you eligible to participate?

This program is open to any Queensland resident aged 15 years or over, who is no longer at school and is an Australian or New Zealand citizen, or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.

Prospective students must not have or be enrolled in a certificate IV or higher-level qualification, not including qualifications completed at school and foundations skills training.

### How can you participate?

It is important that you take the time to carefully consider your training options and compare different providers and their fees before committing to a course of study.

The Queensland Skills Gateway displays the courses available under the Higher Level Skills program and provides information about what they cover, the careers they can lead to and the training providers approved to deliver them — visit [www.skillsgateway.training.qld.gov.au/](http://www.skillsgateway.training.qld.gov.au/).

For some subsidised courses under the program, the industry and training package requires you to be an existing worker in the industry to be eligible to enrol. These restrictions and/or exemptions are detailed in the Priority Skills List.

For help choosing a training provider, read the [training consumer tips](#) on the Department of Employment, Small Business and Training (DESBT's) Training website.

As a condition of your enrolment, you will be required to complete a student training and employment survey within three months of finishing or discontinuing your training.

### What level of subsidy is available?

The subsidy represents the level of government contribution for a qualification, and varies between qualifications based on a number of factors.

The investment priority or importance of the training influences the size of the government subsidy.

Training in vocational areas that align with critical industry skills needs and government priorities will receive a higher government subsidy.

A higher subsidy will also be paid to support participation by disadvantaged learners (concessional students). More information on concessional student status is detailed in the Higher Level Skills program policy at [www.desbt.qld.gov.au/training/providers/funded/higher-level-skills](http://www.desbt.qld.gov.au/training/providers/funded/higher-level-skills).

### Do you contribute to training costs?

Given the increased benefits that you can gain from higher-level training, you are required to contribute to the cost of your training through a co-contribution fee, payable to the training provider.

The fee amount varies depending upon the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or another third party but cannot be paid or waived by the training provider or any organisation related to the training provider unless approved by DESBT.



## More information

For more information, including eligibility requirements, subsidy information and documents, visit [www.desbt.qld.gov.au/training/providers/funded/higher-level-skills](http://www.desbt.qld.gov.au/training/providers/funded/higher-level-skills).