

WAREHOUSING RF SCANNING & DOCUMENTATION

Nationally Recognised Training

NATIONALLY RECOGNISED
TRAINING

COURSE OVERVIEW

This nationally accredited set of skills aims to equip individuals with the skills and knowledge required for an entry level role into a warehousing environment.

To achieve the accredited part qualification, the candidate must complete two (2) units of competency; refer to unit list on page 2. **This training also includes practical RF Scanning training (non-accredited).**

Acacia Education & Training is committed to providing an inclusive learning environment. Principles of access and equity for all students are applied in all programs.

COURSE OUTCOME

This training applies to those looking to apply for an entry role within the warehousing industry. It aims to provide the student with knowledge on procedures relating to receipt and despatch and induction/orientation procedures.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

- Students choosing correspondence must be employed within the Supply Chain industry.
- Applicants will be required to undertake a Language, Literacy & Numeracy assessment.
- Applicants will be required to complete a Pre-Training Review.
- Applicants must be able to attend all practical assessments on the assigned dates where required.



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EDUCATION & TRAINING



JOB OUTCOMES

This course will develop a range of skills that may be required for roles in the following areas.

- ✓ **Receipt & Despatch Officer**
- ✓ **Process Worker**
- ✓ **Delivery Driver**
- ✓ **Freight Handler**
- ✓ **Transport Officer**

COURSE DELIVERY



*Only if working in the industry with third-party sign off on observable tasks.

COURSE DURATION

Students may have up to six (6) months to complete the course. However, if you are utilising NSW Government funding, these dates may vary.

Students will need to follow the training plan provided to them at commencement of training to ensure they complete the course in the required timeframe. Approximately fifteen (15) hours of study should be allocated for each unit.

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ESSENTIAL SKILLS FOR THE WORKPLACE

RTO No 91469



UNITS OF COMPETENCY

Below are the units of competency required for this course.

UNIT CODE	UNIT DESCRIPTION
TLIA0004	Complete receival and despatch documentation
TLIL0007	Complete workplace orientation/induction procedures

UNIT OVERVIEW

TLIA0004 - Complete receival and despatch documentation

This unit involves the skills and knowledge required to complete receival and despatch documentation in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

Knowledge Evidence examples: Knowledge of documentation requirements for receiving and despatching goods; focus of operation of work systems, equipment, management and site operating systems for receiving and despatching goods; site layout and obstacles.

Performance Evidence examples: Students will be required to show evidence of completing receival and despatch documentation; estimating size, shape and special requirements of goods and loads.

TLIL0007 - Complete workplace orientation/induction procedures

This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new role, in accordance with regulatory requirements and workplace operational policies and procedures.

Knowledge Evidence examples: Knowledge of basic workplace documentation and record keeping procedures and requirements; customer service standards and procedures; personal protective equipment and instructions for it's use.

Performance Evidence examples: Students will be required to show evidence of reading and interpreting instructions, procedures, information and signs relevant to work activities.

Includes RF Scanning training (non-accredited)

This training involves the knowledge and practical skills required to correctly use an RF scanner within a warehousing environment.

Many warehousing positions available require RF scanning experience to be able to apply for the job. RF scanning is used in warehousing to pick and scan items in pick and pack, scan and receive goods in receiving, send cartons and pallets out to customers in despatch, count and check stock levels in inventory control and scan pallets and cartons to put onto the shelf in put-aways.

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COURSE DELIVERY

This course can be delivered in a flexible program of **online, correspondence, mixed-mode or classroom*** based learning. Practical sessions will be held in a simulated environment or workplace.

Theory: Students may complete their assessments at their own pace or in class if applicable. Support from a designated trainer is available via email, phone, SMS and video call.

Practical: Practical assessments may be carried out in the classroom with the designated trainer present or within the workplace (supervisor observation required).

**Where necessary, it is a requirement that students attend training on the allocated days. Minimum numbers may apply. Ask us for more information.*

CERTIFICATE

On successful completion of all assessments each participant will receive a Statement of Attainment containing the Nationally Recognised Units of Competency:

- TLIA0004
- TLIL0007

The successfully completed units provide credit towards a range of qualifications in the TLI Transport & Logistics Training Package.

COURSE FEES - \$149

Subsidised Training: Participants may be eligible to receive subsidised training or a fee reduction through the NSW Government Smart & Skilled program. Contact Acacia for further information on determining your eligibility or visit <https://smartandskilled.nsw.gov.au/are-you-eligible>.

This training is subsidised by the NSW Government.

ELIGIBILITY

To be eligible to receive Smart and Skilled funding, applicants must meet the following criteria:

- living or working in NSW
- 15 years old or older and no longer at school
- an Australian citizen, Australian permanent resident, humanitarian Visa holder or New Zealand citizen.

STUDENT SUPPORT

Academic support

Students have access to trainer support throughout the duration of their course, whether they are learning via correspondence, online, or in class. Our experienced trainers are available to answer any questions students may have regarding the learning materials and assessments. The appointed trainer can be contacted via email, phone or video call, students will be provided with these contact details on course commencement.

Administrative support

The administrative team is available during business hours (9am - 5pm) Mondays to Fridays and can assist students with all administrative enquiries or issues, including enrolment, change of contact details, class schedules, online learning and certification. The administrative team can be contacted using details further below.

APPLICATION TO ENROL

Acacia is committed to ensuring all applicants clearly understand the details and outcomes of the course they are enrolling in. For information on the enrolment process and to apply please speak with your workplace coordinator, job service provider, contact us directly or use the online link on our website.

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