



CATAPULT

TLIA0004

Complete receival and despatch documentation

Table of Contents (Extract)

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For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/TLIA0004/>

Trainer/assessor guide

TLIA0004

Complete receival and despatch documentation

Welcome to this unit of study

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.

It includes analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.

Work is performed under some supervision generally within a team environment.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Analyse order to identify work requirements to fill order	5
Interpreting order request	5
Identifying workplace locations	7
Workplace and goods information.....	10
Order movement schedules.....	13
Special orders.....	15
Check your understanding	17
Topic 2: Follow workplace order documentation processes	19
Workplace procedures	19
Completing receival and despatch documentation	22
Check your understanding	25
Topic 3: Finalise documentation.....	27
Checking orders	27
Completing workplace records	29
Special transportation requirements	31
Dangerous goods and hazardous materials documentation	34
Check your understanding	37
Topic 4: Additional learning	39
Housekeeping standards and procedures	39
References.....	44
Assessment workbook	45
Unit information	47
What is competency-based assessment?.....	48
How will my competency be assessed?.....	49
Assessment agreement	50
Foundation skills checklist.....	51
Skills recognition.....	52
Topic 1: Analyse order to identify work requirements to fill order	53
Topic 2: Follow workplace order documentation processes	54
Topic 3: Finalise documentation.....	55
Knowledge questions	56
Topic 1: Analyse order to identify work requirements to fill order	57
Topic 2: Follow workplace order documentation processes	66
Topic 3: Finalise documentation.....	70
Topic 4: Specific knowledge evidence	77
Performance tasks.....	78
Third party evidence collection agreement	79
Topic 1: Analyse order to identify work requirements to fill order	80
Topic 2: Follow workplace order documentation processes	82
Topic 3: Finalise documentation.....	84

Completion record.....	86
Unit mapping.....	87
Trainer/ assessor user instructions.....	90

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Analyse order to identify work requirements to fill order
- » Follow workplace order documentation processes
- » Finalise documentation
- » Additional learning

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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