



CATAPULT

TLIA0019

Despatch stock

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit TLIA0019.

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/TLIA0019/>

Trainer/assessor guide

TLIA0019

Despatch stock

Welcome to this unit of study

This unit involves the skills and knowledge required to despatch stock.

It includes analysing orders to identify work requirements, following workplace processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

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: Review order to identify work requirements	5
Review order request documentation for completion and despatch instructions	5
Schedules for despatch.....	7
Locating and verifying products ordered	8
Plan sequence of work.....	10
Use appropriate material handling equipment	11
Check your understanding	15
Topic 2: Follow workplace processes to prepare goods for dispatch.....	17
Select and check goods for despatch.....	17
Sort, assemble and consolidate products	19
Secure and place orders in storage or despatch zones	20
Check your understanding	23
Topic 3: Complete despatch following workplace procedures and schedules.....	25
Complete records and attach labels and documentation	25
Check load labels and documentation in accordance with workplace procedures and dangerous goods codes	27
Complete final check of load labels and despatch and transfer documentation.....	29
Confirm goods are as available for despatch	30
Check your understanding	31
References.....	33
Assessment workbook.....	35
Unit information.....	37
What is competency-based assessment?.....	38
How will my competency be assessed?.....	39
Assessment agreement.....	40
Foundation skills checklist.....	41
Skills recognition.....	42
Topic 1: Review order to identify work requirements	43
Topic 2: Follow workplace processes to prepare goods for despatch.....	44
Topic 3: Complete despatch following workplace procedures and schedules.....	45
Knowledge questions	46
Topic 1: Review order to identify work requirements	47
Topic 2: Follow workplace processes to prepare goods for despatch.....	53
Topic 3: Complete despatch following workplace procedures and schedules.....	56
Topic 4: Specific knowledge evidence	60
Performance tasks.....	64
Third party evidence collection agreement	65
Topic 1: Review order to identify work requirements	66
Topic 2: Follow workplace processes to prepare goods for despatch.....	68
Topic 3: Complete despatch following workplace procedures and schedules.....	70

Completion record..... 72
Unit mapping..... 73
Trainer/ assessor user instructions..... 75

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Review order to identify work requirements
- » Follow workplace processes to prepare goods for dispatch
- » Complete despatch following workplace procedures and schedules

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.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
