CATAPULT

TLIA3024

Organise warehouse records operations

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 TLIA3024.

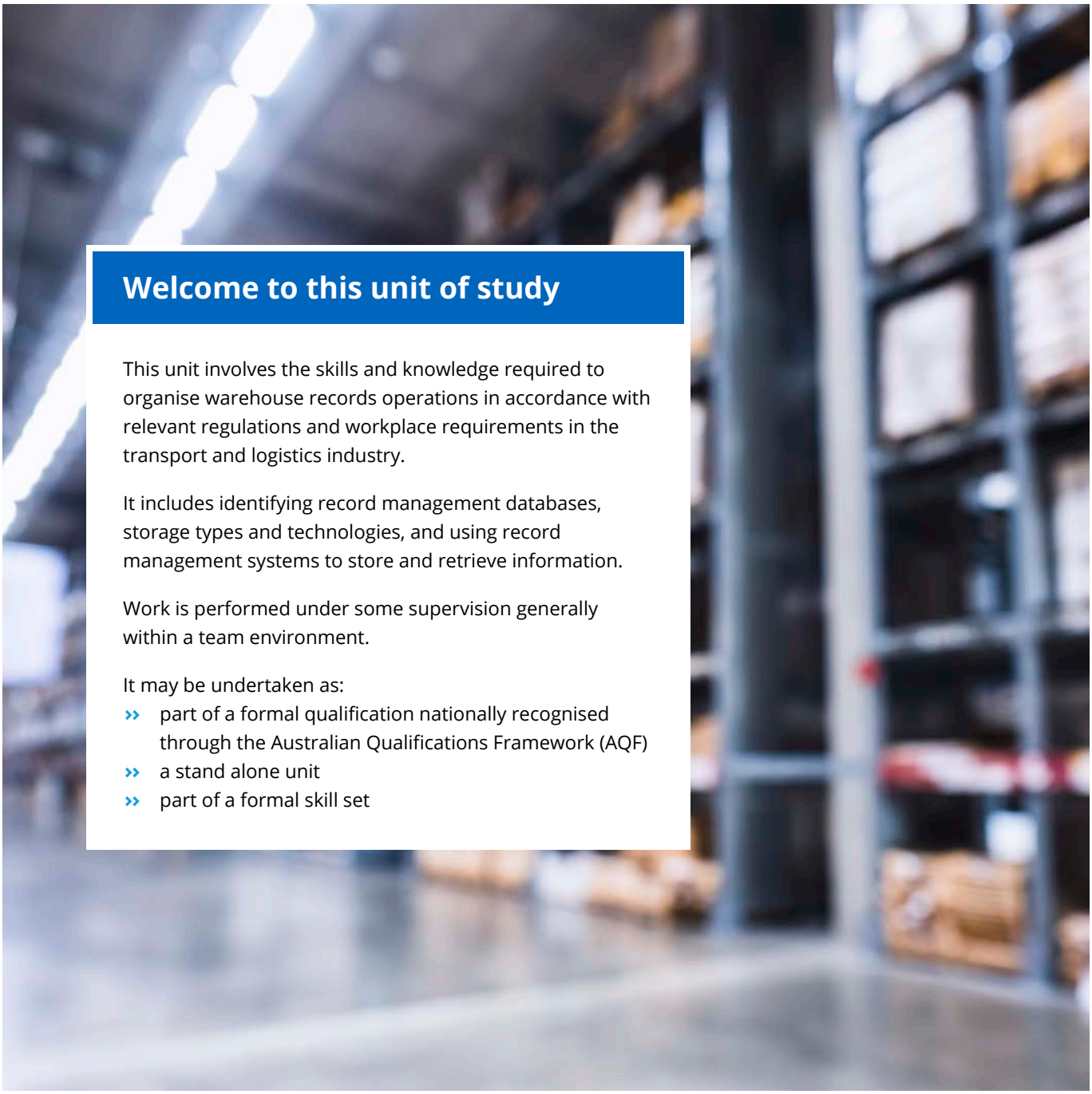
For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/TLIA3024/

© Catapult Smallprint Pty Ltd

Trainer/assessor guide

TLIA3024
Organise warehouse records operations



Welcome to this unit of study

This unit involves the skills and knowledge required to organise warehouse records operations in accordance with relevant regulations and workplace requirements in the transport and logistics industry.

It includes identifying record management databases, storage types and technologies, and using record management systems to store and retrieve information.

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

© smallprint owns all copyright on its products as detailed in the Copyright Act 1968.
It does not issue licenses for reproduction of this material.

Contents

About this trainer/assessor guide **4**

Learning resource **5**

Topic 1: Identify record management databases, storage types and technologies 5

Records operations 5

Record systems types 10

Record management systems 13

Check your understanding 17

Topic 2: Store warehouse records 19

Storing warehouse records 19

Check your understanding 23

Topic 3: Use record management systems to retrieve information 25

Responses to requests 25

Check your understanding 29

References 31

Assessment workbook **33**

Unit information 35

What is competency-based assessment? 36

How will my competency be assessed? 37

Assessment agreement 38

Foundation skills checklist 39

Skills recognition **40**

Topic 1: Identify record management databases, storage types and technologies 41

Topic 2: Store warehouse records 42

Topic 3: Use record management systems to retrieve information 43

Knowledge questions **44**

Topic 1: Identify record management databases, storage types and technologies 45

Topic 2: Store warehouse records 52

Topic 3: Use record management systems to retrieve information 55

Topic 4: Specific knowledge evidence 57

Performance tasks **60**

Third party evidence collection agreement 61

Topic 1: Identify record management databases, storage types and technologies 62

Topic 2: Store warehouse records 63

Topic 3: Use record management systems to retrieve information 64

Completion record **65**

Unit mapping and assessment checklist **66**

Trainer/ assessor user instructions **68**

© smallprint V5 Jul 2019

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Identify record management databases, storage types and technologies
- Store warehouse records
- Use record management systems to retrieve information

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.