



## **TLI31209 Certificate III in Driving Operations**

This qualification is designed for driving operation job roles within the transport and distribution industry. Successful completion of the licensing units within the qualification will allow the participant to drive that type of vehicle as part of their job role.

### **Requirements for completion of the qualification:**

A successful assessment outcome for a total of **20 units** of competency comprising:

- (a) the **6 core units**, listed below  
Plus
- (b) at least **one licensing unit** relevant to the vehicle type applicable to the job role  
Plus
- (c) **all units** within **job roles** in this case heavy general freight  
Plus
- (d) **6 elective units**.

### **Core units**

#### **TLID107C Shift materials safely using manual handling methods**

Shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

#### **TLIE507C Carry out basic workplace calculations**

Carry out basic routine workplace calculations, will give the participants the knowledge and skills to carry out required mathematical operations, preparing basic estimates of mass, size and volume, and interpreting basic graphical representations of mathematical information. It includes calculations for routine industry-related tasks using manual and electronic processes. It specifically includes the skills and knowledge needed to estimate/calculate manual load shifting requirements.

#### **TLIF107C Follow occupational health and safety procedures**

This unit requires the participant to identify and follow workplace procedures for hazard identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records.



### **TLIF1007C Apply fatigue management strategies**

This unit involves the skills and knowledge required to apply fatigue management strategies, including identifying and acting upon signs of fatigue and implementing appropriate strategies to minimise fatigue during work activities.

### **TLIH107D Interpret road maps and navigate pre-determined routes**

Interpreting road maps and navigate routes as part of transport operations including identifying and determining the most appropriate route, and completing required route documentation in accordance with operational requirements.

### **TLIL107C Complete workplace orientation/induction procedures**

Completing workplace orientation and induction procedures when commencing a new work role, including identifying major areas of the workplace in terms of functions, organisational structures and occupations, and organising and accepting responsibility for own workload. It also includes the application of ethical practices in work activities, receiving and acting constructively on personal feedback, participating in the identification and meeting of ones own learning needs, and planning and organising a personal daily routine

### **Licensing unit**

#### **TLILIC1609A Licence to drive heavy rigid vehicle**

Obtaining a licence to drive a heavy rigid vehicle requires participant to systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance and effective management of hazardous situations. Assessment of this unit will be undertaken within a licensing examination (Final Competency Assessment) conducted by, or under the authority of Vic Roads.

### **Job Role units (Heavy General Freight)**

#### **TLIA107C Secure cargo**

Securing cargo includes cargo/containers by lashing and unlashng and protecting cargo from weather, and packing and unpacking cargo. It may apply in cargo securing contexts in the stevedoring, transport, distribution and allied industries.

#### **TLIB407C Carry out vehicle inspection**

Inspection of a commercial vehicle, allows participants to follow the actions to implement vehicle manufacturers specifications for routine checks, to clean the vehicle, and to ensure that all specified safety requirements are met and that the vehicle is operational to the requirements of both the workplace and the relevant state/territory roads and traffic authority.



### **TLIB807C Carry out inspection of trailers**

This unit involves the skills and knowledge required to carry out an inspection of a commercial trailer, including action to implement trailer manufacturers specifications for routine checks, to clean the trailer, and to ensure that all specified safety requirements are met and that the trailer is operational to the requirements of both the workplace and the relevant state/territory roads and traffic authority

### **TLID407C Load and unload goods/cargo**

Load and unload goods and cargo, requires each participant to demonstrate loading and unloading goods, securing and protecting the load and completing all required documentation.

### **TLIE407C Prepare workplace documents**

Prepare workplace documents and forms in accordance with workplace requirements and any applicable regulations/codes including planning and preparing a simple workplace document such as a letter or report, and gathering relevant information enabling the completion of a workplace form.

### **TLIE807C Process workplace documentation**

To fulfil this unit participant need to identify the purpose and completing the documentation in accordance with requirements. Documentation may include forms, logs, diaries and basic hand-written or typed reports. It may also include entry of information into computer-based documents and forms.

### **TLIE1207C Consolidate manifest documentation**

Consolidating manifest documentation including the identification of the documentation required and the processing of the information in accordance with workplace procedures

## **Electives units (6)**

### **HLTFA301B Apply first aid**

This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

### **TLILIC108A Licence to operate a forklift truck**

The operation of a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other attachment, for licensing purposes. This definition also includes a truck on which the operator is raised with the attachment for order-picking.



### **TLIF607C Apply accident-emergency procedures**

Accident emergency procedures, including responding to an incident, controlling and assisting at an accident or emergency site, finalising accident-emergency processes, and completing records, reports and other required documentation in accordance with regulatory requirements and workplace procedures

### **TLIF207C Conduct housekeeping activities**

Conducting housekeeping activities in the workplace comprises, identifying required housekeeping requirements, procedures and resources for different areas of the workplace, monitoring and maintaining cleanliness and tidiness in the workplace, and completing assigned housekeeping tasks

### **TLIE207C Estimate/calculate mass, area and quantify dimensions**

Estimate and calculate mass and area and quantify dimensions of loads as part of work functions in the transport, stevedoring, warehousing, and/or storage sectors. This includes estimating loads to be transported or placed in storage, identifying mass, area and volume limitations of available transport/storage systems and carrying out calculations required to organise load(s) to match identified transport/storage limitations.

### **TLIE307C Participate in workplace communications**

Participate effectively in basic workplace communication will teach participants to communicate information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.