

Certificate III Supply Chain Operations

Full qualification

Course guide TLI30321

EMBARK ON AN EXCITING JOURNEY INTO SUPPLY CHAIN OPERATIONS

Overview

This dynamic and industry-relevant course provides a comprehensive foundation in the essential skills and knowledge required for a successful career in supply chain operations. Through a blend of theoretical learning, practical exercises, and industry simulations, you'll gain the competence to contribute effectively to the efficient movement of goods and services across the supply chain.

Why should I do this course?

Nationally Recognised Qualification

Achieve a Certificate III in Supply Chain Operations, a nationally recognised credential that opens doors to a variety of roles within warehousing, logistics, and distribution centres.

Develop Essential Supply Chain Skills

Master the core skills required in supply chain operations, including receiving and dispatching goods, inventory management, safe work practices, and workplace communication.

Gain Industry-Specific Knowledge

Understand supply chain principles, logistics processes, inventory control systems, and workplace health and safety requirements.

Enhance Your Employability

Become a sought-after professional in the growing supply chain sector, with opportunities to work in roles such as warehouse operator, logistics coordinator, or distribution clerk.

Duration of Course: Up to 12 months to complete the course (may vary depending on experience and support needs). Allow for 12-15 hours of self-guided learning per week.

Available States: NSW, QLD

Certification: Statement of Attainment

Course cost: \$6,410

Delivery Mode: The course is delivered using a blended learning model, combining face-to-face and self-paced learning with online support.



Face to Face



Workplace



Online

INDUSTRY

TLI – TRANSPORT &
LOGISTICS



Existing worker



Job seeker

What Will I Get?

Upon successful completion of this course, you will be able to:

- Receive and dispatch goods efficiently and accurately.
- Apply safe manual handling techniques and operate warehouse equipment safely.
- Maintain accurate inventory records and control stock levels.
- Contribute to the efficient movement of goods throughout the supply chain.
- Communicate effectively with colleagues, supervisors, and customers.
- Follow workplace procedures and comply with safety regulations.
- Apply problem-solving skills to address challenges in supply chain operations.

Qualification description

This is a qualification for those engaged in supply chain operations and includes specialisations for logistics and warehousing operations.

It involves a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in selecting equipment, services or contingency measures within known time constraints. It may also include responsibility for coordinating the work of others.

Successful achievement of the licensing units within the qualification must align with applicable licensing and regulatory requirements.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- logistics operator
- rail terminal operator
- supply chain administration officer
- supply chain administration operator
- warehouse operator.

Please note: RTO to insert on the testamur, the specialist elective unit group selected from the group choice below.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

SPECIALISATIONS

Entry requirements

There are no entry requirements for this qualification.

Course specification

What core units and elective units can you pick from:

A total of **14 units of competency** comprising:

General Qualification:

- **2 core units** listed below, **plus**
- **12 general elective units** selected from Group C general elective units listed below

OR

Specialisations:

- **2 core units** listed below, **plus**
- **4 units** from one of the specialist elective group, Group A or Group B listed below, **plus**
- **8 general elective units** selected from Group C general elective units listed below.

Up to **3 of the general elective units** may be imported from any relevant nationally endorsed Training Package. The elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure all prerequisite units specified are complied with.

CORE UNITS | COMPULSORY

CORE UNITS

CODE	UNIT NAME & LINK
<u>TLID0020</u>	Shift materials safely using manual handling methods
<u>TLIF0009</u>	Ensure the safety of transport activities (Chain of Responsibility)

SPECIALISATION | ELECTIVES

ELECTIVE UNITS	
GROUP A	LOGISTICS OPERATIONS
CODE	UNIT NAME
<u>TLIA1001</u>	Secure cargo
<u>TLID0015</u>	Load and unload goods/cargo
<u>TLIE0008</u>	Calculate mass, area and quantify dimensions
<u>TLIH0005</u>	Interpret road maps and navigate pre-determined routes
GROUP B	WAREHOUSING OPERATIONS
CODE	UNIT NAME
<u>TLIA0004</u>	Complete receival and despatch documentation
<u>TLIA0010</u>	Identify goods and store to specifications
<u>TLIA0015</u>	Organise receival and despatch operations
<u>TLIX0013X</u>	Maintain stock control and receivals
GROUP C	GENERAL ELECTIVE UNITS
CODE	UNIT NAME
<u>BSBFIN302</u>	Maintain financial records
<u>BSBINS302</u>	Organise workplace information
<u>BSBINS308</u>	Control records
<u>BSBOPS304</u>	Deliver and monitor a service to customers
<u>BSBOPS305</u>	Process customer complaints
<u>BSBPUR301</u>	Organise personal work priorities
<u>BSBPUR301</u>	Purchase goods and services
<u>RIIHAN301E</u>	Operate elevating work platform
<u>TLIA0004</u>	Complete receival and despatch documentation
<u>TLIA0005</u>	Connect and disconnect reefer units
<u>TLIA0006</u>	Coordinate goods to bond premises
<u>TLIA0008</u>	Coordinate stocktakes
<u>TLIA0009</u>	Coordinate terminal/wharf equipment operations
<u>TLIA0010</u>	Identify goods and store to specifications
<u>TLIA0013</u>	Maintain container and freight records
<u>TLIA0015</u>	Organise receival and despatch operations
<u>TLIA0016</u>	Organise warehouse records operations
<u>TLIA0017</u>	Process receipt and delivery of containers and cargo
<u>TLIA1001</u>	Secure cargo

SPECIALISATION

GROUP C	GENERAL ELECTIVE UNITS
CODE	UNIT NAME
<u>TLIA3026</u>	Monitor storage facilities
<u>TLIB0005</u>	Operate pooled equipment
<u>TLIB2001</u>	Check and assess operational capabilities of equipment
<u>TLIB3002</u>	Test equipment and isolate faults
<u>TLID0001</u>	Load and unload vehicles carrying special loads
<u>TLID0003</u>	Control lift and movement of crane
<u>TLID0006</u>	Move materials mechanically using automated equipment
<u>TLID0008</u>	Shift loads using bridge or gantry crane
<u>TLID0009</u>	Shift loads using cranes
<u>TLID0012</u>	Operate a vehicle-mounted loading crane
<u>TLID0015</u>	Load and unload goods/cargo
<u>TLID0016</u>	Operate a forklift
<u>TLID0018</u>	Prepare for transport of dangerous goods
<u>TLID3011</u>	Conduct specialised forklift operations
<u>TLID3015</u>	Identify and label explosives/dangerous goods
<u>TLID3023</u>	Use specialised liquid bulk gas transfer equipment
<u>TLID3024</u>	Use specialised liquid bulk transfer equipment (gravity/pressurised)
<u>TLID3031</u>	Rig load
<u>TLID3035</u>	Operate a boom type elevating work platform
<u>TLID3036</u>	Lift and move load using a mobile crane
<u>TLIE0003</u>	Consolidate manifest documentation
<u>TLIE0004</u>	Maintain freight records
<u>TLIE0005</u>	Undertake rigger/dogger and operators communications
<u>TLIE0008</u>	Calculate mass, area and quantify dimensions
<u>TLIE2007</u>	Use communications systems
<u>TLIE3016</u>	Estimate/calculate load shifting requirements for a mobile crane
<u>TLIF0006</u>	Administer a fatigue risk management system
<u>TLIF0020</u>	Safely access the rail corridor
<u>TLIF0080</u>	Implement and monitor the safety duties of transport activities (Chain of Responsibility)
<u>TLIF3003</u>	Implement and monitor work health and safety procedures
<u>TLIF3022</u>	Implement/monitor procedures when warehousing/storing dangerous goods/hazardous substances
<u>TLIF3091</u>	Apply awareness of dangerous goods and hazardous materials requirements

SPECIALISATION

GROUP C	GENERAL ELECTIVE UNITS
CODE	UNIT NAME
<u>TLIH0004</u>	Lead a work team
<u>TLIH0005</u>	Interpret road maps and navigate pre-determined routes
<u>TLIJ0003</u>	Apply quality systems
<u>TLIJ3005</u>	Sample, inspect and test products to specifications
<u>TLIJ3006</u>	Implement grain protection procedures
<u>TLIK2010</u>	Use infotechnology devices in the workplace
<u>TLIL0007</u>	Complete workplace induction procedures
<u>TLIL3002</u>	Undertake employee payroll activities
<u>TLIL3003</u>	Conduct induction process
<u>TLILIC0003</u>	Licence to operate a forklift truck
<u>TLILIC0004</u>	Licence to operate an order picking forklift truck
<u>TLILIC0011</u>	Licence to operate a reach stacker (greater than 3 tonnes capacity)
<u>TLIO0001</u>	Undertake emergency response action to a security threat
<u>TLIO0002</u>	Apply and monitor workplace security procedures
<u>TLIO0003</u>	Follow security procedures when working with goods and cargo
<u>TLIU2012</u>	Participate in environmentally sustainable work practices
<u>TLIU3011</u>	Implement and monitor environmentally sustainable work practices
<u>TLIW3006</u>	Operate computerised mail and parcels sorting equipment
<u>TLIW3008</u>	Carry out culler facer canceller operations
<u>TLIX0004X</u>	Administer inventory systems
<u>TLIX0005X</u>	Administer market supply systems
<u>TLIX0013X</u>	Maintain stock control and receivals
<u>TLIX0015X</u>	Manage fundamental aspects of supply chains

Is this course right for you?

Entry Requirements:

This course is suitable for individuals seeking a career in the supply chain industry or those currently working in warehousing, logistics, or distribution roles who wish to gain a formal qualification.

If you do not hold a Year 10 Certificate or equivalent, you will be required to undertake an LLN assessment before commencing the course. This assessment helps us ensure you have the necessary skills to succeed in your studies.

Technical Requirements:

Ensure you have access to:

- A computer with basic software (Word, Excel, etc.)
- A camera, microphone, and headset (for online classes)

Support and Advice:

We are committed to supporting you throughout your learning journey. Whether you're a student or an employer, we are here to assist with any questions you have about the course, entry requirements, or group enrolments.

Further Study Pathways

For Students:

Advance your skills with a **Certificate IV in Logistics** or a **Diploma of Supply Chain Management**. Further explore related areas such as warehousing, transportation, or procurement with relevant qualifications.

Specialised Skills:

Gain expertise in specific supply chain areas with short courses in inventory control, warehouse management, or freight forwarding.

For Employers:

Help your workforce develop further with specialised skill sets and certifications in areas relevant to your industry, such as inventory management or freight operations.

Note:

Your certificates, transcripts and other entry requirement evidence must be certified through a Justice of the Peace or other authorising officer. NTO can provide this service if required.



Fees and Payment Information

At NTO, we are committed to ensuring the financial protection and transparency of all students and corporate clients in line with Australian regulations. Below, you will find detailed information regarding course fees, payment terms, and options available to you.

Fee Information:

1. **Course Fee:** \$6,410
2. **Deposit and Prepaid Fees:** No more than \$1,500 in prepaid fees prior to course commencement.
3. **Payment Plans:** Flexible options to pay in full or on a payment plan.
4. **Buy Now, Pay Later (BNPL):** Available for short courses.
5. **Invoice Payments:** Available for corporate clients.

For detailed information on payment plans, BNPL, and invoicing, please reach out to our team nto@nto.com.au

Learner Rights and Refunds:

- **Cooling-off Period:** You are entitled to a statutory cooling-off period.
- **Refunds:** NTO offers refunds if the arrangement is terminated early or services are not provided as agreed.
- **Refund Requests:** Can be submitted in writing and will be addressed per NTO's refund policy.



Credit Transfer and Recognition of Prior Learning (RPL)

NTO recognises skills from other sources besides formal training. If you have prior experience or qualifications, you may be eligible for RPL or Credit Transfer. This process reduces the need for repetition of learning.

- RPL Process:
 - Request RPL for partial or full qualification.
 - Complete the RPL Assessment Kit.
 - Trainer interview to assess your experience.
 - If required, complete practical assessments.
 - Gap training costs will be provided if necessary.

For more information about fees, payment plans, or to discuss RPL, please contact our administration team at nto@nto.com.au



Embark on a rewarding career in the dynamic supply chain industry with the **Certificate III in Supply Chain Operations**

Gain the skills, knowledge, and confidence to contribute to the efficient movement of goods and services across the supply chain, ensuring customer satisfaction and business success.

Why Choose



- **Industry-Relevant Curriculum:** Our programs are designed in collaboration with industry experts, ensuring you gain the practical skills and knowledge employers demand.
- **Experienced Mentors:** Learn from seasoned professionals who will guide you on your journey, providing valuable insights and support.
- **Supportive Learning Environment:** Our small class sizes and dedicated staff foster a sense of community and personalised attention, empowering you to reach your full potential.
- **Nationally Recognised Qualifications:** Graduate with qualifications that open doors to opportunities worldwide, allowing you to shape your future wherever your path may lead.



**For more information about our
courses call 1300 132 213
or visit www.nto.com.au**