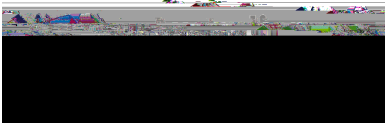


# Certificate III in Supply Chain Operations - Warehousing Operations

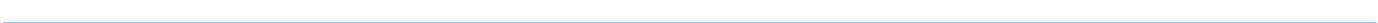
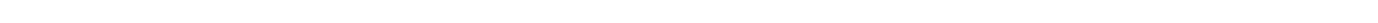
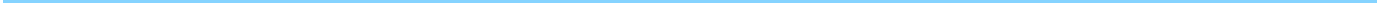
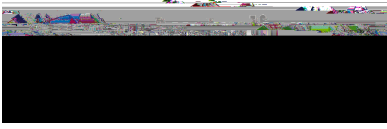
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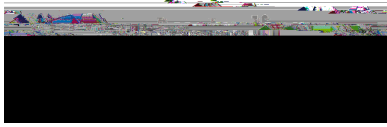




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- Storage In Warehouse Operations
  - Safety and Manual Handling
  - Work Effectively in the Supply Chain
  - Chain of Responsibility Obligations
  - Purchasing and Procurement in the Supply Chain
  - Mid Course Survey
  - Organise Warehouse Operations
  - Inventory and Stock Control
  - Team and Service Skills in Supply Chain (E)
  - Sustainability in Logistics (E)







# Entry Requirements

## Required Current Work Situation

A warehouse or logistics environment is necessary to be able to undertake practical activities required in this qualification, e.g. picking products, putaway and inventory stocktake.

It is not possible to undertake this course without access to a worksite that allows you to undertake these activities.

You also must have be able to conduct practical on-the-job assessments in a safe environment under appropriate workplace supervision.

The College will undertake a review of your workplace and supervision situation as part of its entry requirements.

## Experience and Qualification Requirements

It is recommended that you have either 6 months experience in a supply chain role or have completed a relevant Certificate II qualification before starting this Certificate III level qualification.

## Literacy Skills

### Reading Skills

*You must be able to:*

Read basic texts relevant to workplace requirements (ie policies and procedures)

Read and evaluate information and ideas to extract meaning relevant to the topic

Use different reading comprehension strategies as needed (ie identifying, questioning, previewing)

As a guide - you should have completed Year 10 schooling, or have proven workplace reading skills.

### Writing Skills

*You must be able to:*

Write clear sequenced instructions for using routine/everyday activities

Draft short emails and letters to convey required information

Complete a range of forms requiring routine and factual data

As a guide - you must have completed Year 10 schooling, or have proven workplace written communication skills.

## Language Skills (Spoken English)

*You must be able to:*

Demonstrate language use appropriate to different circumstances

Make enquiries or seek clarification as needed to perform tasks

Explain routine procedures and give clear sequenced instructions to others

As a basic guide - you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

## Numeracy Skills

*You must be able to:*

Interpret, comprehend and use a range of everyday mathematical information in familiar and routine contexts

As a basic guide - you must have completed Year 10 schooling, or have a working knowledge of basic mathematical functions.

## Digital Literacy Skills

*You must be able to:*

Open and use a computer application (such as your Web Browser)





## Chain of Responsibility Obligations

Any person who has some role in the transport and storage of goods (called the Supply Chain) is responsible for safety. This requires having the skills to identify and manage fatigue; determine and calculate load mass; and ensure compliance with vehicle and storage limits. This is a key Subject to ensure you are aware of your legal obligations and practical ways to meet them.

Unit(s):

TLIF0009 - Ensure the safety of transport activities (Chain of Responsibility)

TLIF2010 - Apply fatigue management strategies

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## Purchasing and Procurement in the Supply Chain

Significant cost savings can be made by managing purchasing effectively and efficiently. This subject provides the skills and knowledge to track, manage and control the purchasing process from the receipt of goods to their receipt, and received and despatched as part of daily your Supply Chain operations.

Unit(s):

TLIA0004 - Complete receipt and despatch documentation

BSBPUR301 - Purchase goods and services

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## Mid Course Survey

This survey is an important opportunity for you to tell ACCM College about your learning experience so far. By formally seeking this information at the mid-point of your course, ACCM College can help shape your learning outcomes to better ensure your professional development goals are met.

Unit(s):

MID-SURVEY 3 (Mid-Course Survey) - Documentation of goals and outcomes

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## Elective Subjects:

### Team and Service Skills in Supply Chain

Across all sectors of the supply chain it is important to work effectively with others and to provide quality service to internal and external customers. This subject looks at the interpersonal skills that are essential to be productive.

The assessment activities require evidence of 3 customer service instances and working with a group to achieve an objective on at least two occasions and address at least one identified problem or conflict on each occasion. A case study is used as the basis of these activities.

Unit(s):

BSBOPS304 - Deliver and monitor a service to customers

BSBTWK201 - Work effectively with others

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### Sustainability in Logistics

Environmental sustainability is everyone's responsibility. This Subject explains what sustainable practices are and how you can follow them in your workplace. Content includes recycling programs and ways to monitor usage of business resources so you can identify money saving practices to benefit your business.

Unit(s):

TLIU2012 - Participate in environmentally sustainable work practices

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