

# **22648VIC Course in Transport and Logistics Employment Pathway**

**Version 1**

**This course has been accredited under Part 4.4 of the  
*Education and Training Reform Act 2006.***

**Accredited for the period:  
1 November 2023 to 31 October 2028**

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## Table of contents

<b>Section A – Copyright and course classification information</b> .....	1
1. Copyright owner of the course.....	1
2. Address .....	1
3. Type of submission.....	1
4. Copyright acknowledgement.....	2
5. Licensing and franchise .....	2
6. Course accrediting body .....	3
7. AVETMISS information .....	3
8. Period of accreditation .....	3
<b>Section B – Course information</b> .....	4
1. Nomenclature.....	4
1.1 Name of the qualification.....	4
1.2 Nominal duration of the course .....	4
2. Vocational or educational outcomes.....	4
2.1 Outcome(s) of the course.....	4
2.2 Course description .....	4
3. Development of the course.....	4
3.1 Industry, education, legislative, enterprise or community needs.....	4
3.2 Review for re-accreditation.....	9
4. Course outcomes .....	12
4.1 Qualification level.....	12
4.2 Foundation skills .....	12
4.3 Recognition given to the course (if applicable) .....	13
4.4 Licensing/regulatory requirements (if applicable) .....	13
5. Course rules.....	14
5.1 Course structure .....	14
5.2 Entry requirements.....	15
6. Assessment.....	15
6.1 Assessment strategy.....	15
6.2 Assessor competencies .....	16
7. Delivery .....	17
7.1 Delivery modes .....	17
7.2 Resources.....	17
8. Pathways and articulation.....	18
9. Ongoing monitoring and evaluation .....	18
<b>Section C – Units of competency</b> .....	19

## Section A – Copyright and course classification information

<b>1. Copyright owner of the course</b>	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria on behalf of the Department of Jobs, Skills, Industries and Regions (DJSIR) Victoria.</p> <p>© State of Victoria (DJSIR) 2023</p>
<b>2. Address</b>	<p><b>Executive Director</b> Deputy CEO Victorian Skills Authority Department of Jobs Skills, Industry and Regions (DJSIR) GPO Box 4509 Melbourne Vic 3001</p> <p><b>Organisational Contact :</b> Manager, Training and Learning Products Unit Engagement Branch Victorian Skills Authority Email: <a href="mailto:course.enquiry@djsir.vic.gov.au">course.enquiry@djsir.vic.gov.au</a></p> <p><b>Day-to-day contact</b> Service Industries Curriculum Maintenance Manager, General Studies, Further Education &amp; Transport and Distribution Victoria University Polytechnic PO Box 14428 Melbourne, VIC 8001 Email: <a href="mailto:sicmm.generalstudies@vu.edu.au">sicmm.generalstudies@vu.edu.au</a></p>
<b>3. Type of submission</b>	<p>This submission is for re-accreditation of: 22467VIC Course in Transport and Logistics Employment Pathway</p>

#### 4. Copyright acknowledgement

The following units of competency:

- TLIF0025 Follow work health and safety procedures
- TLIB0002 Carry out vehicle inspection
- TLIB0003 Use and maintain minor mechanical equipment
- TLID0020 Shift materials safely using manual handling methods
- TLILIC0003 Licence to operate a forklift truck
- TLILIC0004 Licence to operate an order picking forklift truck
- TLILIC2014 Licence to drive a light rigid vehicle
- TLILIC2015 Licence to drive a medium rigid vehicle
- TLILIC2016 Licence to drive a heavy rigid vehicle
- TLILIC3017 Licence to drive a heavy combination vehicle
- TLIA0019 Despatch stock
- TLIA0022 Pick and process orders
- TLIA1001 Secure cargo
- TLIK2010 Use infotechnology devices in the workplace
- TLID0015 Load and unload goods/cargo

have been imported from the TLI Transport and Logistics Training Package administered by the Commonwealth of Australia.

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	Copies of this publication can be downloaded free of charge from the Victorian Government <a href="#">website</a> .
<b>6. Course accrediting body</b>	Victorian Registration and Qualifications Authority
<b>7. AVETMISS information</b>	ANZSCO Code – 899900 Other Miscellaneous Labourers ASCED Code – 1205 Employment Skills Programmes <b>National course code</b> 22648VIC Course in Transport and Logistics Employment Pathway
<b>8. Period of accreditation</b>	1 November 2023 to 31 October 2028.

## Section B – Course information

<b>1. Nomenclature</b>	<b>Standard 4.1 and 5.8 AQTF 2021 Standards for Accredited Courses</b>
<b>1.1 Name of the qualification</b>	22648VIC Course in Transport and Logistics Employment Pathway
<b>1.2 Nominal duration of the course</b>	150 – 210 hours
<b>2. Vocational or educational outcomes</b>	<b>Standard 5.1 AQTF 2021 Standards for Accredited Courses</b>
<b>2.1 Outcome(s) of the course</b>	The Course in Transport and Logistics Employment Pathway is designed to provide graduates with the opportunity to develop base level skills and knowledge that support entry into transport, logistics and supply chain related sector jobs. Skill development areas include expectations of the industry, WHS/OHS, and a potential to obtain a vehicle license to support work in the supply chain.
<b>2.2 Course description</b>	The Course in Transport and Logistics Employment Pathway provides a range of vocational outcomes for graduates of the course, typically for an entry-level position in a transport/logistics related organisation. Possible job roles include a driver making deliveries in a range of light to heavy weight vehicles and /or working in the warehouse as a forklift operator, material handler, pick and despatcher of orders or warehouse assistant.
<b>3. Development of the course</b>	<b>Standards 4.1, 5.1, 5.2, 5.3 and 5.4 AQTF 2021 Standards for Accredited Courses</b>
<b>3.1 Industry, education, legislative, enterprise or community needs</b>	<p>The course supports skills development and provides skills for workers, with no previous experience in the sector to obtain entry-level employment in the transport and/or logistics industry. The filling of these jobs roles will help to address current and future employment demands.</p> <p>There is a critical skills gap and increased job vacancies, which is a major issue for the transport and logistics sector worldwide and impacts the economic and business infrastructure of most countries.</p> <p>The staff shortage in transport and logistics has existed for many years but was exacerbated by the COVID19 pandemic and closed borders. In addition, a hike in demand for goods to be delivered through online purchases, has caused further shortages across Australia’s logistics and transport industries, leading to fears future supply chains will deteriorate.</p> <p>The following research, news headlines and media topics support these claims and highlight the need for transport and logistics employees, which this course supports.</p>

The 2022 Skills priority list <sup>1</sup>continues to report a shortage of workers for truck drivers (general) in all Australian states and territories.

The Australian Industry Standards 2021 Transport and Logistics Industry Outlook <sup>2</sup>developed by an industry reference committee stated: The Transport and Logistics industry employs more than 530,000 Australians across its major subsectors of road transport, logistics, warehousing, and stevedoring. During 2020, the industry earned an estimated \$101.51 billion and contributed \$39.91 billion to Australia's GDP. The 2019 Skills forecast<sup>3</sup>, developed by the Transport and Logistics Industry reference committee, stated more than 80 per cent of employers had skills shortages including heavy vehicle drivers, drivers (general) and warehousing, and the 2021 outlook confirms there has been no change to the industry's labour shortages and ageing workforce. The average age of the transportation workforce is 45 years old, which is higher than other major industries. The Transport and Logistics industry may encounter a potential workforce supply crisis within the next 10 to 15 years when older workers retire. The average age of a truck driver is 47. This workforce challenge is also being impacted by the emerging introduction of new technology into the workplace, which will require sourcing of even more skilled workers.

Further Research and media articles, including those referenced below, highlight the need for ongoing training to provide a wide variety of skilled workers in transport and logistics industry.

Reported in the Bureau of Infrastructure and Transport Research Economics (BITRE) 2022, Australian interstate, intrastate and capital city road freight forecasts<sup>4</sup>:

The road freight transport industry is an important industry not only in its own right but also in terms of its role in the general economy. In Australia, the road freight transport sector dominates employment in the 'Transport, Postal and Warehousing' sector, comprising around 28 percent of total sector employment in May 2022(BITRE estimates, based on ABS 2022).

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<sup>1</sup> 2022 Skills Priority List, National Skills Commission, Australian Government, accessed 21 October 2022  
<https://www.nationalskillscommission.gov.au/news/2022-skills-priority-list-released>

<sup>2</sup> Australian Industry Standards 2021 Transport and Logistics Industry Outlook, Australian Industry Standards, accessed 21 October 2022, <https://www.australianindustrystandards.org.au/skills-forecast/transport-and-logistics-industry-outlook/>

<sup>3</sup> Skills forecast 2019, industry reference Committee, Australian Industry Standards, accessed 21 October 2022, <https://www.australianindustrystandards.org.au/skills-forecast/transport-and-logistics-industry-outlook/>

<sup>4</sup> Australian interstate, intrastate and capital city road freight forecasts, Bureau of Infrastructure and Transport Research Economics, Australian Government, accessed 9 December 2022 <https://www.bitre.gov.au/publications/2022/australian-interstate-intrastate-and-capital-city-road-freight-forecasts-2022-update>



Between 2020 and 2040, total interstate road freight in Australia is forecast to increase from 73 billion tonne kilometres in 2020 to 130 billion tonne kilometres by 2040—an average growth rate of 2.9 per cent per annum or 78 per cent increase on 2020 interstate volumes.

Increasing road freight volumes imply more trucks on the road, increase the demand for drivers. (Page 26)

In July 2022 the Australian Logistics Council released a Policy Factsheet – Action for a sustainable, skilled Workforce<sup>5</sup> that stated

There is a two-speed crisis unfolding, specifically as it relates to the freight and logistics workforce in the short term, as well as long term structural issues.

Problems include:

- Immediate need to fill employment vacancies, to ensure critical freight such as food, fuel and supplies keep moving, in addition to generalised freight, parcels and e commerce
- Unsustainable deficit of skilled labour and training in the freight and logistics supply chain, across many areas including driving, warehousing, stevedoring, data and cyber security

Currently Australia's transport sector is the third most male dominated sector by employment behind construction and mining. Women make up around 27.4% of Australia's transport workforce. The gender pay gap in the transport sector is higher than the national average – 15.9% as against 13.9%. Only 4.5% of transport CEOs are women which is well below the Australian average of 20%.

In 2021, infrastructure and transport ministers directed the National Transport Commission (NTC) to establish an initiative to increase female participation in Australia's transport workforce.

The NTC coordinates A National Women in Transport Initiative<sup>6</sup> which was established in March 2022 with the aim to bring together government and industry to increase the number of women working in transport.

The initiative is supported by:

- the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts

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<sup>5</sup> *Action for a sustainable, skilled Workforce*, July 2022, Australian Logistics Council, accessed 21 October 2022, [https://austlogistics.com.au/wp-content/uploads/2022/07/ALC-POLICY\\_ACTION-FOR-A-SUSTAINABLE-SKILLED-WORKFORCE-1.pdf](https://austlogistics.com.au/wp-content/uploads/2022/07/ALC-POLICY_ACTION-FOR-A-SUSTAINABLE-SKILLED-WORKFORCE-1.pdf)

<sup>6</sup> *A National Women in Transport Initiative*, National Transport Commission, accessed 23 February 2023, <https://www.ntc.gov.au/project/national-women-transport>

- Infrastructure Australia.

The aim of the initiative was to establish partnerships and collaborate to create culture change and combat transport worker stereotypes.

The Course in Transport and Logistics Employment Pathway was originally developed through the former Office of the Victorian Skills Commissioner (OVSC) to address seasonal workforce issues in the Northern Mallee region of Victoria. Access to the course was restricted to one (1) public and one (1) private regional training provider. A pilot course was conducted in 2019, however Covid-19 related issues impacted further delivery in the following years.

In 2022 the course was made more widely available and is currently being delivered by a Melbourne-based RTO working in partnership with transport companies across Melbourne and has resulted in significant increase to enrolment numbers in the course.

The RTO is working in partnership with a community based not for profit organisation and a range of transport companies across Melbourne. Their learners are people who want to obtain work, either in a warehouse or work as driver making short to medium distance deliveries in a light to medium rigid vehicles (trucks). The RTO has stated the companies who are employing the graduates of the course are very satisfied and is helping them to address their skills and employment gaps. The RTO currently delivering the program has stated they have further and ongoing enrolments planned based on their industry partners employment demands.

To date there has been no Fee for Service enrolments. The government subsidised enrolment is listed in Table 1 and is current as of May 2023.

Table 1: Enrolment Data

<b>22467VIC Course in Transport and Logistics Employment Pathway</b>					
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023*</b>
<b>Government funded</b>	13	1	0	196	152*

Source: Victorian Department of Jobs, Skills, Industry and Regions (\*Enrolment data for 2023 up to 15 May)

The research and recent increased enrolment data in Table 1 reflects the increased demand and supports the ongoing need for the course.

The feedback from industry and the increased enrolment data in 2022 supported the need for the course.

The target group for the Course in Transport and Logistics Employment includes:

- individuals seeking employment who are from diverse back grounds that may include one or more from the following:
  - people from Culturally and Linguistically Diverse (CALD) backgrounds

- people with low literacy and numeracy skills
- history of unemployment
- interrupted or disengaged learning at school
- learners who have completed their secondary education and are seeking to obtain skills for future employment or educational pathway opportunities in an identified industry with skills gaps and staff shortages
- people with no previous experience of working in either transport or logistics who want to upskill and/or reskill to access employment in an identified industry with skills gaps and staff shortages
- individuals from culturally diverse groups, including women, who have not previously considered entering this male dominated industry but are influenced by the possibilities of ongoing employment and career pathways which are highlighted and supported by government and industry initiatives.

A Skills and Knowledge Profile was developed to guide the outcomes of the course following consultation with key stakeholders, feedback and validation from PSC members.

As part of the reaccreditation process the current course content has been comprehensively reviewed and updated under the guidance of a Project Steering Committee comprising members:

Ian McMillan (Chair)	Executive Officer - Transport & Logistics Industry Advisory Group - Victorian Skills Authority
Derek Witham	Warehouse Manager, CSR Bradford. Representing the industry and employs graduates of course
Renee Briggs-Gordon	Regional Leader for a Workforce Australia employment service organisation – intojobs
Kerry Delves	Account Manager, Transport & Logistics Department, Wodonga TAFE. Public RTO sector delivering transport and Logistics courses
Penny Houben	Operations Manager. The Foresite Group representing the private RTO sector delivering Transport and Logistics courses

This course:

- does not duplicate, by title or coverage, the outcomes of an endorsed training package qualification
- is not a subset of a single training package qualification that could be recognised through one or more statements of attainment or a skill set
- does not include units of competency additional to those in a training package qualification that could be recognised through statements of attainment in addition to the qualification



	<ul style="list-style-type: none"><li>• does not comprise units that duplicate units of competency of a training package qualification.</li></ul>
<b>3.2 Review for re- accreditation</b>	<p>A review of the course was undertaken and feedback was requested and received from both stakeholders engaged in the delivery of the course and companies who are employing the graduates of the course.</p> <p>The feedback received from the companies employing the graduates said they are very satisfied with the outcomes of the course and the graduates they were employing were helping to address their skills and employment gaps.</p> <p>The following feedback was received regarding issues when delivering the course:</p> <ul style="list-style-type: none"><li>• the licensing units had been superseded for some time and concern was raised about old delivery of information and assessment against externally tested licensing requirements.</li><li>• the enterprise Unit developed for the course, VU22328 Investigate the local industry, required review to reflect the requirements of the broader cohort of students being enrolled in the course and current industry needs.</li><li>• the core unit TLIF0001 Apply chain of responsibility legislation, regulations and workplace procedures was too complex and not required for an entry level position, so not appropriate to be included in this course. The only requirements relevant in the unit for an entry level employee is to comply with their own responsibilities as an employee and ideally be proactive in reporting to relevant staff in the organisation any areas of concern and/or improvement opportunities they have observed.</li><li>• there was also a concern the current course was not appropriate for many of the people wanting to obtain an entry level job in either transport or logistics. One of the main reasons was the requirement to complete one of the licensing units listed. Many potential learners were unable to do this for different reasons including:<ul style="list-style-type: none"><li>○ age requirements to obtain the different license types</li><li>○ their literacy and/or numeracy skills were not at the level required to complete the required assessment tasks</li><li>○ learners were reluctant to undertake a licensing unit due to the confidence, aptitude or physical capabilities required to operate the vehicles in the workplace</li></ul></li></ul> <p>These issues were addressed during this reaccreditation by:</p> <ul style="list-style-type: none"><li>• removing the mandatory requirement to complete a licensing unit to obtain the qualification</li></ul> <p>removing the core unit TLIF0001 Apply chain of responsibility legislation, regulations and workplace procedures and including the identified skills and capabilities identified for entry level employees in</p>



the unit VU23469 Investigate industry employment opportunities in the transport and logistic industry

- adding an elective list and choice of an imported unit to the course packaging rules, and increasing the number of electives from one to two, to allow more flexibility in meeting the different needs of learners and industry types within transport and logistics

The course 22648VIC Course in Transport and Logistics Employment Pathway supersedes and is not equivalent 22467VIC Course in Transport and Logistics Employment Pathway

The following table identifies the relationship between the current and previous units.

Current Code and Title	Superseded Code and Title	Relationship
VU23469 Investigate industry employment opportunities in the transport and logistics industry	VU22328 Investigate the local industry	Not Equivalent
TLIF0025 Follow work health and safety procedures	TLIF1001 Follow work health and safety procedures	Equivalent
TLIB0002 Carry out vehicle inspection	TLIB2004 Carry out vehicle inspection	Equivalent
TLIB0003 Use and maintain minor mechanical equipment	TLIB2029 Use and maintain minor mechanical equipment	Equivalent
TLID0020 Shift materials safely using manual handling methods	TLID1001 Shift materials safely using manual handling methods	Equivalent
TLILIC0003 Licence to operate a forklift truck	TLILIC2001 Licence to operate a forklift truck	Equivalent
TLILIC0004 Licence to operate an order picking forklift truck	TLILIC2002 Licence to operate an order picking forklift truck	Equivalent
TLILIC2014 Licence to drive a light rigid vehicle	TLILIC2014 Licence to drive a light rigid vehicle	Equivalent
TLILIC2015 Licence to drive a medium rigid vehicle	TLILIC2015 Licence to drive a medium rigid vehicle	Equivalent

TLILIC2016 Licence to drive a heavy rigid vehicle		Newly imported unit
TLILIC3017 Licence to drive a heavy combination vehicle		Newly imported unit
TLIA0019 Despatch stock		Newly imported unit
TLIA0022 Pick and process orders		Newly imported unit
TLIA1001 Secure cargo		Newly imported unit
TLID0015 Load and unload goods/cargo		Newly imported unit
TLIK2010 Use infotechnology devices in the workplace		Newly imported unit
	TLIF0001 Apply chain of responsibility legislation, regulations and workplace procedures	Deleted

<b>4. Course outcomes</b>	<b>Standards 5.5, 5.6 and 5.7 AQTF 2021 Standards for Accredited Courses</b>
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<b>4.1 Qualification level</b>	Not Applicable as this course meets an identified industry/enterprise, but does not have the breadth, depth or volume of learning of an AQF qualification.
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<b>4.2 Foundation skills</b>	Foundation skills applicable to the outcomes of this course are identified in the units of competency.
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Skill	Description
Reading skills to:	<ul style="list-style-type: none"> <li>to access and interpret relevant information</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>record personal workplace information</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>report identified issues in the workplace</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>make basic workplace calculations</li> </ul>
Learning skills to:	<ul style="list-style-type: none"> <li>assess own skills and knowledge</li> </ul>
Problem-solving skills to:	<ul style="list-style-type: none"> <li>align appropriate solutions with potential workplace issues</li> </ul>
Initiative and enterprise skills to:	<ul style="list-style-type: none"> <li>make suggestions for improvement and identify potential issues and report</li> </ul>
Teamwork skills to:	<ul style="list-style-type: none"> <li>work collaboratively with others in a working environment</li> </ul>
Planning and organising skills to:	<ul style="list-style-type: none"> <li>participate proactively in workplace activities</li> </ul>
Self-management skills to:	<ul style="list-style-type: none"> <li>examine own skills and attributes and determine any gaps and additional development needed</li> </ul>
Technology skills to:	<ul style="list-style-type: none"> <li>Operate commonly used technologies</li> </ul>
Digital literacy skills to:	<ul style="list-style-type: none"> <li>interpret information in a familiar range of communication technology used in the workplace</li> </ul>



<b>4.3 Recognition given to the course (if applicable)</b>	Not Applicable
<b>4.4 Licensing/regulatory requirements (if applicable)</b>	<p>There is no licensed or regulated outcome at the course level however completion of one of the following units imported from the TLI Transport and Logistics Training Package may lead to a licence to operate the relevant vehicle or equipment:</p> <p>Logistics/supply chain:</p> <ul style="list-style-type: none"> <li>• Licence to operate a forklift truck</li> <li>• Licence to operate an order picking forklift truck</li> </ul> <p>Driving/Transport:</p> <ul style="list-style-type: none"> <li>• Licence to drive a light rigid vehicle</li> <li>• Licence to drive a medium rigid vehicle</li> <li>• Licence to drive a heavy rigid vehicle</li> <li>• Licence to drive a heavy combination vehicle</li> </ul>



5. Course rules	Standards 5.8 and 5.9 AQTF 2021 Standards for Accredited Courses
5.1 Course structure	<p>To achieve the award of the 22648VIC Course in Transport and Logistics Employment Pathway learners must complete a total of <b>7 units</b> comprising:</p> <ul style="list-style-type: none"> <li>• Five Core units</li> <li>• Two Elective units selected from <ul style="list-style-type: none"> <li>○ Group A: Licensing (optional and maximum of one)</li> <li>○ Group B: General elective</li> <li>○ A maximum of one unit from any other accredited course or endorsed training package. The unit must be first packaged in an AQF level I, 2 or 3 qualification. The unit selected should contribute to the focus of providing an employment pathway into transport and logistic industries</li> </ul> </li> </ul> <p>Where the course is not completed, a Statement of Attainment will be issued for any completed units</p>

Unit of competency code	Unit of competency title	Field of Education code (six-digit)	Pre-requisite	Nominal hours
<b>Core units</b>				
VU23469	Investigate industry employment opportunities in the transport and logistics industry	120505	Nil	30
TLIF0025	Follow work health and safety procedures	061301	Nil	20
TLIB0002	Carry out vehicle inspection	030501	Nil	20
TLIB0003	Use and maintain minor mechanical equipment	030717	Nil	20
TLID0020	Shift materials safely using manual handling methods	030717	Nil	20
<b>Group A Elective: Licensing</b>				
TLILIC0003	Licence to operate a forklift truck	030717	Nil	40
TLILIC0004	Licence to operate an order picking forklift truck	030717	Nil	30
TLILIC2014	Licence to drive a light rigid vehicle	030515	Nil	40

TLILIC2015	Licence to drive a medium rigid vehicle	030515	Nil	40
TLILIC2016	Licence to drive a heavy rigid vehicle	030515	Nil	50
TLILIC3017	Licence to drive a heavy combination vehicle	030515	Nil	60
<b>Group B: General Elective</b>				
TLIA0019	Despatch stock	089901	Nil	20
TLIA0022	Pick and process orders	089901	Nil	20
TLIA1001	Secure cargo	030717	Nil	20
TLID0015	Load and unload goods/cargo	089901	Nil	30
TLIK2010	Use infotechnology devices in the workplace	080905	Nil	40
<b>Total nominal hours</b>				<b>150 - 210</b>

### Standard 5.11 AQTF 2021 Standards for Accredited Courses

#### 5.2 Entry requirements

There are no entry requirements for the Course in Transport and Logistics Employment Pathway

Learners enrolling in the 22648VIC Course in Transport and Logistics Employment Pathway are best equipped to successfully undertake the course if they have minimum language, literacy and numeracy skills that align to Level 2 of the Australian Core Skills Framework (ACSF).

Learners with language, literacy and numeracy skills at lower levels than those suggested may require additional support to successfully undertake the course.

If a learner is completing a unit from the Licensing Elective group they need to be made aware of any additional external licensing requirements that apply.

## 6. Assessment

### Standard 5.12 and 5.14 AQTF 2021 Standards for Accredited Courses

#### 6.1 Assessment strategy

All assessment, including Recognition of Prior Learning (RPL), must be compliant with the requirements of:

- Standard 1 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 4.1 and 4.2 of the VRQA Guidelines for VET Providers,

OR

- the Standards for Registered Training Organisations 2015 (SRTOs),
- OR

- the relevant standards and Guidelines for RTOs at the time of assessment.

These standards ensure that the assessment strategies meet the requirement of the course. The nature of work undertaken is hands on and practical and therefore the assessment strategies should reflect:

- holistic assessment approaches, where appropriate, to integrate the practical tasks of the units of competency comprising the course
- simulated and workplace assessment environments are appropriate assessment approaches for this course.

Where personal safety is a limiting factor, assessment may occur in a simulated work environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessment strategies should be consistent with the requirements of each unit of competency and their associated assessment requirements.

The assessment conditions for the units of competency specifies the conditions under which evidence for assessment must be gathered.

Assessment strategies for the imported units from endorsed training packages should be consistent with the assessment requirements for the relevant training packages.

## 6.2 Assessor competencies

Assessment must be undertaken by a person or persons in accordance with:

- Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 3 of the VRQA Guidelines for VET Providers,

OR

- the Standards for Registered Training Organisations 2015 (SRTOs),

OR

- the relevant standards and Guidelines for RTOs at the time of assessment.

Units of competency imported from training packages or accredited courses must reflect the requirements for assessors specified in that training package or accredited course.

7. Delivery	Standards 5.12, 5.13 and 5.14 AQTF 2021 Standards for Accredited Courses
<p><b>7.1 Delivery modes</b></p>	<p>There are no mandatory delivery modes for this course.</p> <p>This course can be delivered either full-time or part-time depending on the different cohorts of learners and their needs.</p> <p>Delivery strategies should reflect, as far as is possible, the varying learning needs, educational backgrounds and experiences of the individual learner and be culturally sensitive to any specific learner needs.</p> <p>Delivery options, including grouping of learners and learning activities, should recognise the varying learning needs, educational backgrounds, preferred learning styles and constraints of the individual learner and the specific requirements of each unit. Learners with language, literacy and numeracy skills at lower levels than those suggested may require additional support to successfully undertake the course.</p> <p>The course aims to develop practical competencies within an industry setting and the practical skill component of the course must be delivered in;</p> <ul style="list-style-type: none"> <li>• a workplace, OR</li> <li>• a simulated workplace that accurately reflects workplace conditions in transport and/or logistics.</li> </ul> <p>The units may be delivered singularly but ideally where there are commonalities in the outcomes of the units they will be delivered through an integrated and holistic approach to reflect workplace practices in the transport and/or logistics industry to ensure realistic job related tasks are demonstrated.</p> <p>The knowledge components of the course may be delivered using face-to-face, online or blended modes and where appropriate be demonstrated when effectively undertaking the tasks outlined in elements and performance criteria and manage the task/s and contingencies in the context of the work role and/or task as outlined in the individual units.</p>
<p><b>7.2 Resources</b></p>	<p>Training must be undertaken by a person or persons in accordance with:</p> <p>Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guideline 3 of the VRQA Guidelines for VET Providers,</p> <p>OR</p> <ul style="list-style-type: none"> <li>• the Standards for Registered Training Organisations 2015 (SRTOs)</li> </ul> <p>OR</p>



	<ul style="list-style-type: none"><li>the relevant standards and Guidelines for RTOs at the time of assessment.</li></ul> <p>Resources that are essential for the delivery of the course are detailed in the units of competency comprising the course. Refer to the Assessment Conditions of the individual units.</p> <p>Units of competency imported from training packages or accredited courses must reflect the requirements for resources/trainers specified in the training package or accredited course</p>
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<b>8. Pathways and articulation</b>	<b>Standard 5.10 AQTF 2021 Standards for Accredited Courses</b>
	<p>Potential pathways for those who undertake this course are into a range of qualifications from the TLI Transport and Logistics Training Package.</p> <p>Learners who complete endorsed units of competency in this course can receive credit for successfully completed units in a range of qualifications in the TLI Transport and Logistics Training Package.</p>

<b>9. Ongoing monitoring and evaluation</b>	<b>Standard 5.15 AQTF 2021 Standards for Accredited Courses</b>
	<p>The Service Industries Curriculum Maintenance Manager, General Studies, Further Education &amp; Transport and Distribution, has responsibility for the ongoing monitoring and maintenance of the course on behalf of the copyright owner.</p> <p>A formal review will take place midway through the period of accreditation and will be informed by feedback from users of the curriculum and will consider at a minimum:</p> <ul style="list-style-type: none"><li>any changes required to meet emerging or developing needs</li><li>changes to any units of competency from nationally endorsed training package.</li></ul> <p>The Victorian Registration and Qualifications Authority (VRQA) will be notified of any significant changes to the course resulting from course monitoring and evaluation processes.</p>

## Section C – Units of competency

Units of competency imported from training packages available from the [National Register of VET](#)

- TLIF0025 Follow work health and safety procedures
- TLIB0002 Carry out vehicle inspection
- TLIB0003 Use and maintain minor mechanical equipment
- TLID0020 Shift materials safely using manual handling methods
- TLILIC0003 Licence to operate a forklift truck
- TLILIC0004 Licence to operate an order picking forklift truck
- TLILIC2014 Licence to drive a light rigid vehicle
- TLILIC2015 Licence to drive a medium rigid vehicle
- TLILIC2016 Licence to drive a heavy rigid vehicle
- TLILIC3017 Licence to drive a heavy combination vehicle
- TLIA0019 Despatch stock
- TLIA0022 Pick and process orders
- TLIA1001 Secure cargo
- TLIK2010 Use infotechnology devices in the workplace
- TLID0015 Load and unload goods/cargo

The following unit of competency has been developed for this course and follows in Section C:

- VU23469 Investigate industry employment opportunities in the [transport and logistics industry](#)

<b>Unit code</b>	<b>VU23469</b>
<b>Unit title</b>	<b>Investigate industry employment opportunities in the transport and logistics industry</b>
<b>Application</b>	<p>This unit describes the performance outcomes, skills and knowledge required to investigate local industry employment opportunities in transport and logistics. It involves the ability to identify industry relevant skills, attributes and behaviours and develop basic problem solving strategies for the workplace.</p> <p>This unit applies to those seeking to gain entry level employment in the transport and logistics industry or a supply chain related industry.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Pre-requisite Unit(s)</b>	Nil
<b>Competency Field</b>	Not Applicable
<b>Unit Sector</b>	Not Applicable

<b>Element</b>		<b>Performance Criteria</b>	
Elements describe the essential outcomes of a unit of competency.		Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the assessment requirements.	
1	Identify industry relevant skills	1.1	Investigate the range of job opportunities in your local transport and logistics industry
		1.2	Compare the employment requirements of the different jobs in transport and logistics.
		1.3	Investigate any specific skill requirements for the different jobs in transport and logistics
		1.4	Identify specific employment and/or licensing requirements for the different job roles in transport and logistics
		1.5	Identify options to develop own additional skill requirements for a chosen job in transport and logistics.
2	Identify industry relevant attributes	2.1	Identify the general employee attributes preferred by local transport and/or logistics company for a chosen job
		2.2	List own attributes to benefit employment for a chosen job in a local transport and logistics company
		2.3	Discuss strategies to further develop own attributes where required for a chosen job in transport and/or logistics
3	Identify industry relevant behaviours	3.1	Identify the general behavioural expectations of the local transport and logistics industry

		3.2	Identify and compare behavioural rights and responsibilities of employers and employees
		3.3	Develop processes for dealing with unacceptable workplace behaviours
4	Develop basic problem solving strategies for the workplace	4.1	Identify own areas of responsibility in relation to reporting risks or improvement opportunities for an identified job in transport and logistics.
		4.2	Develop strategies to communicate with workplace personnel for an identified job in transport and logistics.
		4.3	Determine relevant workplace personnel with each identified workplace issue or opportunity

### Range of Conditions

In this context job roles and/or job opportunities should be directly involved in the transport and other areas of logistics and the supply chain, not in other support roles such as workers in the offices of an organisation. The type of jobs could be varied and performed in a wide range of conditions such as delivery drivers, couriers, warehouse assistant, forklift drivers, freight handlers, parcel sorters, pick and pack, store persons, storage and distribution.

In this context industry skills for various job roles or employment opportunities may include but not limited to manual handling, mechanical skills, computer skills, digital literacy skill to comprehend information contained in digital devices such as work based apps, navigation systems.

Conditions of employment requirements may include but not limited to: security checks, health checks, age requirements, licensing requirements such as car, heavy vehicle, forklift, previous license class and time held, appropriate exemptions.

Problem solving and communication strategies used in the workplace, can be varied and dependent on the workplace. In this context it refers to the development of strategies for communicating learner/worker ideas to relevant workplace staff. The aim is to develop strategies to communicate ideas and solutions to work related problems and reinforce and encourage the development of the employer preferred employability skill of demonstrating initiative and proactive behaviours when working in transport and logistics industry.

### Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here and must be assessed.

Skill	Description
Reading skills to:	<ul style="list-style-type: none"> <li>to access and interpret relevant information</li> </ul>
Self-management skills to:	<ul style="list-style-type: none"> <li>examine own skills and attributes and determine any gaps and additional development needed</li> </ul>



**Unit Mapping Information**

Code and Title Current Version	Code and Title Previous Version	Comments
VU23469 Investigate industry employment opportunities in the transport and logistics industry	VU22328 Investigate the local industry	Not equivalent

## Assessment Requirements Template

<b>Title</b>	Assessment Requirements for VU23469 Investigate industry employment opportunities in the transport and logistics industry
<b>Performance Evidence</b>	<p>The candidate must demonstrate the ability to complete tasks outlined in the elements, performance criteria and foundation skills of this unit. Assessment must confirm the ability to:</p> <ul style="list-style-type: none"> <li>• record two local industry employment opportunities in transport and/or logistics and the skills required.</li> <li>• list industry and own skills and attributes and opportunities for further development as required for one of the employment opportunities identified in transport and/or logistics</li> <li>• identify general workplace behavioural expectations, rights and responsibilities and processes for dealing with unacceptable behaviour.</li> <li>• list a strategy for reporting improvement opportunities or potential risks to a in transport and/or logistics organisation</li> </ul>
<b>Knowledge Evidence</b>	<p>The candidate must be able to apply knowledge required to perform the tasks outlined in elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• common methods available to access sources of relevant information</li> <li>• basic features of reliable information</li> <li>• simple communication strategies used in a transport and/or logistics workplace</li> <li>• general behavioural expectations of an employee in a transport and/or logistics workplace</li> <li>• processes to deal with unacceptable workplace behaviour</li> </ul>
<b>Assessment Conditions</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• access to relevant sources of information on:             <ul style="list-style-type: none"> <li>○ employment opportunities for transport and/or logistics industry</li> <li>○ skills required for different types of entry level positions in transport and/or logistics industry</li> <li>○ general behavioural expectations of an employee in workplace</li> <li>○ unacceptable workplace behaviours and resolution processes</li> </ul> </li> <li>• the internet and appropriate hardware / software to access</li> </ul> <p><b>Assessor requirements</b></p> <p>No specialist vocational competency requirements for assessors apply to this unit.</p>