

Course Information



TLI21616 Certificate II in Warehousing Operations

About the course

This qualification reflects the role of a store person or warehouse worker in the Warehousing and Storage Industry. Work may include day-to-day picking and processing orders, carrying out delivery processes, receiving and dispatching stock. At this level, work takes place under the direct supervision of others. Work may take place in a range of warehouse or storeroom settings.

The purpose of this course is to enable you to develop skills and knowledge to improve your employability and work readiness skills in the warehousing and storage industry. The focus of the course is based around orientation into the workforce and a pathway into further vocational study. The course is based on entry into a warehousing career and has been developed to enable you to gain the general skills and knowledge in warehousing operations to secure employment. You can enter the workforce in an entry-level position or upskill into a higher-level qualification.

The course is intended to provide you with support and encouragement whilst taking into account your individual needs, backgrounds, and experience.

The TLI21616 Certificate II in Warehousing Operations supports the development of the required skills and knowledge for warehousing operations such as:

- Work health and safety procedures
- Pick and packing orders, including identifying products ready for dispatch
- Communication systems in the workplace and the use of technology
- General site maintenance

Location: Enquire with Skills & Jobs Australia.

Enrolment and Information Session:

Session details will be confirmed prior to commencement of course. We will provide you with information about the program, this will include the following:

- Enrolment process
- Pre-training Review checklist
- Language, literacy and Numeracy Assessment to make sure that you are suitable for this level of study to enhance your employment pathway.

Am I eligible to enrol?

There are no pre-requisites to enrol in this course. However, you will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment. This is to ensure that the course is suitable for you and that Skills & Jobs Australia can meet your individual needs.

The assessment includes:

- a written test and
- a verbal component

To identify that you have past work or study experience, please take responsibility to bring in your resume to the first training session as this will also be used as your reference in work activities throughout training.

Course Information

Course structure

Stage 1 of the program consists of formal classes conducted over the first 12 weeks from Monday – Friday, 9:00am – 5:00pm with an hour of break times spread throughout the day. This will provide intensive face-to-face training for 420 hours. The units of competency delivered in Stage 1 are directly relevant to immediate entry level employment opportunities to encourage you to explore suitable job vacancies early in your course to feel confident that you will have gained some skills and knowledge to apply in the workplace.

Stage 2 will provide you with a scheduled class once per week for the remaining 3 months of the program, which is additional, scheduled face-to-face training for 84 hours. During this time, you will continue to learn about specific workplace duties and further develop skills and knowledge in a warehousing environment. You will also work with your trainer to practice and develop the skills required for a successful outcome. During this time the trainer/assessor will assist you through completion of your assessments and practical observations.

Throughout Stage 1 and Stage 2 you will be expected to undertake approximately 7 hours per week to work on learning activities, research and assessments outside of the scheduled classroom time. The allocated time for self-study in the course is 168 hours over the entire duration of the course. The total volume of learning for this course is 672 hours which is within the recommended range outlined by the Australian Qualifications Framework (AQF).

Please see below a breakdown of scheduled hours:

Stage 1, 12 weeks, 35 hours per week = 420 hours

Stage 2, 12 weeks, 7 hours per week = 84 hours

Self-paced, 24 weeks, 5 hours per week = 168 hours

Total program hours = 672 hours

Will I be able to get a job or study when I finish the course?

Once you have successfully completed the TL121616 Certificate II in Warehousing Operations, you can continue with vocational studies by undertaking a Certificate III level qualification in storage and logistics for example furniture removal. Graduates of this course may continue to undertake general job seeking or engage in other relevant vocational training suited to your career aspirations.

Educational Pathways:

- TL131616 Certificate III in Warehousing Operations
- TL132416 Certificate III in Logistics
- TL133316 Certificate III in Furniture Removal

Vocational Pathways:

- Warehouse worker
- Dispatch/Receivable Clerk
- Store person
- Furniture Removalist
- Logistics Officer

Course Information

Training & Assessment

Delivery mode: Classroom based

Duration: This course will be delivered over 6 months.

The program consists of 2 Stages:

Stage 1 = Training and Skills Development - Full time - Weeks 1 – 12

Students will attend classes and participate in theory-based learning, learning activities and practical demonstrations. The delivery methods used will assist students to gain new skills and knowledge to secure employment in the warehousing and storage industry or provide a pathway into further education. Alongside the unit requirements the skills and knowledge that will be developed during the program will focus on

- Teamwork
- Communication
- Personal presentation
- Reliability
- Some digital literacy

Our learning materials enable the students to self-reflect and make positive changes toward actively securing employment or further study in warehousing and logistics. Students will start working on their assessments during Stage 1 for the units of competency they have undertaken the training for however they will also have the opportunity to complete their assessment during Stage 2.

Stage 2 = Training and Skills Development & Assessment– Once a week - Weeks 12 - 24

Students will continue training in the remaining units of competency that are relevant to specific workplace duties. Practical assessment will take place during this stage and students will continue to work on their theory assessments outside of the classroom for homework. The last 6 weeks of the course is dedicated to completing assessments with additional support from the trainer/assessor.

How much will this course cost?

Total Course Fee: Price available upon request.

You will receive all Learner Workbooks and Assessment Task Booklets per unit of competency for the course.

RPL Costs:

Application Fee - \$250

Charge per unit of competency - \$300

*Please refer to your Student Handbook for Addition Fees and Charges and our Refund policy.

Course Information

Student Support Services

We are committed to ensuring that you get all the support you need to be successful in your studies. You may not have studied for a while and or you might need help with study skills. You may also need assistance with skills such as reading, writing, and math.

We will conduct a pre-training review and a language, literacy and numeracy skills assessment during enrolment that will help us to identify any support you need. Based on the information you provide in and/or the results of your language, literacy and numeracy test, we will contact you to discuss your support needs. Please feel free to discuss with us any individual support needs and or personal requirements at any time during your time with us.

Services that we can offer to you include:

- One to one support from our trainers/assessors including providing you with their phone and contact details
- Classes to assist with study skills.
- Study groups where you can work with your fellow students.
- Referral to relevant external services.
- Specialist support services for students with a disability.

Skills & Jobs Australia will provide you with a TA2.11 *Individual Support Plan* should you require any special needs.

Contact us at 1300 136 975 to discuss your support needs.

How to enrol

Please contact our office by phone or email.

You will receive an email which outlines what you are required to bring to the enrolment session.

How to contact us

Phone: 1300 136 975

Email: info@sajaust.com.au

Post: Level 2, 326 Keilor Road Niddrie VIC 3042