

## TLI31216 Certificate III in Driving Operations

Qualification Description	
<p>This is a qualification for those engaged in driving operation job roles within the transport and logistics industry.</p> <p>It involves a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, with some discretion and judgement in selecting equipment, services or contingency measures and within known time constraints.</p> <p>Successful achievement of the licensing units within the qualification must align with licensing and regulatory requirements applicable to driving and state/territory regulatory requirements.</p>	
Provider Details	<p>Legal Entity: Australian Institute of Skills Pty Ltd          Trading Name: Australian Institute of Skills          RTO Code: 41344          Phone: 0400 369 500          Email: info@auskills.edu.au          Head office: 16 Natalie Cl, Rowville VIC 3178</p>
Delivery Site/s	
16 Natalie Cl, Rowville VIC 3178	
Course Duration	
<p>This qualification will be delivered over <b>52 weeks of training and assessment</b>.</p> <p>Note that supplementary classes will be scheduled, and attendance required, should additional classes be required to allow for classes missed as a result of public holidays, or other interruptions, and/or for students who require further training and/or reassessment or additional support.</p>	
Mode of Delivery	
<p>Face to Face (20 hours per week) training and assessment with expected Independent Study of a minimum of 8 hours per week.</p> <p><b>Sample Timetable:</b>          Monday: 8am – 5pm (including 1 hour break)          Tuesday: 8am – 5pm (including 1 hour break)          Wednesday: 8am – 12.15pm (including 15-minute break)</p>	
Job Outcomes	
<p>Upon the successful completion of this program, you may be able to apply for the following positions in a range of industries:</p> <ul style="list-style-type: none"> <li>• Business development manager</li> <li>• Business services manager</li> <li>• Team leader</li> <li>• Operations manager</li> </ul>	
Learning Pathways	

You may enrol in the following qualification/s upon the completion of this program to further enhance your knowledge and skills:

- BSB60420 Advanced Diploma of Leadership and Management

### Units of Competency

Total number of **18** units are required for the award of the **TLI31216 Certificate III in Driving Operations**

**Core** units: **6** units

**Elective** units: 12 units, of which:

**1 licensing/industry elective unit** relevant to the vehicle type applicable to the job role from the licensing/industry elective units listed in the TLI31216 qualification, **plus**

**All units** within one of the **specialist elective groups** (job roles) from Group A, Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group K, Group L, or Group M listed in the TLI31216 qualification, **plus**

**4 general elective units** from Group N units listed in the TLI31216 qualification if selecting Group B, Group K (depending on job role), Group M, **or**

**5 general elective units** from Group N units listed in the TLI31216 qualification if selecting Group K (depending on job role), Group L, **or**

**6 general elective units** from Group N units listed in the TLI31216 qualification if selecting Group A, Group C, Group D, Group E, Group F, Group G, Group H or Group I.

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

Elective units can only be counted once towards the qualification packaging rules i.e. if a unit is listed in both a specialist elective group and the general elective group, it can only be counted as one of the elected units required.

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

Unit Code	Unit Title	Core/ Elective
TLID1001	Shift materials safely using manual handling methods	Core
TLIE1005	Carry out basic workplace calculations	Core
TLIF1001	Follow work health and safety procedures	Core
TLIF2010	Apply fatigue management strategies	Core
TLIH2001	Interpret road maps and navigate pre-determined routes	Core
TLIL1001	Complete workplace orientation/induction procedures	Core
TLILIC3018	License to drive a multi-combination vehicle	Elective
TLIA1001	Secure cargo	Elective

TLIB0002	Carry out vehicle inspection	Elective
TLID2004	Load and unload goods/cargo	Elective
TLIE0002	Process workplace documentation	Elective
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)	Elective
TLIF3063	Administer the implementation of fatigue management strategies	Elective
TLIA0004	Complete receipt and dispatch documentation	Elective
TLIA4005	Check and evaluate records and documentation	Elective
TLIB2119	Carry out maintenance of trailers	Elective
TLIH3004	Identify major roads, services and attractions	Elective
TLIL4009	Manage personal work priorities and professional development	Elective
<b>Entry Requirements</b>		
<p>Although the training package does not stipulate any entry requirements for this training product. Australian Institute of Skills (AIS's) has the following entry requirements in place for international students:</p> <ul style="list-style-type: none"> <li>• be at least 18 years of age.</li> <li>• participate in a course entry interview (pre-enrolment review) to determine suitability of the course and additional support needs.</li> <li>• undertake AIS's ACSF LLN assessment.</li> <li>• Must have access to and bring their own portable device (laptop or ipad and other tablets with a keyboard) to class with up-to-date Microsoft Office suite (Word, PPT, Outlook, Excel).</li> </ul>		
<b>Student Support Services</b>		
<p>AIS has a range of Student Support Services available for you. Please refer to your student handbook for details on available Student Support Services.</p>		
<b>Assessment System</b>		
<p>Units are assessed individually via a range of assessment methods: Written Assessment, Verbal Questioning, Role Play, Projects and Practical Demonstrations observed directly by the assessor.</p>		
<b>Recognition of Prior Learning (RPL) and Credit Transfers (CT)</b>		
<p>AIS offers all students the opportunity to apply for Recognition of Prior Learning (RPL). Please refer to our RPL and CT policy and procedure in the Student Handbook and/or Website.</p>		
<b>Assessment Appeals</b>		
<p>Students can make an appeal against any assessment decision by following the Complaints and Appeals Policy outlined in the Student Handbook and our website. All appeals and complaints will be dealt with following the Complaints and Appeals Procedure.</p>		

# Transition statement

## Replacement qualification

This qualification has been replaced by TLI31222 Certificate III in Driving Operations, as of 21 November 2021. A transition period applies to enable current students to complete their study. The transition period finishes on 31 January 2024.