

Course Structure/ Training Plan					
DAY 1 / Month 1	DAY 2 / Month 2	DAY 3 / Month 3	DAY 4 / Month 4	DAY 5 / Month 5	DAY 6 / Month 6
Health, Safety and Wellbeing Induction - <b>TLIF0025</b> Follow work health and safety procedures	Manual handling <b>TLID0020</b> Shift materials safely using manual handling methods	Load Management <b>TLIA1001</b> Secure Cargo <b>TLID0015</b> Load and unload goods/cargo	Operate equipment <b>TLID0006</b> - Move materials mechanically using automated equipment	Transport of dangerous goods <b>TLID0018</b> Prepare for transport of dangerous goods	Our Customer <b>BSBOPS304</b> Deliver and monitor a service to customers <b>TLIU2012</b> - Participate in environmentally sustainable work practices
<b>Self-paced:</b> - Learners Guide - Policies - Procedures <b>Online Learning</b> - Work, Health and Wellbeing Induction <b>On-the-job instruction</b> - Site Induction - Risk assessments - Manual handling - TAKE 5 - PPE - Housekeeping - Emergency evacuation drill - Incident reporting	<b>Self-paced:</b> - Learners Guide - Policies - Procedures <b>Online Learning</b> - Manual handling <b>On-the-job instruction</b> - Load and unloading goods/ cargo within logistics depot or vehicle applying manual handling techniques - Use mechanical lifting/ moving equipment	<b>Self-paced:</b> - Learners Guide - Policies - Procedures - TGE Load restraint guides - NTC Load restraint guide <b>Online Learning</b> - Load restraint <b>On-the-job instruction</b> - Secure loads - Verify restraint method meets TGE and NTC Load restraint guidelines - Manual handling (pushing/ pulling) - Load and unload goods/ cargo within logistics depot - Use forklift and pallet jacks to position goods - Position loads to meet NTC guide	<b>Self-paced:</b> - Learners Guide - Policies - Procedures - ADG code <b>On-the-job instruction</b> - Pre-inspections of different types of forklifts - Route planning - Identify and handle DG - Moving materials	<b>Self-paced:</b> - Learners Guide - Policies - Procedures - ADG Code - Safe Driving Plan <b>Online Learning</b> - Transport Dangerous Goods <b>On-the-job instruction</b> - Dangerous goods loading and complete documentation - Assess loads and segregation - Placarding - Transporting loads.	<b>Self-paced:</b> - Learners Guide - Policies - Procedures <b>Online Learning</b> - Welcome to TGE - The Perfect Transaction <b>On-the-job instruction</b> - Communication skills - Reading the customer body language - Build rapport - Always use DIFOT - Addressing customer feedback and concerns - Incident reporting - Interpreting job sheets/ work requirements - Problem solve - Write reports - Working safely - Contract requirements

Self-Paced units Month 1	Self-Paced units Month 2	Self-Paced units Month 3	Self-Paced units Month 4	Self-Paced units Month 5	Self-Paced units Month 6
Operate equipment <b>TLIB2001</b> - Check and assess operational capabilities of equipment	Chain of Responsibility <b>TLIF0009</b> Ensure the safety of transport activities	Load Management <b>TLIE0008</b> Calculate mass, area and quantify dimensions	Goods management - <b>TLIA0010</b> - Identify goods and store to specifications	Goods management <b>TLIA0015</b> Organise receipt and despatch operations	Plan and navigate routes <b>TLIH0005</b> Interpret Road maps and navigate pre-determined routes
<p><b>Self-paced:</b></p> <ul style="list-style-type: none"> <li>- Learners Guide</li> <li>- Policies</li> <li>- Procedures</li> </ul> <p><b>On-the-job instruction</b></p> <ul style="list-style-type: none"> <li>- Pre-inspections of different types of forklifts, pallet jacks, conveyor belts</li> <li>- Test and tag out equipment</li> <li>- Checking hazards and potential exposures</li> </ul>	<p><b>Self-paced:</b></p> <ul style="list-style-type: none"> <li>- Learners Guide</li> <li>- Policies</li> <li>- Procedures</li> <li>- NHVR guidelines</li> <li>- NTC load restraint</li> </ul> <p><b>Online Learning</b></p> <ul style="list-style-type: none"> <li>- CoR Awareness</li> </ul> <p><b>On-the-job instruction</b></p> <ul style="list-style-type: none"> <li>- Speed management</li> <li>- Load restraint</li> <li>- Mass and dimension</li> <li>- Fatigue management</li> </ul>	<p><b>Self-paced:</b></p> <ul style="list-style-type: none"> <li>- Learners Guide</li> <li>- Policies</li> <li>- Procedures</li> <li>- NTC Load restraint guide</li> <li>- NHVR guidelines</li> </ul> <p><b>Online Learning</b></p> <ul style="list-style-type: none"> <li>- Mass and dimension</li> </ul> <p><b>On-the-job instruction</b></p> <ul style="list-style-type: none"> <li>- Estimate loads, load and unload vehicles under instruction</li> <li>- Verify it meets NTC Load restraint guidelines</li> </ul>	<p><b>Self-paced:</b></p> <ul style="list-style-type: none"> <li>- Learners Guide</li> <li>- Policies</li> <li>- Procedures</li> </ul> <p><b>On-the-job instruction</b></p> <ul style="list-style-type: none"> <li>- Categorise goods</li> <li>- Identify stock</li> <li>- Receive and despatch</li> <li>- Labelling stock</li> <li>- Customer service to determine work design</li> </ul>	<p><b>Self-paced:</b></p> <ul style="list-style-type: none"> <li>- Learners Guide</li> <li>- Policies</li> <li>- Procedures</li> </ul> <p><b>On-the-job instruction</b></p> <ul style="list-style-type: none"> <li>- Plan and organise receipt and despatch goods</li> <li>- Planning work processes</li> <li>- Equipment and storage areas</li> <li>- Work processes are monitored</li> <li>- Document and record</li> </ul>	<p><b>Self-paced:</b></p> <ul style="list-style-type: none"> <li>- Learners Guide</li> <li>- Policies</li> <li>- Procedures</li> <li>- Safe Driving Plans</li> <li>- Traffic Management Plans</li> </ul> <p><b>On-the-job instruction</b></p> <ul style="list-style-type: none"> <li>- Complete Safe Driving Plans</li> <li>- Estimate route distance and use of GPS application</li> <li>- Assess height width and mass dimensions</li> </ul>