



Productivity Places Program Certificate II / III—Warehousing & Storage

Transport Industry Driver Education (TIDE) is a driver education centre devoted to training and assessing clients in the ability to perform tasks as required by the transport industry. Through correct training principles and patience, TIDE will deliver quality training to help our clients realise their ambition to obtain a certificate or driving license, giving them the opportunity to work in the fulfilling environment of the **Transport Industry**.

Objective

To provide applicants with a Certificate II or III in Transport and Logistics (Warehousing and Storage) via the Productivity Places Program.

Prerequisites

- Must be an Australian Citizen or permanent resident of Australia;
- Must be 15 years or over;
- Must be a job seeker registered with an Employment Service Provider (ESP) or a job seeker not registered with an ESP and meets the following criteria:
 - Did not complete Year 12 and holds no other formal qualifications;
 - Indigenous Australian or Australian born South Sea Islander;
 - A homeless person or a person with a disability;
 - Participated in the Work for the Dole Program or has been out of the workforce for 1 year or more.

Course Structure

- Certificate II or III in Transport and Logistics (Warehousing and Storage) - Distance Based Learning (Self Paced)
 - Subjects relating to safe and efficient operations of a warehouse.
 - May include a Forklift licence.
- Certificate II or III in Transport and Logistics (Warehousing and Storage) - Classroom Based Learning (Up to a 9 week program)
 - Subjects relating to safe and efficient operations of a warehouse.
 - May include a Forklift licence.
 - May include First Aid certificate and Dangerous Goods licence.

Times and Costing

Course Type	Cost
Distance Based Learning (Duration: Self-Paced) (Including licences and learning material)	Nil
Classroom Based Learning (Duration: Up to 9 weeks) (Including licences and learning material)	Nil

Note: Courses only available to individuals that meet the above course pre-requisites as outlined by the Federal Governments productivity places program.

Outcomes

Note: Each participant of the course will be issued with a certificate and the licences according to their course structure. The cost of issuing these licences has been included into the above fee structure.

On successful completion of the course, each participant will be awarded with a nationally recognised certificate for the course of enrolment.

On completion, each applicant will have a better understanding of the skills and knowledge required for safely working within the transport and distribution industry.

Contact our office on 1300 659 340 for further information.

Ph: 1300 659 340
Fax: 1300 784 840

115 Freight Drive
Somerton, Victoria, 3062

www.tide.com.au
enquiry@tide.com.au



We are a Registered Training Provider and meet administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by Federal, State and Territory Governments in Australia. The State Government registering authority monitors and subjects us to regular external audit to verify adherence to these standards.

Qualifications

We offer the following accredited and nationally recognised qualifications

- TLIC107C – Drive Vehicle
- TLIC207C – Drive Light Rigid Vehicle
- TLIC307C – Drive Medium Rigid Vehicle
- TLIC407C – Drive Heavy Rigid Vehicle
- TLIC507C – Drive Heavy Combination Vehicle
- TLIC607C – Drive Multi-Combination Vehicle
- TLIC807C – Drive Coach / Bus
- TLID1007C – Operate a forklift
- TLI07 – Certificate I, II & III in Transport and Logistics (Road Transport)
- TLI07 – Certificate I, II & III in Transport and Logistics (Warehousing and Storage)
- TLI07 – Certificate III in Transport and Logistics (Cash-in-Transit)

See individual course brochures for more information on content and vocational outcomes.

Application processes and selection criteria

Selection for enrolment into our courses will be approved for applicants who meet the qualification selection criteria which is detailed in individual course brochures. In line with Government policy students with intellectual and physical disabilities are encouraged to participate in training.

Fees and costs involved in undertaking training

Fees are invoiced according to the fee schedule provided to you prior to enrolment

Fee refund policy

Fee refund arrangements are outlined in the Agreement which students are required to complete on enrolment. A copy of the refund policy can be obtained from our website at <http://www.tide.com.au>.

Qualifications to be issued

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

Competencies to be achieved during training

Competencies to be achieved during training are detailed in individual course brochures.

Assessment procedures

In general terms assessment during training will involve

- Oral responses to questions
- Observation of performance in the workplace or in computer laboratories
- Portfolio of evidence
- Written response to questions, assignments and case studies
- Students will be given advance warning of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for.
- Students will be given an opportunity for at least one reassessment for any competencies not achieved on the first attempt.

Language, literacy and numeracy

Language, literacy and numeracy expectations are based on the National Reporting System established by the Australian National Training Authority and the Federal Government.

Certificate I and II level qualifications

The learner's language, literacy and numeracy levels are expected to be equivalent to Level 2

Certificate III, IV and Diploma level qualifications

The learner's language, literacy and numeracy levels are expected to be equivalent to Level 3 of the National Reporting System.

More details about language, literacy and numeracy requirements are contained in the individual course brochures

Recognition of prior learning

Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application may only be made after enrolment and payment of fees and must be made using the Application Form that will be provided during orientation.

Credit transfer

Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.

Dispute resolution procedure and code of behaviour

We have a dispute resolution procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. Written copies of the procedure are included in the student handbook.

Students are required to follow the Code of Behaviour at all times. Failure to follow the Code of Conduct may involve the imposing of sanctions including removal from the course. The Code of Behaviour is included in the student handbook.

Student support services.

Students requiring assistance with their training should contact their trainer in the first instance or else contact the Training Manager.

Relevant legislation

A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites.

OH&S	http://www.business.channel.vic.gov.au
EO	http://www.eoc.vic.gov.au/
VET	http://www.otte.vic.gov.au/
WorkCover	http://www.workcover.vic.gov.au
Privacy	http://www.privacy.gov.au/

It is the responsibility of all staff to ensure the requirements of relevant legislation are met at all times. Use the web sites indicated, or contact the training manager if you require further information.

Access and equity policy

Our Code of Practice includes an access and equity policy. This document is available on request. It is the responsibility of all staff to ensure the requirements of the access and equity policy are met at all times.

Privacy

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the Australian Qualifications Framework that students can access personal information held by the organisation and may request corrections to information that is incorrect or out of date. Please apply to the Training Manager if you wish to view your own records. A copy of the privacy policy can be obtained from our website at <http://www.tide.com.au>.

Pathways

Registered Training Organisations and TAFE Colleges must recognise the qualifications and statements of attainment issued by any other Registered Training Organisation. This means that you may be eligible for credit towards courses conducted by other Registered Training Organisations and TAFE Colleges based on what you achieve with Transport Industry Driver Education.