

Courtesy Driving School

Certificate II in Driving Operations TLI21210

Certificate III in Driving Operations TLI31210

These nationally accredited qualifications are designed for driving operations roles within the Transport and Logistics Industry. Successful completion of the qualifications will require competence in the units of competency that relate to job role requirements that are aligned to AQF levels II or III. Job roles will vary across different sectors but may include:

Job roles aligned to AQF level III: <ul style="list-style-type: none">● Line Haul Driver● Local General Heavy Freight Driver● Interstate Driver	Job roles aligned to AQF level II: <ul style="list-style-type: none">● Express driver● Pick-up and delivery driver● Courier● Priority delivery driver
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Entry requirements

Successful completion of licensing units within the qualification must align with the licensing requirements, including minimum age, driving experience and medical requirements as determined by the Department for Planning, Transport and Infrastructure

Course Content.

Each qualification consists of units of competency that reflect the skills and knowledge needed to work in a driving operations role within the Transport and Logistics industry.

Certificate II requires completion of 19 units, based on either of the job streams General or Medium Freight., Certificate III requires completion of 20 units based on the job stream Heavy General Freight. Please refer to the next page for details of competency units and packaging requirements for the qualifications

Delivery

Courses are structured on a flexible basis to meet the needs of students. Delivery may be over 20 consecutive days or scheduled periodically, example 1 day per fortnight to meet student and or work needs.

Additional time may be required to complete training for the appropriate class of licence.

Delivery includes classroom theory, practical training and assessment and on job assessment of skills. (Conducted by a Courtesy Assessor)

Units may be clustered to provide a more holistic delivery and assessment program.

Assessment

Assessment is competency based and will include a mixture of classroom based exercises, written assignments and practical demonstration of tasks.

Recognition of prior learning

Recognition of prior learning is a form of assessment that provides the opportunity for you to have your skills knowledge and experience values and count towards a formal qualification.

You may have gained these skills or knowledge through training, work experience or general experiences such as committee memberships or volunteer work. There is a charge for RPL; however the process will save you valuable time and money.

Before you enrol in a course you may speak to your trainer to see if this process will be of value to you. RPL application forms are available from trainers.

For the Licence to Drive Units, persons who hold a current licence of the relevant class will receive automatic RPL for the relevant unit.

Fees and charges.

Fees include all learning and assessment materials.

Course fee will be determined by the truck licence required.

Refund Policy

Refunds are not granted automatically. Students are expected to be aware of their work and personal commitments before they enrol and it will be necessary to establish that the cause of the withdrawal could not be reasonably anticipated before enrolment.

A full refund (less administration fee) will apply where a student gives 72 hours' notice of cancellation prior to course commencing

Acceptable reasons for a refund may include:

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- Sickness (verified by a medical certificate)
- Other valid reason at the discretion of the Manager

Complaints and grievances

Courtesy Driving School encourages all clients, staff or contractors to voice concerns arising from any situation within the control of the management or staff, including any educational matter that causes a student or staff/contractor serious concern or distress.

Please refer to the Courtesy Driving School handbook for detailed information relating to the management of complaints and grievances.

Career Pathways

On completion of all units of competency you will be issued with either a Certificate II in Driving Operations, TLI21210 or a Certificate III in Driving Operations, TLI431210.

These qualifications are applicable to those working or seeking to work as drivers in either medium or heavy freight industries.

Course content and qualification packaging requirements.

Unit title		Unit Code	
Common competencies – apply to both certificates II and III, CORE units all must be completed			
Shift materials safely using manual handling methods		TLID1001	
Follow O H & S procedures		TLIF1001	
Carry out basic workplace calculations		TLIE1005	
Apply Fatigue Management Strategies		TLIF2010	
Complete workplace orientation/ induction procedures		TLIL1001	
Interpret road maps and navigate pre-determined routes		TLIH2001	
Licence Units, applies to Certificates II and III. Select ONE unit only. (DPTI Licensing eligibility requirements apply)			
Licence to drive light rigid vehicle		TLILIC2014	
Licence to drive medium rigid vehicle		TLILIC2015	
Licence to drive heavy rigid vehicle		TLILIC2016	
Licence to drive heavy combination vehicle (Cert. III only)		TLILIC3017	
Licence to drive multi-combination vehicle (Cert. III only)		TLILIC3018	
Job roles, Certificate II. Select EITHER General or Medium freight. All units from, EITHER job role must be completed.			
General (all units required)		Medium freight (all units required)	
Carry out vehicle inspection	TLIB 2004	Carry out vehicle inspection	TLIB 2004
Load & unload goods cargo	TLID2004	Load & unload goods cargo	TLID2004
Participate in basic workplace communication	TLIE1003	Prepare workplace documents	TLIE3004
Process workplace documentation	TLIE2008	Process workplace documentation	TLIE2008
Secure Cargo	TLIA1001	Apply accident-emergency procedures	TLIF2006
Apply Customer Service Skills	TLII1002	Apply Customer Service Skills	TLII1002
Job roles, Certificate III. Heavy General Freight. All units must be completed			
Secure cargo		TLIA1001	
Carry out vehicle inspection		TLIB2004	
Carry out inspection of trailers		TLIB2008	
Load & unload goods cargo		TLID2004	
Prepare workplace documents		TLIE3004	
Process workplace documentation		TLIE2008	
Consolidate manifest documentation		TLIE3012	
Elective Units, Certificates II and III. SIX (6) units must be completed.			
Plan & navigate routes		TLIH3002	
Apply quality procedures		TLIJ2001	
Apply keyboard skills		TLIK2003	
Use info-technology devices in the workplace		TLIK2010	
Operate commercial vehicle		TLIC1051	
Complete induction to the transport industry Certificate II elective only		TLIL2060	
Follow security procedures when working with goods or cargo Certificate II elective only		TLIO2921	
Apply accident-emergency procedures Certificate III elective only		TLIF2006	

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Apply awareness of safe-working rules and regulations <i>Certificate III elective only</i>	TLIF2062
Interpret chain of responsibility regulations <i>Certificate III elective only</i>	TLIF3093
Apply Customer Service Skills <i>Certificate III elective only</i>	TLII1002
<i>Please discuss other elective options with your trainer as up to 3 units from other qualifications at Certificate II or II level may be used for RPL or study.</i>	

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