

## FACT SHEET

### **TDT41102 – Certificate IV in Transport & Distribution (Administration)**

Certificate IV in Transport and Distribution is aimed at managerial roles within the industry. To qualify for assessment, you must have attained a minimal level of Certificate III in the same strain.

Performance of a broad range of skilled applications including requirements to evaluate and analyze current practices, develop new criteria and procedure for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills.

To be awarded this qualification you must attain successful assessment in a total of 7 competency units. This program covers the following units to make up the full qualification, but may be varied to suit job specific roles:

- TDTA597B – Check & Evaluate Records and Documentation
- TDTA2397B – Coordinate Stocktakes
- TDTA3298B – Organise Transport of Freight or Goods
- TDTE1398B – Apply Workplace Statistics
- TDTL3301A – Promote Effective Workplace Practice
- TDTR198B – Monitor Supplier Performance
- TDTL597C – Apply Conflict / Grievance Resolution Strategies

This program will be offered throughout the ACT & South Western NSW regions; however, if there are enough students interstate we have the ability to negotiate delivery terms with you regarding your specific location requirements.

Assessment of each unit will take the form of a combination of the following:

- Portfolio of Documents
- Supervisor's Checklist (verifying your work)
- Team Member's Checklist (supporting your work)
- Workplace Projects (proving your skills and knowledge)
- Answers to Underpinning Knowledge Questions

Your assessor will also monitor subject knowledge relating to specific roles.