



PROACTIVETRAINING

WAREHOUSE OPERATIVE PRE-EMPLOYMENT PROGRAM

COURSE CONTENT

This purpose built skill set course is ideal for anyone seeking to work in the warehouse and logistics industry.

Covering key topics such as; picking and processing orders, manual handling, hazard identification and safe operating practices. The course takes a fun, interactive approach to training by combining both hands-on activities with theoretical learning and caters to both those seeking to enter in to this growing industry and those looking to refresh their prior skills and knowledge.

On completion of this 5 day program candidates will receive a Statement of Attendance.

To receive a fully recognised Statement of Attainment for any Units of Competency aligned to these workshops additional training and assessment participation is required.

STANDARD PROGRAM OUTLINE

During this course participants will learn:

DAY 1: ORIENTATION AND HOUSEKEEPING

(ALIGNED TO: TLIF1002 CONDUCT HOUSEKEEPING ACTIVITIES)

- Complete workplace orientation and induction procedures when commencing a new work role
- Conduct housekeeping in the warehouse environment
- Completing housekeeping checklist

DAY 2: OCCUPATIONAL HEALTH AND SAFETY

(ALIGNED TO: TLIF1001 FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES)

- Follow workplace procedures for hazard identification and risk control
- Hazards in the workplace are identified and appropriate action is taken to report them and to minimise or eliminate risk to personnel, workplace and the environment
- Personal Protective Equipment
- Safety regulations and established workplace safety and hazard control practices and procedures are obtained, interpreted and applied to day-to-day work activities
- Safe use of equipment - Do's and Don'ts

DAY 3: MANUAL HANDLING

(ALIGNED TO: TLID1001 SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS)

- Correct manual handling techniques
- Dealing with injury and general well-being
- Heavy lifting mechanisms
- Individual, two person and group lifting techniques

DAY 4: PICK AND PROCESS ORDERS

(ALIGNED TO: TLIA2012 PICK AND PROCESS ORDERS)

- Pick and despatch an order
- Record stock levels
- Complete documentation

DAY 5: FORMS AND DOCUMENTATION

(ALIGNED TO: TLIE2008 PROCESS WORKPLACE DOCUMENTATION)

- Overview of warehouse documentation
- Stock Count Sheets and Discrepancy Reports
- Damage Reports
- Pick Lists

AT A GLANCE



Duration
5 days



Delivery
Classroom and
simulated warehouse
environment



Group Size
The ideal group
size is 15-20

PROACTIVETRAINING RTO ID [22295](#)

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