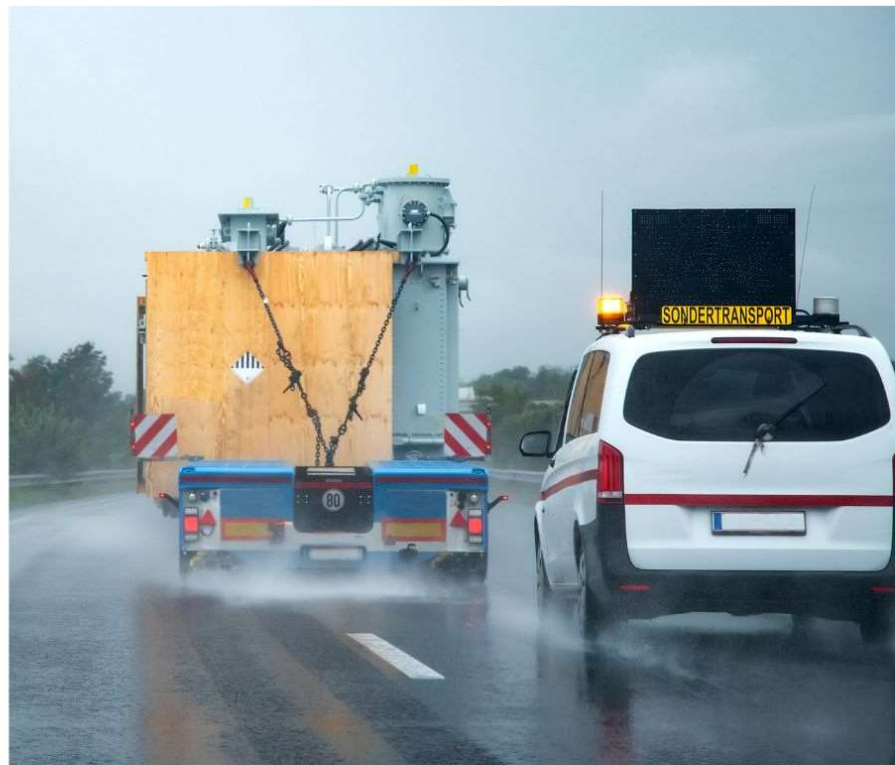


# **TLI31222 Certificate III in Driving Operations**



## **Course Guide**

Thank you for your interest in the **TLI31222 Certificate III in Driving Operations**

This Course Guide is designed to provide you with detailed course information to support making a decision about whether this course is the most suitable and appropriate for your career goals and individual needs.

## Course Description

This qualification is for those engaged in driving operations job roles within the transport and logistics industry. The course involves a broad range of skills involving routines, methods, procedures, selecting equipment, services and contingency measures associated with driving operations.

## Target Participants

Typical entrants into this course are:

- In the main, new entrants, such as:
  - ACTA Group key participant target group for this course are existing employees in driving operation roles.
  - Participants must be employed in a role allowing relevant project work to be completed, and study via a workplace supported pathway.
- As well as:
  - Candidates who are working within the driving operations industry and who wish to upgrade their skills and knowledge
  - Candidates who are working within the driver operations industry and are seeking recognition of previous skills and qualifications, through a national recognised qualification (Recognition of Prior Learning/Recognition of Current Competency)

For the most part, learners enrolled in this qualification at ACTA Group are:

- Adults, with an age of 15 years old and above
- May work full or part time whilst completing training
- From Culturally and Linguistically Diverse (CALD) backgrounds with English as a second language.
- Identify as First Nation people

## Course Duration

The course can be delivered over a varied duration, depending on the needs of the characteristics of the learner. The standard course duration is: 12 months – 24 months

Learners may complete the program earlier than this through RPL, CT or early completion of studies to complete their employment.

Students enrolled under this program will have a contracted training period detailing scheduled start and end dates. Under some circumstances students are able to reduce or extend the contracted training period.

Descriptions to validate a shortened training period must consider the need to allow learners to reflect on and absorb the knowledge, practice the skills in different contexts and learn to apply the skills and knowledge in the varied environments that the real world offers before being assessed as Competent.

## Course Entry Requirements

Nil mandatory requirements.

## ACTA Group Course Admission Requirements

Participants must:

- Be at least 18 years of age;
- Have completed Year 10 in the Australian school system or equivalent;
- Have language, literacy and numeracy skills equivalent to ASCF Level 3; and
- Hold a Valid Open or Provisional Driver Licence

## Course Fees

Please refer to ACTA Group's Schedule of Tuition Fees for further information and to determine the course fees for your course engagement: [www.actagroup.com.au](http://www.actagroup.com.au)

## Employment Pathways

Employment pathways for this course include:

- Bus Driver
- Coach Driver
- Concrete Agitator Driver
- Line Haul Driver
- Pickup and Delivery Driver
- Pilot Vehicle Driver
- Tip Truck Driver
- Waste Vehicle Driver

## Course Requirements

The following provides the packaging rules for this qualification, followed by the list of relevant units of competency.

**Total number of units = 15**

- 5 core units plus
- 1 driver awareness elective unit from the driver awareness elective units
- 9 elective units

### Core Units

- TLIB0002 Carry out vehicle inspections
- TLIC1051 Operate commercial vehicle
- TLID0020 Shift materials safely using manual handling methods
- TLIF0025 Follow work health and safety procedures
- TLIF2010 Apply fatigue management strategies

### Elective Units

#### Driver Awareness

- TLIC0031 Apply low risk car driving behaviours

### Elective Units

- TLIE0009 Carry out basic workplace calculations
- TLIE2007 Use communication systems
- TLIE3004 Prepare workplace documents
- TLIE3009 Use pilot and escort communication
- TLIF3013 Coordinate breakdowns and emergencies
- TLIF3060 Control traffic as a pilot vehicle operator

- TLIG0003 Work effectively with others in a team
- TLIH0005 Interpret road maps and navigate predetermined routes
- TLII0005 Apply customer service skills
- TLIL0007 Complete workplace induction procedures

Up to 3 of the elective units may be selected from any relevant nationally endorsed Training Package or accredited course. The elective units must contribute to the vocational outcomes of the qualification.

- CPCWHS2001 Apply WHS requirements, policies and procedures in the construction industry
- HLTWHS006 Manage personal stressor in the work environment

The elective unit options listed represent the only approved elective unit options offered that have been selected and approved for delivery by ACTA Group.

Elective units selected are relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

### Delivery Modes

The course units of competency can be studied in any order, with exact program schedules negotiated with participants and documented in the Training Plan. ACTA Group personnel recommend a study pathway providing a logical program structure for participants undertaking learning and assessment tasks.

The delivery model with a ACTA Group personnel mentor facilitates the opportunity to negotiate program structures with participants, utilising ACTA Group Training Plan. This negotiated pathway allows participants to align the learning program to their individual and organisational needs.

### RPL / Credit Transfer

ACTA Group's Credit Transfer and RPL Policy and Procedure outlines in detail a process to be followed for granting Recognition of Prior Learning and Credit Transfer. This is supported with RPL Resources available for all course units. Participants must apply for RPL or Credit Transfer prior to or immediately after formal enrolment but prior to the commencement of the delivery of the units. Any RPL's granted must be accepted and signed off by the participant.

### Schedule and Sequencing

The course is available for open enrolment throughout the year.

### Work Placement Arrangements

No work placements are applicable as target group are currently employed in the industry.

Participation in this course is open to participants employed, with access to transport and logistics studying via a workplace supported program.

### Next Steps!

Thank you again for your interest in this course program. Please contact ACTA Group's Participant Support team on 1300 011 144 or [info@actagroup.com.au](mailto:info@actagroup.com.au) to commence the application process!

