



## Certificate of Warehousing

### ENROL & START TODAY

\* Ts&Cs apply

- ✓ Unlimited Support
- ✓ 12 Months Access

### TOTAL COST

**\$599.00**

The Certificate of Warehousing is a professional development course that provides the skills and knowledge to succeed in the fast-paced warehousing and logistics industry. In this warehousing course, you will learn how to organise receipt and dispatch operations, maintain stock control, and optimise warehouse efficiency while adhering to safety standards.

## Course Description

Whether you want to advance your career or establish a strong foundation in warehousing, this course offers practical insights into optimising warehouse layouts, implementing sustainable practices, and handling specialised equipment.

The Certificate of Warehousing is a professional development course that provides the skills and knowledge to succeed in the fast-paced warehousing and logistics industry. In this warehousing course, you will learn how to organise receipt and dispatch operations, maintain stock control, and optimise warehouse efficiency while adhering to safety standards.

You will learn to forecast stock levels, manage inventory systems, and conduct stocktakes to reduce discrepancies and waste. You will also discover accurate documentation techniques, including receipt and dispatch records, to ensure smooth operations and compliance. Health and safety procedures are also covered, equipping you to identify hazards, implement emergency plans, and promote a safe work environment. You will also develop skills in teamwork, responsibility management, and resolving workplace challenges.

On completion of this course, you will be confident in your ability to pursue a dynamic and rewarding career in warehousing operations.

Printed learning materials are available for purchase for this course and can be ordered during enrolment.

## Study Hours

Estimated duration **75 Hours**

## Course Delivery and Start

Start anytime, self-paced and 100% online

## Assessment

Assessment will be comprised of written exercises, including short-answer questions, reflective tasks, short reports and/or projects. There are no examinations or due dates for assessment. As a result, you can complete training in your own time and at your own pace with the assistance of unlimited tutor support.

## Career Outcomes

- Warehouse Picker-Packer
- Forklift Operator
- Inventory Controller
- Warehouse Supervisor/Manager
- Dispatch Clerk
- Stock Controller
- Supply Chain Analyst
- Forklift and Equipment Technician
- Logistics Coordinator

# Course Structure

## Unit 1 - Organise receipt and despatch operations

- Analysing stock
- Product characteristics
- Categories or groups of products or stock
- Procedures (sequence of activities)
- Legislation
- Identifying required resources
- Workplace schedules
- Planning to meet a schedule
- Receipt/despatch
- Allocating and monitoring resources
- Informing team members of work requirements and deadlines
- Allocating tasks
- Delegating tasks
- Monitoring work processes
- Noting and reporting discrepancies
- Stocktake
- Investigating a discrepancy
- Confirming documentation requirements
- Receipt/despatch documents
- Package labels, internal packing note and invoices
- Completing and processing documentation
- Purchasing and despatch documents
- Regulatory requirements
- Legislation requirements
- Licenses and codes of practice
- Housekeeping standards and procedures
- A good housekeeping program
- Maintenance
- Dust and dirt removal
- Employee facilities
- Surfaces, lights, aisles and stairways
- Spill control
- Tools and equipment
- Waste disposal
- Storage
- Operational work systems and management
- Health and safety
- Hazard identification and assessment
- Risk assessment tools
- Hierarchy of risk control
- Sustainability
- The three R's
- Reducing impact on the environment
- Site layout and obstacles
- Workplace procedures receive and despatch

# Course Structure

## Unit 2 - Organise warehouse records operations

- Records operations
- Long-term records
- Databases
- Database systems
- Interpreting stock labels
- Electronic database management systems (DBMS)
- Advantages and disadvantages
- Record systems types
- Just in Time (JIT) inventory
- Advantages and disadvantages of JIT
- Using bar coding
- Radio frequency (RF)
- Advantages and disadvantages of RF
- Electronic Data Interchange (EDI)
- Advantages and disadvantages of EDI
- Storing warehouse records
- Inventory inefficiencies
- Inventory objectives
- Inventory control without records
- Electronic records management system
- Records maintenance
- Documentation requirements
- Requests for information
- Responses to requests
- Security and access procedures
- Quality assurance

# Course Structure

## Unit 3 - Maintain stock control and receivals

- Establish supply arrangements
- Forecasting stock levels
- Sourcing and negotiating supply arrangements
- Economic order quantity (EOQ) formula
- Establish tock quantities
- Terms of purchase
- Reorder point
- Negotiating terms
- Purchase and supply agreements
- Inventory control systems
- Stock levels and reorder cycles
- 3 basic types of forecasting
- Stock quality control processes
- Dealing with routine supply problems
- Implement security to prevent theft
- Safe stock placement and service levels
- Recording and reporting stock levels
- Stocktake discrepancies
- Supply and customer relationship management
- Processing stock orders
- Purchasing
- Procedures for receiving stock
- Mechanical lifting and stock handling equipment
- Distributing, transporting and storing stock
- Manual handling
- How to correctly lift goods
- Warehouse layout
- Inspecting stock quality
- Stock use by dates and damage
- Labelling stock
- Labelling systems
- Stock with high wastage or loss
- Strategies to reduce waste
- Stock rotation
- Reserve stock system
- Disposing or excess or spoilt stock
- Recording stock losses and discrepancies
- Stock audits
- Conducting a stocktake
- Team member tasks and responsibilities
- Accurate reporting for management
- Routine and variance reports

# Course Structure

## Unit 4 - Follow work health and safety procedures

- Accident, fire and emergency procedures
- Dealing with emergencies
- Chemical spills
- Occupational violence
- Bomb threats and fire extinguishers
- Controlling risks
- Employers' duties
- Policies and procedures
- Controlling risks
- Storage and use of hazardous substances
- Safety Data Sheets (SDS)
- Hazchem symbols
- Identifying workplace hazards
- Hazard identification
- Likelihood rating
- Rate the potential severity
- Risk assessment matrix
- Safety regulation and workplace practices
- Legislation, acts and regulations
- Code of practice
- Safe Work Australia
- Accessing health and safety information
- Training in work procedures for confined spaces
- Personal Protection Equipment (PPE)
- Emergency and contingency plans
- Decision-making responsibilities
- Creating action plans
- Raising health and safety issues
- Employee contribution
- Issue resolution
- Industrial issues
- Participative arrangements
- Health and safety records
- Record keeping systems
- Incident records
- Training records
- Continuous improvement

# Course Structure

## Unit 5 - Work effectively with others in a team

- Work roles of each team member are identified and recognised
- Identifying roles and responsibilities
- Team objectives and goals
- Agreement on objectives
- Planning Process
- Role changes
- Change management
- Planning, team input and procedures
- Prioritising work
- Consulting and agreeing
- Leaders supporting teams
- Forms of appropriate communication
- Completing required tasks as requested
- Working together, issues and asking for assistance
- Contributing to the team
- Conflict and misunderstandings
- Work tasks and procedures
- Workplace problems
- Fishbone cause and effect diagram
- Agreed problem-solving processes
- Operational requirements
- Modifying activities
- Improvements
- Suggesting improvements

## Graduation

A **Certificate of Attainment** and **Statement of Results** will be issued upon successful completion of this course.

## How to Enrol

All enrolments are completed through our course pages. Simply visit your chosen course page to get started. You will be guided through the enrolment process step by step.

If you have any questions or need help choosing the right course, our team is available during business hours to assist.

[Browse Courses](#)

## Enrolling Staff or a Team

Staff can be enrolled directly through your chosen course page, using the same process as any individual enrolment.

There's no limit to how many team members you can enrol, whether you're adding one person or training across your organisation.

For employer support, team training enquiries, or additional information, visit our website or [contact us](#) directly.

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## Payment Options

We offer flexible payment options, including credit card, Afterpay, bank transfer, BPAY, and payment plans. [Learn more about our payment options.](#)

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