



NATIONALLY RECOGNISED  
TRAINING

**TLIK2010**

# Use info technology devices in the workplace

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National Brochure 2025



RTO ID #91413

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# About This Course



This course reflects the skills and knowledge workers require to use info technology devices in a warehouse and supply chain workplace. Successful completion of this course offered by Just Careers Training (RTO ID 91413) trading as Licences 4 Work, results in an accredited unit of competency.

Just Careers Training is a Registered Training Organisation (RTO ID 91413) that is approved to issue this qualification.

## Course Prerequisites & Entry Requirements

There are no pre-requisites.

## Duration

This course can be completed in just half a day (Up to 5 hours). Enrolments remain valid for 6 months, after which re-enrolment and payment of the course fee are required.

## Career Pathways

This course helps equip those looking to start or progress careers in inventory control, warehouse management, distribution, logistics, package delivery, courier services, and retail.

## Who Can Do This Course?

To participate in the Face to Face (F2F) course;

- You must be at least 14 years of age to do this course (you will need a guardian to sign off a permission and awareness slip if you are under 18 years old).

## Where is the course held?

Courses are held at:

- all Licences 4 Work training centres throughout NSW, QLD, VIC & WA
- in our virtual classrooms depending on your enrolment decision.

Please check our website for upcoming courses and locations. The course may be organised for the workplace; however, this can only take place once we have ensured that the area used for practical and theory training is safe and adequate. Please contact us for further details.

## What's Covered in This Course?

During this course, you will learn how to:

- Identify different types of info technology systems
- How to operate computer-based equipment and systems
- The process of inputting, storing and presenting files/data
- How to implement workplace procedures for managing and securing data

## Delivery Options



### FACE TO FACE

To complete this course face to face, participants will need to undertake the following:

- Attendance for half a day of training (4 hours)
- Participation in a range of learning activities
- Completion of Multiple-Choice questions and Short Answer questions based on your learning.
- Participation in a practical task based on your practical learning that are undertaken in a real life warehouse setting.

## Outcome

Participants who complete this course will have gained and or confirmed the following skills and knowledge to:

- Use info technology devices in the workplace in the process of picking and processing orders

On successful completion of this course you will be issued with a Statement of Attainment for the following Unit of Competency:

**TLIK2010 Use info technology devices in the workplace**



# Other Important Information



## Language, Literacy & Numeracy Requirements

This course is delivered in English. To be able to successfully complete our training programs, participants must be able to read and write English to a sufficient standard to work with the supplied texts. You may also be requested to undertake a Language, Literacy and Numeracy assessment.

## RECOGNITION OF PRIOR LEARNING (RPL)

If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (Recognition of Prior Learning).

This is a process whereby you present evidence of your competency to your assessor who will then assess your evidence against the requirements of the course. Should the evidence meet the requirements of one or more units (even the whole qualification) then you may be awarded the unit(s) and not require any training or assessment. Where

the evidence presented does not meet the requirements then you may apply to attempt an assessment only process to provide the required evidence or simply return to completing the required training followed by assessment. Contact us for further information about RPL assessments.

## Credit Transfer (CT)

Just Careers Training recognises all Statements of Attainments issued by other RTO's in Australia. If you have completed some units of this program previously through another training program (the same course) then you may be able to gain credits for this (Credit Transfer) and this may also shorten the requirements and the duration for achieving this qualification.

## Flexibility & Reasonable Adjustment

In line with VET principles and as per the requirements set out in the relevant Training Package, there is scope for Reasonable Adjustment of the training and/or assessment requirements set out in this course.

Reasonable Adjustment in training may include the use of learning props and methodologies better suited to the individual's needs, as long as the adjustment in training method is still in line with regulator requirements. Examples of this include the use of videos and presentations, one on one training methods (for parts of the training not requiring work with other individuals) and extended training plans that exceed the standard course duration and format.

Reasonable Adjustment in assessment may include adjusting the assessment methodologies or the tools in order to cater for the needs of the participant. This may include the use of Verbal Assessment in place or written assessments and other variations allowable by the course requirements. Minimum assessment requirements have been set out by in the National Training Package and these cannot be reduced.

## Participant Support

You will be provided with sufficient support to ensure that you attain this Skill Set. This support is limited to support offered throughout the duration of the course and the support that we can provide to you in relation to training and assessment. Support cannot change any of the course requirements. Where we cannot provide you with the support you require, we will provide you with information about where and how you can access any available services.

Your trainer will:

- Explain the course requirements, objectives and outcomes
- Present the required information in an easy to understand format
- Discuss the subject matter, answer your questions and demonstrate the skills required
- Assess you only once you feel (and he/she believes) you are ready for any final assessment
- Provide options for further training

Provide you with options, where they exist and are allowable for reasonable adjustment to the training and/or assessment components of this course.

## Complaints & Appeals

Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration. Your Participant Handbook contains more information.

## Fees and Charges

Payments may be made by contacting our office or through our secure website payment portal at [www.licences4work.com.au](http://www.licences4work.com.au)

All of our courses have fair Terms and Conditions– please refer to our website for further information.

## Enrolment

Participants may enrol into this course by completing the enrolment form found at our website online; by contacting our office to have an enrolment form sent out or by visiting our offices (visit our website for location details).

## Privacy and Confidentiality

Just Careers abides strictly by all state and federal requirements relating to your privacy and confidentiality including the NVR Standards and the Privacy Act 1988. Your information will only be passed to relevant persons as required by law or Department of Education guidelines.

## Further Information

For further information, please contact us and speak to one of our friendly L4W customer service staff, visit our website or refer to your Student Handbook.

### **Sydney**

[www.licences4work.com.au](http://www.licences4work.com.au)  
(02) 8292 0111

### **Newcastle**

[www.licences4worknewcastle.com.au](http://www.licences4worknewcastle.com.au)  
(02) 4954 4101

### **Brisbane**

[www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)  
(07) 2101 2499

### **Perth**

[www.licences4workperth.com.au](http://www.licences4workperth.com.au)  
(08) 9344 1704

### **Melbourne**

[www.licences4workmelbourne.com.au](http://www.licences4workmelbourne.com.au)  
(03) 9125 1998