



Australian Government

Assessment Requirements for TLIA4063 Coordinate stevedoring clerical functions

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when coordinating clerical functions at a container or cargo terminal or wharf
- completing documentation related to work activities
- dealing with internal and external customers in small, medium or large workplaces
- identifying, selecting and using relevant equipment, processes and procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol when coordinating clerical functions at a container or cargo terminal or wharf
- reading and interpreting relevant instructions, procedures and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when coordinating clerical functions at a container or cargo terminal or wharf
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international standards, codes and regulations relevant to operating terminals or wharves including the Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) Codes
- cargo marking and numbering systems
- focus of operation of work systems, equipment, management and site operating systems relevant to coordinating clerical functions at a container or cargo terminal or wharf
- problems that may occur when coordinating clerical functions at a container or cargo terminal or wharf and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- site layout of container or cargo terminal or wharf
- types of cargo including goods with specialist requirements, temperature controlled goods and dangerous goods
- workplace procedures and policies for coordinating clerical functions at a container or cargo terminal or wharf.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions including limited or restricted spaces, exposed conditions and controlled or open environments.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>