



Australian Government

TLIA4063 Coordinate stevedoring clerical functions

Release: 1

TLIA4063 Coordinate stevedoring clerical functions

Modification History

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

Application

This unit involves the skills and knowledge required to coordinate stevedoring clerical functions in accordance with relevant standards, regulations and workplace requirements, as part of work activities in the stevedoring, transport, distribution and/or allied industries.

It includes monitoring clerical functions; solving operational problems; arranging container/cargo inspection/survey; preparing for the next shift, and completing and handing over the shift.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Monitor clerical functions

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Duties and the relationship of the duties to organisational procedures are outlined and explained in accordance with workplace procedures
- 1.2 Clerical work is monitored to ensure it meets workplace requirements

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| 2 Solve operational problems | <ul style="list-style-type: none">2.1 Potential and actual problem/s are identified and or anticipated2.2 Information and evidence surrounding the problem is collected and analysed2.3 Options are identified, evaluated and optimal solution is selected2.4 Chosen solution is implemented in accordance with workplace procedures2.5 Effectiveness of the solution is evaluated against workplace requirements to resolve the problem |
| 3 Arrange container/cargo inspection/survey | <ul style="list-style-type: none">3.1 Arrangements are made to allow access to identified containers/cargo by authorised personnel3.2 Records of allowed access are completed in accordance with workplace procedures |
| 4 Prepare for next shift | <ul style="list-style-type: none">4.1 Personnel requirements for next shift are determined to ensure safe and efficient operations4.2 Container/cargo movements in the yard are checked and recorded to ensure incoming shift has up-to-date information on work status and container/cargo location |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA4063A Coordinate stevedoring clerical functions.

Links

Companion Volume implementation guides are found in VETNet -

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