TLIPC1003 Apply effective work practices

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.

Application

This unit covers the skills and knowledge required to apply effective work practices across a number of transport and logistics industry sectors.

It includes planning, organising and completing work; communicating effectively; working with others; using workplace technology; solving problems and adapting to changes.

This unit is an integrating unit because it has applications across all transport and logistics industry sectors.

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

Pre-requisite Unit

Not applicable.

Competency Field

PC – Pathways Certificate

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan, organise and complete daily work	1.1 Work instructions and priorities are identified and interpreted in consultation with supervisor
	1.2 Appropriate work plan or daily routine is determined and mapped out
	1.3 Materials, resources or information needed to complete work is determined, collected, and organised

	1.4	Work tasks are completed within designated timelines, quality standards and instructions
	1.5	Problems that arise are dealt with in a practical, timely and appropriate manner and assistance is sought when required
	1.6	Feedback is sought on work performance
2 Communicate effectively	2.1	Appropriate lines of communication with supervisors, colleagues and customers are identified
	2.2	Effective communication skills and numeracy skills are used to gather and convey information
	2.3	Appropriate non-verbal behaviour is demonstrated
3 Work with others	3.1	Work roles of self and others in the workplace are identified
	3.2	Individual responsibilities and duties to the team are undertaken in a positive manner and in a range of situations to promote cooperation and good relationships
	3.3	Customers and colleagues are respected
4 Use workplace technology	4.1	Appropriate workplace technology is selected and used in accordance with workplace and manufacturer guidelines and instructions
	4.2	Workplace technology is inspected to ensure it is not damaged and is working properly, and precautions are taken to reduce risks
	4.3	Appropriate action is taken when problems with workplace technology occur
	4.4	Workplace technology is cared for according to workplace and manufacturer guidelines and instructions
5 Solve work problems	5.1	Problems are identified and practical or creative solutions are developed within scope of individual responsibility to rectify them
	5.2	Assistance is sought from key personnel as required
	5.3	Workplace problems are reported using appropriate workplace procedures as required
6 Adapt to change	6.1	New work requirements or situations are identified, clarified and adapted to

6.2 Range of possible practical or creative options to deal with workplace challenges are considered

6.3 Willingness to be open to and trial new ideas and techniques is demonstrated

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 TLIPC1003A Apply effective work practices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

Australian Industry Standards