



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLIA4007A Coordinate stevedoring clerical functions**

**Release: 1**

## **TLIA4007A Coordinate stevedoring clerical functions**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to coordinate stevedoring clerical functions in accordance with workplace requirements including monitoring clerical functions; solving operational problems; arranging the inspection/survey of containers and/or cargo, preparing for the next shift; and completing and handing over the shift. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

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Work must be carried out in compliance with the relevant standards, regulations and workplace requirements concerning terminal/wharf operations.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and regulatory requirements to the coordination of clerical functions at a container/cargo terminal/wharf as part of work activities in the stevedoring, transport, distribution and/or allied industries.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

Not Applicable

## **Employability Skills Information**

**Employability Skills**            This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Monitor clerical functions</b>	<p>1.1 Duties and the relationship of the duties to enterprise procedures are outlined and explained in accordance with workplace procedures</p> <p>1.2 Clerical work is monitored to ensure it meets workplace requirements</p>
<b>2 Solve operational problems</b>	<p>2.1 Potential and actual problem(s) are identified and or anticipated</p> <p>2.2 Information and evidence surrounding the problem is collected and analysed</p> <p>2.3 Options are identified, evaluated and optimal solution selected</p> <p>2.4 The chosen solution is implemented in accordance with workplace procedures</p> <p>2.5 The effectiveness of the solution is evaluated against workplace requirements to resolve the problem</p>
<b>3 Arrange the inspection/survey of containers/cargo</b>	<p>3.1 Arrangements are made to allow access to identified containers/cargo by authorised personnel</p> <p>3.2 Records of access allowed are completed in accordance with workplace procedures</p>
<b>4 Prepare for next shift</b>	<p>4.1 Personnel requirements for next shift are determined to ensure safe and efficient operations</p> <p>4.2 Container/cargo movements in the yard are checked and recorded to ensure the incoming shift has up-to-date information on the status of work and container/cargo location</p>

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

#### Required knowledge:

- Australian and international standards, codes and regulations relevant to the operation of terminals/wharves including the Australian and International Dangerous Goods Codes
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the coordination of clerical functions at a container or cargo terminal or wharf
- Focus of operation of work systems, equipment, management and site operating systems relevant to the coordination of clerical functions at a container or cargo terminal or wharf
- Problems that may occur when coordinating clerical functions at a container or cargo terminal

## REQUIRED KNOWLEDGE AND SKILLS

or wharf and appropriate action that can be taken to resolve the problems

- Relevant handling and safety codes
- Site layout of container or cargo terminal or wharf
- The marking and numbering systems for cargo
- Relevant bond, quarantine or other legislative requirements

### Required skills:

- Communicate effectively with others when coordinating clerical functions at a container or cargo terminal or wharf
- Read and interpret instructions, procedures and labels relevant to coordinating clerical functions at a container or cargo terminal or wharf
- Interpret and follow operational instructions and prioritise work when coordinating clerical functions at a container or cargo terminal or wharf
- Identify cargo, container and goods, coding, ADG and IMDG markings and where applicable emergency information panels
- Complete documentation related to work activities when coordinating clerical functions at a container or cargo terminal or wharf
- Operate electronic communication equipment to required protocol when coordinating clerical functions at a container or cargo terminal or wharf
- Work collaboratively with others when coordinating clerical functions at a container or cargo terminal or wharf
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions in accordance with regulatory requirements and workplace procedures
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Identify, select and use relevant equipment, processes and procedures when coordinating clerical functions at a container or cargo terminal or wharf

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

#### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
  - the underpinning knowledge and skills
  - relevant legislation and workplace procedures
  - other relevant aspects of the range statement

#### **Context of and specific resources for assessment**

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
  - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
  - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
  - relevant and appropriate materials and equipment, and
  - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

#### **Method of assessment**

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace

## Range Statement

## RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

- Work may be conducted in:
- a range of work environments
  - by day or night
- Customers may be:
- internal or external
- Workplaces may comprise:
- large, medium or small worksites
- Work may be conducted in:
- limited or restricted spaces
  - exposed conditions
  - controlled or open environments
- Cargo may include:
- goods with specialist requirements, including temperature controlled goods and dangerous goods
- Hazards in the work area may include exposure to:
- chemicals
  - dangerous or hazardous substances
  - movements of equipment, goods and materials
- Personnel in work area may include:
- workplace personnel
  - site visitors
  - contractors
  - official representatives
- Personal protective equipment may include:
- gloves
  - safety headwear and footwear
  - safety glasses
  - two-way radios
  - protective clothing
  - high visibility clothing
- Communication in the work area may include:
- phone
  - fax
  - email/internet
  - electronic data transfer (EDI)
  - RF systems
  - radio
  - oral, aural or signed communications
- Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:
- company procedures
  - enterprise procedures
  - organisational procedures
  - established procedures
- Information/documents may include:
- goods identification numbers and codes
  - manifests, bar codes, and container identification/serial number

## RANGE STATEMENT

- Australian and international codes of practice and regulations relevant to clerical functions at a container/cargo terminal/wharf
  - Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
  - operations manuals, job specifications and induction documentation
  - manufacturers specifications for equipment
  - workplace procedures and policies
  - supplier and/or client instructions
  - dangerous goods declarations and material safety data sheets (where applicable)
  - award, enterprise bargaining agreement, other industrial arrangements
  - relevant Australian standards and certification requirements
  - quality assurance procedures
  - emergency procedures
  - relevant standards, codes and regulations for terminal and wharf operations
  - Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
    - Australian and International Dangerous Goods Codes
    - Australian Marine Orders and the International Maritime Dangerous Goods Code
    - IATA Dangerous Goods by Air regulations
    - Australian and International Explosives Codes
  - licence, patent or copyright arrangements
  - water and road use and licence arrangements
  - export/import/quarantine/bond requirements
  - marine orders
  - relevant Australian standards and certification requirements
  - relevant state/territory OH&S and environmental protection legislation
  - workplace relations regulations
  - workers compensation regulations
- Applicable regulations and legislation may include:



## **Unit Sector(s)**

Not Applicable

## **Competency Field**

**Competency Field**                    A - Handling Cargo/Stock