



Australian Government

Department of Education, Employment and Workplace Relations

TLIC1013A Ride courier/delivery bicycle

Release: 1

TLIC1013A Ride courier/delivery bicycle

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to ride a courier/delivery bicycle while safely carrying loads. This includes pre-operational checks of the bicycle; the systematic, safe and efficient control of all functions; and effective management of hazardous situations. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the regulations/permit requirements of the relevant state/territory roads and traffic authority pertaining to the riding of the bicycle on public roads.

Work is generally performed with indirect supervision, and with limited accountability and responsibility for self in achieving the prescribed outcomes.

Driving involves the application of routine procedures to pick up and deliver products, documents and materials from and to customers across a variety of operational contexts.

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

1 Inspect bicycle for operational capability

- 1.1 Work area is checked to ensure that operational checks of bicycle may be conducted safely
- 1.2 The bicycle is checked prior to operation in accordance with manufacturers safety checks, specifications and workplace procedures to ensure it is free from damage that may limit operational capability
- 1.3 Component operation is tested in accordance with manufacturers specifications and workplace procedures
- 1.4 Warning systems are all checked for operational effectiveness
- 1.5 Air pressure and lubrication are checked against specifications
- 1.6 Where required, appropriate products are used to maintain specified levels
- 1.7 Faults are identified and assessments made of their potential effect on the operation of the bicycle for the required work operations, and are reported to the appropriate personnel for rectification
- 1.8 Personal protective equipment is identified, worn and adjusted to meet recommended Australian Standards, legislative, regulatory or policy requirements

2 Ride the bicycle

- 2.1 Road area is checked for hazards prior to and during journey(s)
- 2.2 Bicycle is steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturers instructions and workplace policy
- 2.3 Gears are managed to ensure efficiency and performance and to minimise gear damage and fatigue
- 2.4 Hazards are identified and/or anticipated and avoided or controlled through defensive riding
- 2.5 The bicycle is parked and secured in accordance with manufacturers specifications, traffic regulations and workplace procedures
- 2.6 The bicycle is securely loaded and manoeuvred with due consideration to any required precautions related to characteristics of the load and/or relevant government regulations pertaining to special loads
- 2.7 Any required signs or indicators are fixed to the bicycle

3 Monitor traffic and road conditions

- 3.1 The most efficient route of travel is taken through monitoring and anticipation of traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
- 3.2 Traffic and road conditions are constantly monitored and acted upon to enable safe operation and ensure no injury to people or damage to property, equipment, loads and facilities

ELEMENT	PERFORMANCE CRITERIA
4 Monitor and maintain bicycle performance	4.1 Performance of bicycle operation is monitored during use 4.2 Defective or irregular performance or malfunctions are reported to the appropriate authority 4.3 Records are maintained/updated and information is processed in accordance with workplace procedures 4.4 Clear reference in any reports is made to any items which may affect the future efficient use and/or safety of the equipment

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant road rules, regulations, permit and licence requirements of the relevant state/territory road traffic authority
- Relevant OH&S and environmental procedures and regulations
- Bicycle handling procedures
- Workplace operational instructions
- Procedures to be followed in the event of an emergency
- Pre-operational checks carried out on bicycle and related action
- Map reading and road navigation techniques
- Cycling hazards and related defensive riding techniques
- Factors which may cause traffic delays and diversions and related action that can be taken by a courier cyclist
- Requirements of courier work systems/operations and relevant equipment
- Procedures and policies concerning the identification, acceptance and carrying of dangerous/hazardous goods

Required skills:

- Communicate effectively with others when riding a commercial courier or delivery bicycle
- Read and interpret instructions, procedures, information and signs relevant to the riding of a commercial courier or delivery bicycle
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the riding of a commercial courier or delivery bicycle
- Operate electronic communication equipment to required protocol

Required skills:

- Work collaboratively with others when riding a commercial courier or delivery bicycle
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when riding a commercial courier or delivery bicycle in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may occur when riding a commercial courier or delivery bicycle
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Apply fatigue management knowledge and techniques when riding a commercial courier or delivery bicycle
- 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
- Monitor performance of bicycle and its equipment and take appropriate action if required
- Service bicycle in terms of maintenance schedule and standard operating procedures

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

EVIDENCE GUIDE

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 carried out in typical road transport situations, including:

- operations conducted at day or night
- typical weather conditions
- on the open road
- on a private road
- while at a depot or base
- while at a customer's workplace or premises
- internal or external

Customers may be:

RANGE STATEMENT

- Bicycle handling procedures may include:
- steering and manoeuvring a bicycle
 - accelerating and braking
 - parking
 - using defensive riding techniques
- Pre-operational checks may include:
- visual check of bicycle for operational capability
 - checks of tyre pressures
 - checks of operation of lights
 - checks of gearing, steering and brakes
 - check of seat adjustment
- Minor routine repairs may include:
- replacement of blown globes in bicycle lights
 - changing tyres
 - repairing tyre punctures
- Hazards may include:
- vehicular traffic and pedestrians
 - uneven ground, steps, road surfaces
 - dust and vapours
 - hazardous or dangerous materials
 - humidity, air temperature and radiant heat
 - light including UV
 - noise
 - wet and iced roads
 - oil on road
 - animals and objects on road
- Personal protective equipment may include:
- helmet
 - sunglasses
 - sun cream
- Hazardous or dangerous goods may include:
- medical samples or supplies
 - acids, alkalines or solvents
- Consultative processes may involve:
- customers
 - other employees and supervisors
 - management
 - union representatives
 - industrial relations, Occupational Health and Safety specialists
 - other professional or technical staff
 - local government authorities
- Factors that can cause traffic delays and diversions may include:
- traffic accidents
 - flooded sections of road
 - road damage
 - bridge/tunnel damage

RANGE STATEMENT

- road works
 - building construction
 - road closures for special events such as marches, sporting events, etc.
 - holiday traffic
 - road closures for utility works such as electricity, water, sewerage, telecommunications, gas, etc.
- 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 and documentation may include:
- state/territory licence requirements relevant to courier cyclists
 - state/territory road rules
 - workplace instructions and procedures for courier cyclists including emergency procedures
 - bicycle manufacturers instructions, specifications and recommended riding procedures including pre-operational checks of bicycle
 - operations manuals including quality assurance procedures
 - induction documentation
 - competency standards and training materials
 - HAZCHEM codes and dangerous/hazardous goods codes and procedures
 - supplier and/or client instructions
 - material safety data sheets
 - communications technology equipment, oral, aural or signed communications
 - conditions of service, legislation and industrial agreements
 - OH&S procedures
- Applicable procedures and codes may include:
- relevant state/territory roads and traffic authority regulations and licence requirements pertaining to the courier cyclist
 - relevant state/territory road rules
 - relevant state/territory OH&S legislation
 - relevant state/territory fatigue management regulations
 - relevant state/territory environmental protection legislation
 - applicable dangerous/hazardous goods codes and legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field C - Vehicle Operation