



Australian Government

Assessment Requirements for TLIE2001 Present routine workplace information

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 and working effectively with others when preparing and presenting routine workplace information
- completing documentation related to preparing and presenting routine workplace information
- identifying, selecting and using relevant equipment, processes and procedures when preparing and presenting routine workplace information
- modifying activities depending on operational contingencies and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and information relevant to preparing and presenting routine workplace information
- receiving, acknowledging and sending messages with available communications equipment
- using computer software presentation packages for slides, overhead projector, computer presentations
- working systematically with required attention to detail.

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:

- documents, forms and oral presentations required as part of routine workplace activities
- problems that may occur when preparing and presenting routine workplace information and appropriate action that can be taken to resolve these problems
- operational work systems, equipment, management and site operating systems for preparing and presenting routine workplace information
- workplace procedures and policies for preparing and presenting routine workplace information.

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.

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 other 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.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>