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.

Application

This unit involves the skills and knowledge required to present routine workplace information in accordance with workplace requirements as part of work activities in the transport and logistics industry.

It includes preparing and presenting routine workplace documents as well as preparing and delivering oral presentations.

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

E – Communication and Calculation

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 Prepare and present documents	1.1 Purpose of the document is identified
	1.2 Information sources are established
	1.3 Information is collated and presented in a logical order
	1.4 Document style is selected to match purpose and workplace pro-formas

	1.5	Clear and concise language is used to convey appropriate information to target audience
	1.6	Document is checked to ensure it follows workplace requirements
	1.7	Completed document is presented to appropriate personnel as required
2 Prepare and deliver oral presentations	2.1	Purpose of oral presentation is established
	2.2	Target audience is identified
	2.3	Information is gathered and sorted
	2.4	Visual, audio and physical support media are identified or developed, if required, in accordance with workplace procedures
	2.5	Presentation is trialled and adjusted to suit target audience
	2.6	Information is presented in accordance with workplace procedures

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 TLIE2001A Present routine workplace information.

Links

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