



Australian Government

Assessment Requirements for TLIE2008 Process workplace documentation

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
- completing workplace documentation, forms, logs or diaries
- operating and adapting to differences in computing equipment in accordance with standard operating procedures
- reading, interpreting and organising information needed for completing and processing workplace documentation, forms, logs or diaries
- working collaboratively with others when completing and processing workplace documentation, forms, logs or diaries
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- writing and/or entering information into computer-based documentation systems.

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:

- protocols and procedures for processing workplace documentation using relevant workplace technology
- purpose of workplace documentation, forms, logs or diaries
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- relevant procedures and duty of care requirements
- requirements for workplace documentation, forms, logs or diaries
- sources of information for completing workplace documentation, forms, logs or diaries
- typical problems in processing workplace documentation and appropriate action and solutions.

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