



Australian Government

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.

Application

This unit involves the skills and knowledge required to process workplace documentation in accordance with workplace requirements. Processing documentation is carried out as an integral part of work operations in the context of the workplace concerned.

It includes planning and completing documentation to fulfil an identified purpose.

Work may be performed in team and autonomous working situations.

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

Elements describe the essential outcomes.

1 Plan documentation

2 Complete documentation

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Purpose of workplace documentation is identified and confirmed

1.2 Information for completing workplace documentation is collected, interpreted, analysed and organised as required

2.1 Required documentation is prepared and/or forms are completed, in accordance with workplace policies and procedures

- 2.2 Information is entered into computer-based documents, as required
- 2.3 Logs or diaries are maintained accurately and in a timely manner, in accordance with workplace requirements

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 TLIE2008A Process workplace documentation.

Links

Companion Volume implementation guides are found in VETNet -

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