



**Australian Government**

# **Assessment Requirements for TLIE2029**

## **Conduct workplace information briefings**

**Release: 2**

# Assessment Requirements for TLIE2029 Conduct workplace information briefings

## Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

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 workplace procedures
- communicating effectively with others
- identifying job hazards and documenting required actions to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies and environments
- preparing and delivering workplace briefings and completing routine workplace documents
- reading and interpreting relevant instructions, procedures and information
- reporting and rectifying issues promptly, in accordance with regulatory requirements and organisational procedures
- working collaboratively with others.

## 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:

- communication barriers and how to deal with them
- documents, forms and presentations required for workplace information briefings
- effective communication techniques, such as open and closed questioning, active listening and positive body language
- organisational procedures and policies for preparing and presenting workplace information briefings
- problems that may occur when preparing and presenting workplace information briefings, and actions that can be taken to resolve these problems.

## Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, 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 must include access to:

- a range of relevant consultation and communication exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable consultation documentation including workplace procedures, regulations, codes of practice and operation manuals.

## Links

Companion Volume Implementation Guides are found in VETNet -

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