



**Australian Government**

# **TLIE3004 Prepare workplace documents**

**Release: 2**

# TLIE3004 Prepare workplace documents

## 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.

## Application

This unit involves the skills and knowledge required to prepare workplace documents and forms in accordance with workplace requirements and applicable regulations or codes, as part of work activities within the transport and logistics industry.

It includes planning and preparing simple workplace documents and gathering relevant information enabling the completion of a workplace form.

Work is performed under general supervision 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

Elements describe the essential outcomes.

#### 1 Plan workplace

### PERFORMANCE CRITERIA

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

#### 1.1 Purpose and audience for document are identified

**document**

- |                                     |            |  |
|-------------------------------------|------------|--|
|                                     | <b>1.2</b> | Appropriate format for document is established to meet workplace requirements  |
|                                     | <b>1.3</b> | Relevant information is identified and selected for inclusion in document  |
| <b>2 Prepare workplace document</b> | <b>2.1</b> | Document is drafted in accordance with workplace procedures and conventions for sentence construction, grammar, spelling, style, punctuation and vocabulary appropriate for reader/s |
|                                     | <b>2.2</b> | Document is edited and presented in a final version appropriate to task  |
| <b>3 Complete workplace forms</b>   | <b>3.1</b> | Work related form/s is interpreted to identify information required for its completion   |
|                                     | <b>3.2</b> | Required information for completion of form is gathered from relevant sources in accordance with workplace procedures  |
|                                     | <b>3.3</b> | Form/s is completed in accordance with workplace policy and procedures, and applicable regulations and codes   |

## 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.

## Unit Mapping Information

This unit replaces and is equivalent to TLIE3004A Prepare workplace documents.

## Links

Companion Volume Implementation Guides are found in VETNet -

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

