# Assessment Requirements for TLIE3022 Complete workplace documents

**Release: 2**

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## 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 Performance Evidence
- 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 methods of analysis and interpretation for workplace documents
- applying relevant workplace procedures
- collecting relevant information for inclusion in workplace documentation
- reading and interpreting relevant instructions, procedures and information
- reporting and rectifying problems with workplace documentation
- working systematically with required attention to detail.

## 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:

- communications techniques, including active listening and effective questioning
- format and layout of documents and forms used in workplace activities
- issues that may occur when preparing and completing workplace documents, and actions that can be taken to resolve them
- methods used to analyse and interpret information to be included in workplace documents and forms
- organisational procedures and policies for completing workplace documents and forms.

## 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:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable 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