



Australian Government

TLIE3022 Complete workplace documents

Release: 2

TLIE3022 Complete 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 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.

Application

This unit involves the skills and knowledge required to collect, prepare, analyse and process workplace documents in accordance with workplace requirements. It includes collecting, preparing, analysing and interpreting information, and completing documents.

Documents are completed as an integral part of routine work in the context of the workplace concerned.

Work is performed under minimal supervision, generally in a team environment.

Work involves the application of established communications principles and practices, and may include using local technical language and vocabulary in documents.

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

Rail sector.

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Collect and prepare information	1.1	Purpose and audience for document are identified
		1.2	Appropriate document format is identified to meet organisational requirements
		1.3	Relevant information is collected for inclusion in document
		1.4	Active listening skills are applied when collecting information
		1.5	Questioning techniques are used to gain additional information and to clarify understanding
2	Interpret and analyse information	2.1	Relevant information is interpreted, analysed and collated as required for inclusion in document
		2.2	Draft is prepared as required in accordance with organisational procedures
3	Finalise workplace documents	3.1	Document is completed in accordance with organisational policies and procedures
		3.2	Document is edited and a final version appropriate to identified communication purpose is presented

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 TLIE3022A Complete workplace documents.

Links

Companion Volume implementation guides are found in VETNet -

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