



Australian Government

Assessment Requirements for TLIE3028

Complete a work diary in the road transport industry

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.

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 knowledge of associated state/territory regulations completing a work diary
- applying relevant workplace policy and procedures
- completing all required sections of work diary
- completing an accurate work diary to regulator regulations
- reading, interpreting and organising information required for completing and processing work diaries.

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:

- implications for non-compliance with a work diary
- protocols and procedures for processing work diaries using relevant workplace procedures
- purpose of work diaries
- relevant procedures and duty of care requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- requirements for work diaries
- sources of information for completing work diaries
- typical problems completing work diaries, and appropriate action and solutions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur 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 include:

- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in the road transport industry
- work diary consistent with current industry standards.

Simulation and online assessment are not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet -

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