



**Australian Government**

**Assessment Requirements for TLIE3028  
Complete a work diary in the road  
transport industry**

**Release: 2**

# Assessment Requirements for TLIE3028 Complete a work diary in the road transport industry

## Modification History

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

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Performance Evidence
- Minor changes to Knowledge Evidence
- Minor changes to 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 the requirements of the elements and performance criteria on at least one occasion and include:

- applying knowledge of associated state and/or territory regulations completing a work diary
- applying relevant workplace policies 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 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 policies and procedures
- purpose of work diaries
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- relevant workplace policies and procedures and duty of care requirements
- requirements for work diaries
- sources of information for completing work diaries
- typical problems completing work diaries, and appropriate actions and solutions.

## 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 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 must include access to:

- work diary consistent with current industry standards
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures 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>