Assessment Requirements for TLIE4030 Prepare rail safety reports

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:

- adjusting written communication to suit audience and situation
- applying appropriate written communication techniques
- applying relevant legislation and workplace procedures
- checking and confirming accuracy and validity of information
- collecting and analysing data
- handling and storing information securely and safely, with an awareness of environmental and sustainable practices
- making conclusions that are clearly based on evidence
- presenting written material in a range of media types used in the workplace
- reading, analysing and interpreting documents containing required information
- recording complete, accurate, clear and objective information
- sorting information into a logical pattern
- writing and editing a rail safety report.

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:

- applicable state/territory legislative requirements and safety reporting obligations
- barriers to effective communication
- format and layout of documents and forms used in workplace rail safety reports
- industry terminology used in rail safety sectors
- organisational report writing procedures, guidelines and requirements
- protocols and procedures for meeting regulator and organisational requirements in written communications
- security, freedom and confidentiality of information

- workplace procedures and instructions for notifiable occurrence reports.

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 or, where this is not available, in simulated workplace operational situations that replicate rail 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:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective 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