



Australian Government

Assessment Requirements for TLIE4030 Prepare rail safety reports

Release: 2

Assessment Requirements for TLIE4030 Prepare rail safety reports

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 unit Application
- Statements deleted from 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:

- 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
- reading, analysing and interpreting documents containing required information
- recording complete, accurate, clear and objective information
- sorting information into a logical sequence
- 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 sector
- organisational report writing procedures, guidelines or requirements
- protocols and procedures for meeting regulator and rail network requirements in written communications

- security, freedom and confidentiality of information
- workplace procedures and instructions for notifiable occurrence reports.

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 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 must include access to:

- a range of relevant exercises, case studies and/or simulations
- 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>