



Australian Government

TLI0004 Provide assistance to customers

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.

Application

This unit involves the skills and knowledge required to assist customers in accordance with legislative and regulatory requirements.

It includes establishing contact with customers, identifying customer needs and providing appropriate support to customers during their journey.

Work is performed with limited or minimum supervision. It involves providing assistance to customers requiring assistance during their journey.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Rail sector.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Establish contact with customers

PERFORMANCE CRITERIA

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

- 1.1** Customers are acknowledged and greeted in a professional, courteous and concise manner in accordance with organisational requirements
- 1.2** Personal dress and presentation are maintained in

- accordance with organisational requirements
- 1.3** Communication involving appropriate interpersonal skills to facilitate accurate and relevant exchange of information is used
 - 1.4** Sensitivity to customer specific needs, and cultural and individual differences is maintained
- 2 Identify customer needs**
- 2.1** Appropriate questioning and active listening are used to determine customer needs
 - 2.2** Urgency of customer needs is assessed to identify priorities for service delivery
 - 2.3** Appropriate customer service for specific customer need is identified
- 3 Deliver service to customers**
- 3.1** Customer service needs are promptly responded to and support provided in accordance with organisational requirements
 - 3.2** Customer communications and inquiries are conducted in a clear, concise and courteous manner
 - 3.3** Knowledge of services and/or operations is used to answer customer queries or to respond to customer needs
 - 3.4** Customer is directed to, or assistance from other staff is sought, when a customer inquiry cannot be fully answered
 - 3.5** Opportunities to enhance quality of service and products are identified and actions are taken to improve service whenever possible
 - 3.6** Information about problems and delays is provided and follow up is made within appropriate timeframes as required
 - 3.7** Customer inquiries and associated action/s are recorded and/or reported as required in accordance with workplace procedures
- 4 Prepare for passengers with specific needs**
- 4.1** Vigilance is maintained for passengers with specific needs/disabilities on arrival
 - 4.2** Hazards are identified, risks are assessed and risk control measures are implemented

- 4.3** Actions to assist customers with specific needs/disabilities are identified in accordance with workplace procedures and/or requirements
- 5 Provide assistance to customers with specific needs**
- 5.1** Ancillary equipment is accessed for passengers with wheelchairs/prams as required
- 5.2** Customers with assistance dogs are observed and assisted as required
- 5.3** Customers with other specific needs are observed and assisted as required
- 5.4** Customers are assisted in a courteous manner, sensitive to their needs
- 5.5** Ongoing support and/or vigilance is provided to customers with specific needs to maximise their travelling safety and comfort
- 5.6** Ancillary equipment is utilised safely in accordance with workplace procedures and safety regulations
- 6 Communicate regarding customers with specific needs**
- 6.1** Relevant personnel are informed when assisting customers with specific needs may cause delays to services
- 6.2** Relevant personnel are informed about the presence of customers with specific needs as required

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 TLII3020 Provide assistance to customers.

Links

Companion Volume Implementation Guides are found in VETNet -

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