



Australian Government

Assessment Requirements for TLIJ5007

Conduct internal quality audits

Release: 1

Assessment Requirements for TLIJ5007 Conduct internal quality audits

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 relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- conducting an internal audit in the workplace
- interpreting and following operational instructions and prioritising work
- leading others
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- planning and organising activities
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and applying appropriate technology, information systems and procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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:

- application of current competencies within functional activity
- application of relevant Australian Standards and certification requirements
- coaching and mentoring approaches to support team members to share knowledge and skills
- enterprise business policies and plans including procedures for identifying non-compliance and best practice
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- operational work systems, resources, management and workplace operating systems
- problems that may occur and action that can be taken to resolve or report these problems
- quality procedures and implementation strategies
- relevant regulations, codes of practice and legislative requirements including the Australian Dangerous Goods (ADG) Code
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- workplace procedures for conducting internal quality audits.

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:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet -

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