TLIK0003 Perform electronic data interchange to transmit documentation

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 perform electronic data interchange (EDI) to transmit documentation.

It includes identifying and establishing document purpose and information sources, compiling data files as well as transmitting and receiving documentation.

Work is performed under general supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 **Identify and establish document purpose and information**	1.1 Purpose of task is identified and appropriate document templates are accessed
	1.2 Relevant sources of data are accessed in accordance with task requirements

sources		**1.3**	Existing data files are identified and updated
		1.4	Stored data regarding applicable regulations, client instructions, protocols or procedures are selected and combined correctly for the task
2	**Compile data files**	**2.1**	Files are created or updated in accordance to required format and layout
		2.2	Data is accurately entered consistent with required purpose and in accordance with regulatory and workplace requirements
		2.3	Discrepancies in documentation are identified and appropriate action is undertaken in accordance with workplace procedures
		2.4	Files created or updated are saved and stored in accordance with workplace and regulatory requirements
3	**Transmit data**	**3.1**	Data destinations are correctly identified and selected
		3.2	Destinations are checked for readiness to receive transmission
		3.3	Security arrangements for data exchange are undertaken in accordance with workplace procedures
		3.4	Documents are transmitted, componentry is used in accordance with workplace procedures and all information is correctly downloaded
		3.5	Action is undertaken within scope of authority to rectify identified transmission faults
		3.6	Data is printed and filed, stored and forwarded in accordance with workplace procedures
4	**Receive documentation**	**4.1**	Infotechnology devices are checked for readiness to receive downloaded data
		4.2	Received data is printed and checked for accuracy
		4.3	Action is undertaken within scope of authority to rectify transmission faults
		4.4	Documents are printed, as required, and filed, stored or forwarded in accordance with workplace procedures

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.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIK2007 Perform electronic data interchange to transmit shipping documentation.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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