



**Australian Government**

# **Assessment Requirements for TLIL0007 Complete workplace induction procedures**

**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 the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others when completing workplace activities
- demonstrating an understanding of the immediate management structure relating to the job role
- identifying and correctly using equipment, processes and procedures
- identifying and following relevant legislation and workplace procedures
- identifying hazards and following workplace control measures that may exist during work activities
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- selecting and using required personal protective equipment (PPE) conforming to industry, and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others when completing workplace activities
- 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 the requirements of the elements and performance criteria and include knowledge of:

- conditions of employment, including employer and employee obligations, WHS/OHS and other regulations in relation to engagement, working times and conditions, and disciplinary procedures
- customer service standards and procedures
- emergency response procedures
- PPE and instructions for its use
- site or workplace layout
- workplace hazards and related hazard minimisation procedures
- workplace procedures and standards, including WHS/OHS and environmental protection responsibilities
- workplace structure and how it applies to own job role
- workplace structures and the roles and responsibilities of team members.

## 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 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:

- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures 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>