Australian Government

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.

Application

This unit involves the skills and knowledge required to complete workplace induction procedures.

It includes identifying major workplace areas in terms of functions, organisational structures and roles, organising and accepting responsibility for own workload, and following workplace practices. It also includes participating in identifying and meeting own learning needs, and planning and organising a personal daily routine.

Workplace induction is completed to enable a worker to enter a workplace and to participate safely and effectively in workplace activities.

Work is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

L - Resource Management.

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 major workplace areas in	**1.1** Workplace layout, and work activities conducted

terms of functions, organisational structures and roles		in each work area are identified
	1.2	Workplace organisational structure and the relationship of each role are outlined
	1.3	Types of workplace facilities, their purpose and potential risk factors are identified
	1.4	Equipment and technology used in the workplace are outlined in terms of function and physical characteristics
	1.5	Individual responsibilities are identified and acted on in the conduct of assigned duties
	1.6	Internal and external customers and the workplace areas that serve them are identified
	1.7	Workplace hazards are identified and related workplace control measures are followed
	1.8	Relevant personal protective equipment (PPE) is identified and correctly used in accordance with workplace procedures
	1.9	Workplace emergency procedures are identified and followed in real or simulated emergency situations
2 Organise and accept responsibility for own workload	**2.1**	Priorities and deadlines are established in consultation with others, as required, and recorded
	2.2	Work activities are planned and work progress communicated to others, as required
	2.3	Work is completed to the standard expected in the workplace and in accordance with workplace procedures
	2.4	Variations and difficulties affecting work requirements are identified and reported to appropriate personnel, as required
	2.5	Support, if required, is sought from appropriate personnel
3 Follow workplace practices	**3.1**	Workplace procedures, regulations and legislation appropriate to the position are identified and followed

	3.2	Commitments to internal and external customers are met
	3.3	Workplace confidentiality is maintained in accordance with workplace procedures
	3.4	Codes of conduct are followed
	3.5	Workplace security procedures are identified and followed
4 Participate in identifying and meeting own learning needs	**4.1**	Organisational structure, career paths and training opportunities appropriate to the workplace are identified
	4.2	Steps are taken, in consultation with appropriate personnel, to identify own learning needs
	4.3	Opportunities are taken to establish networks and working relationships with others
	4.4	Feedback from appropriate personnel is acted upon, as required
5 Plan and organise a personal daily routine	**5.1**	Daily routine is planned in accordance with workplace requirements
	5.2	Clarification of task requirements is sought, as appropriate
	5.3	Achievable time and other performance measures are agreed and met
	5.4	Tasks are completed and variations to plan are identified and reported to appropriate personnel

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 TLIL1001 Complete workplace orientation/induction procedures.

Links

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