



Australian Government

**Assessment Requirements for TLIL0011
Implement equal employment opportunity
strategies**

Release: 1

Assessment Requirements for TLIL0011 Implement equal employment opportunity strategies

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:

- applying relevant legislation and workplace procedures
- collecting data and analysing information
- communicating and working effectively with others when implementing equal employment opportunity (EEO) policy and strategies
- completing documentation
- demonstrating non-discriminatory behaviour
- implementing relevant policies, procedures and strategies
- implementing support strategies with stakeholders
- maintaining EEO communication and inclusive language throughout the workplace
- monitoring and prioritising work activities without discriminating against personnel
- providing negotiation/discussion records
- reading, interpreting and following relevant instructions, procedures, policies, conditions of employment, industrial agreements and legislative requirements
- reporting problems and supporting with the identification of strategies in accordance with regulatory requirements and workplace policies and procedures
- supporting employees with EEO matters
- working systematically with required attention to detail
- writing reports.

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:

- documentation and reporting requirements for implementing EEO strategies
- elements of workplace operations relevant to implementing EEO strategies, including:
 - benchmarking and strategy development
 - communication, consultation and negotiation principles
 - conflict resolution principles and practices
 - data analysis
 - emotional intelligence principles
 - industrial awards and enterprise agreements
 - personal wellbeing
 - privacy principles
 - problem solving
 - relationship skills, including listening and support
 - report writing
 - support options for referral and referral processes
 - workplace delegations
- grievance policies
- preventative strategies and inclusive practices
- relevant EEO regulations
- workplace policies and procedures for implementing EEO strategies, including employee assistance programs.

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:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (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>