



Australian Government

**Assessment Requirements for TLIL1001
Complete workplace orientation/induction
procedures**

Release: 2

Assessment Requirements for TLIL1001 Complete workplace orientation/induction procedures

Modification History

Release 2: This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor amendment to PC 1.9.
- Assessment Conditions updated.

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 precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when completing workplace orientation and induction procedures
- completing documentation related to work activities
- demonstrating an understanding of the immediate management structure relating to the job role
- demonstrating an understanding of workplace structure and how it applies to the job role
- identifying and correctly using equipment, processes and procedures
- identifying workplace products and services and their features
- 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
- reading and interpreting instructions, procedures, information and signs relevant to work activities
- 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 orientation and induction procedures
- 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 service, including employer and employee obligations under awards, employment contracts, WHS/OHS and other regulations in relation to engagement, working times and conditions, and dismissal and discipline arrangements
- customer service standards and procedures
- emergency response procedures
- PPE and instructions for its use
- site or workplace layout
- workplace documentation and record keeping procedures and requirements
- workplace hazards and related hazard minimisation procedures
- workplace procedures, standards and duty of care requirements, including WHS/OHS and environmental protection responsibilities
- workplace structures and the roles and responsibilities of team/group 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>