



Australian Government

TLIL1001 Complete workplace orientation/induction procedures

Release: 1

TLIL1001 Complete workplace orientation/induction procedures

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 orientation and induction procedures when commencing a new work role, in accordance with regulatory requirements and workplace operational policies and procedures.

It includes identifying major workplace areas in terms of functions, organisational structures and occupations, and organising and accepting responsibility for own workload.

It also includes applying ethical practices, receiving and acting constructively on personal feedback, participating in identifying and meeting own learning needs, and planning and organising a personal daily routine.

Workplace orientation and 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

Elements describe the essential outcomes.

1 Identify and act on major workplace areas in terms of

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Workplace layout, flow of materials and goods, and work activities conducted in each work

functions, organisational structures and occupations

area are identified

- 1.2 Workplace organisational structure and the relationship of each occupation and classification grouping to this structure 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 under industrial agreements are identified and acted on in the conduct of assigned duties
- 1.6 Key internal and external customers and the workplace areas that serve them are identified
- 1.7 Workplace hazards are identified and related hazard minimisation procedures are followed
- 1.8 Relevant personal protective equipment (PPE) is identified and correctly used in accordance with regulations and workplace requirements
- 1.9 Workplace emergency procedures are identified and followed in real and simulated emergency situations

2 Organise and accept responsibility for own workload

- 2.1 Priorities and deadlines are established in consultation with others (as appropriate) and recorded
- 2.2 Work activities are planned and progress of work is communicated to others whose personal work plans and timelines may be affected
- 2.3 Work is completed to the standard expected in the workplace and in accordance with any guidelines, directions or instructions
- 2.4 Variations and difficulties affecting work requirements are identified through regular reviews and action is taken to report these issues to supervisory staff

- 2.5 Additional support to improve work is communicated clearly to appropriate personnel
- 3 Apply ethical practices**
- 3.1 Workplace procedures, regulations and legislation appropriate to the position are identified and followed
- 3.2 Commitments and undertakings to clients, colleagues and supervisors are met
- 3.3 Required confidentiality is maintained
- 3.4 Appropriate codes of acceptable and ethical work practices are applied
- 3.5 Workplace security policies are identified, including their relationship to personal job role
- 4 Receive and act constructively on personal feedback**
- 4.1 Suggestions on ways to improve work are sought regularly from appropriate personnel
- 4.2 Feedback is acted upon as required to improve work performance
- 5 Participate in identifying and meeting own learning needs**
- 5.1 Workplace operations and equipment, and focus of the activity are identified
- 5.2 Organisational structure, career paths and training opportunities appropriate to the enterprise are identified
- 5.3 Steps are taken, in consultation with appropriate personnel, to identify own learning needs by assessing and planning future work requirements
- 5.4 Appropriate opportunities to learn and develop required competencies are undertaken including establishing networks and working relationships with others
- 6 Plan and organise a personal daily routine**
- 6.1 Daily routine is planned to take into account rosters, industrial agreements and workplace procedures
- 6.2 Clarification of task requirements is sought as appropriate
- 6.3 Achievable time and other performance

measures are agreed

6.4 Tasks are completed and variations to plan are identified and reported

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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL1001A 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>