



Australian Government

TLIL2031 Monitor and process attendance records

Release: 1

TLIL2031 Monitor and process attendance records

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 monitor and process attendance records in accordance with regulatory and workplace requirements as part of work activities undertaken in the transport and logistics industry.

It includes monitoring attendance records as well as checking and processing attendance information.

Work is performed individually but the ability to work within a team environment may also be required.

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 Monitor attendance records

PERFORMANCE CRITERIA

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

- 1.1 Hours worked, as recorded for each employee, are accessed, checked and documented on a prescribed time basis
- 1.2 Employee record cards or other daily time records showing hours absent are followed up to ensure authorised absences are accurately recorded

- 1.3 Employee daily time records showing additional hours worked are followed up to determine whether additional payments are authorised
 - 1.4 Unauthorised absences are notified to appropriate personnel in a timely way to ensure follow-up action is initiated
 - 1.5 Employee attendance sheets are received, checked and processed to ensure accurate employee records are maintained
- 2 Process attendance records**
- 2.1 Unexplained absences are identified, confirmed and appropriate personnel are notified for follow-up action
 - 2.2 Timesheets, or equivalent, are checked and forwarded to payroll department for costing purposes
 - 2.3 Employee record cards or other identification system requirements are checked and redistributed in a timely way

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 TLIL2031A Monitor and process attendance records.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>