



Australian Government

Assessment Requirements for TLIL4009

Manage personal work priorities and professional development

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.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when managing personal work priorities and professional development
- completing documentation related to managing personal work priorities and professional development
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- planning work activities, including predicting consequences and identifying improvements
- reading and interpreting instructions, procedures, information and signs relevant to managing personal work priorities and professional development
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- taking advantage of learning opportunities in the workplace, training programs and workshops
- working collaboratively with others when managing personal work priorities and professional development.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate learning methods to maintain current competence or to develop new competencies
- coaching and mentoring approaches to support team members to share and develop knowledge and skills
- competencies required to increase participation in organisational planning and

development

- relevant regulatory and code requirements
- resource availability including the competencies of individuals in the team/group
- typical problems that can occur when managing personal work priorities, and professional development and related action that can be taken
- workplace business policies and plans including procedures for undertaking professional development
- workplace protocols and procedures for managing personal work priorities and professional development.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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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 include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet -

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