



**Australian Government**

**Assessment Requirements for TLIL4032  
Implement equal employment equity  
strategies**

**Release: 1**

# Assessment Requirements for TLIL4032 Implement equal employment equity 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 of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others when implementing equal employment opportunity (EEO) strategies
- completing relevant documentation
- counselling and negotiating with employees on EEO matters
- modifying activities depending on operational contingencies and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures
- reading, interpreting and following relevant instructions, procedures, policies, conditions of employment, industrial agreements and awards
- applying relevant legislation and workplace procedures
- selecting and using relevant computer, communication and office equipment and programs
- working systematically with required attention to detail.

## 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:

- documentation and reporting requirements for implementing EEO strategies
- elements of workplace operations relevant to implementing EEO strategies, including
  - training and social justice policies and procedures
  - workplace organisational structure
  - workplace human resource policies and practices
  - job description and specifications
  - referral processes
  - workplace standards and delegations
  - quality management
  - work area business plans
  - industrial awards and enterprise agreements
- operational work systems, equipment, management and site operating systems for implementing EEO strategies
- problems that may occur when implementing EEO strategies and appropriate action that can be taken to resolve these problems
- relevant EEO regulations
- workplace procedures and policies for implementing EEO strategies.

## 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 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>