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TLIL4036 Develop rosters

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.

Application

This unit involves the skills and knowledge required to develop rosters in accordance with regulatory and workplace requirements, as part of work activities in the transport and logistics industry.

It includes identifying operating requirements, tasks, responsibilities and work requirements along with establishing and finalising work rosters.

Work is under minimal 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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify operating requirements	1.1 Transport timetables and running times for each line or service are identified and kept updated within roster operations
	1.2 Transport running times are identified for each line or service to ensure all crewing requirements are planned
	1.3 Set working or work tasks to be performed are identified

	for each transport service
	1.4　Contingency plans covering operational problems are identified and impact on crewing needs analysed
2　Identify tasks, responsibilities and work requirements	2.1　Support activities required to facilitate transport arrival and activities are identified to ensure all crewing requirements are planned
	2.2　Support activity set workings or required work tasks are identified
3　Establish work rosters	3.1　Rosters are developed to cover all work requirements with regard to relevant industrial/workplace conditions, absenteeism levels and planned leave
	3.2　Rosters are arranged to allow sufficient flexibility to allow contingency plans to be implemented
	3.3　Rosters are circulated in accordance with workplace policies and procedures for review by affected personnel
	3.4　Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are identified and addressed in rosters developed
	3.5　Relevant safeworking systems and requirements are identified and addressed in rosters developed
4　Finalise work rosters	4.1　Feedback from personnel associated with rosters is addressed and acceptable modifications are agreed
	4.2　Final rosters are documented and distributed to ensure work requirements are accurately communicated

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 TLIL4036A Develop rosters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851