



Australian Government

Assessment Requirements for TLIL4037 Apply and amend rosters

Release: 2

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Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor word change in PC 2.1
- Minor statement changes in Knowledge Evidence
- Minor statement changes in Assessment Conditions.

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:

- adapting to differences in roster requirements in accordance with operating procedures
- allocating suitably qualified personnel to tasks
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when applying and amending rosters
- completing relevant documentation
- identifying and confirming changes to activities
- implementing contingency plans
- interpreting conditions of employment and industrial agreements and awards
- interpreting set workings and combined set workings
- interpreting transport timetables and service details
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and information and signs
- reporting and/or rectifying identified problems that may occur in accordance with workplace procedures
- selecting and using relevant computer/communication/office equipment required when applying and amending rosters
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

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 amending rosters, including computer-based systems
- embarkation and disembarkation requirements
- equipment capacities and limitations
- operational work systems, equipment, management and site operating systems for applying and amending rosters
- passenger service needs
- personnel capabilities
- problems that may occur when amending rosters and appropriate actions that can be taken to resolve these problems
- relevant organisational operations
- relevant regulations, safeworking systems and requirements, and codes of practice
- relevant WHS/OHS and environmental protection procedures and guidelines, including fatigue management network standards and guidelines
- requirements for absentee coverage
- support activities
- transport services offered by the organisation
- workplace procedures and policies for applying and amending rosters.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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 must include:

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

Links

Companion Volume implementation guides are found in VETNet -

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