TLIL4037 Apply and amend rosters

TLIL4037 Apply and amend rosters

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.

Application

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

It includes identifying changes to timetables, planned activities and support activities; confirming changes to planned activities and personnel availability; and re-allocating personnel and amending 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

Rail sector.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to demonstrate

essential outcomes.		achievement of the element.	
1	**Identify changes to timetables, planned activities and support activities**	1.1	Changes to transport timetables are identified and their effect on operation and support areas is assessed
		1.2	New work requirements or revised set workings are identified and communicated to appropriate personnel
		1.3	Difficulties relating to new work requirements are resolved with central roster operations and appropriate work areas
		1.4	Difficulties in achieving changes to work outcomes are resolved with those initiating change in accordance with workplace policies and procedures
2	**Confirm changes to planned activities**	2.1	Changes to planned services are confirmed and impact on support activities is assessed
		2.2	Support activities required to achieve amended service are assessed and necessary resources are identified and allocated
		2.3	Revised work outcomes or set workings are conveyed to relevant support work area/s for implementation
3	**Confirm personnel availability**	3.1	Amended rosters and work requirements are confirmed and distributed to appropriate work areas
		3.2	Personnel on amended rosters required to achieve new work outcomes are notified of changes
		3.3	Difficulties associated with compliance with amended roster/s or work outcomes are resolved within work area to the satisfaction of all involved in accordance with workplace policies and procedures
		3.4	Agreed work area changes to rostered work or amended work outcomes are communicated to central roster operations and appropriate personnel records area
4	**Re-allocate personnel and amend rosters**	4.1	Agreed changes to rosters are confirmed with appropriate personnel
		4.2	Appropriate arrangements are made to implement amended rosters
		4.3	Personnel are re-allocated to achieve agreed work outcomes or amended set workings
		4.4	Final amendments to rosters are made to achieve agreed work outcomes or set workings

4.5   Appropriate documents are updated to reflect changes made and ensure their recognition

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.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4037A Apply and amend rosters.

Links

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