Assessment Requirements for TLIL5020 Develop and maintain operational procedures for transport and logistics enterprises

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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 precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when developing and maintaining operational procedures for transport and logistics enterprises
- completing documentation related to developing and maintaining operational procedures for transport and logistics enterprises
- implementing contingency plans
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating electronic communication equipment to required protocol
- planning and organising activities
- prioritising work and coordinating self and others in relation to transport and logistics operations
- providing leadership and working collaboratively with others when developing and maintaining operational procedures for transport and logistics enterprises
- reading and interpreting transport and logistics schedules, inventories, regulatory requirements, customer instructions, workplace procedures and manuals relevant to developing and maintaining operational procedures for transport and logistics enterprises
- selecting and applying appropriate application of technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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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:

- application of current competencies within functional activity
- application of relevant Australian standards and associated certification requirements
- business policies, procedures and plans including procedures for outsourcing components of operations and engaging additional resources
- focus of operation of transport and logistics systems, resources, management and workplace operating systems
- licence and permit requirements relevant to transport and logistics operations
- problems that may occur when developing and maintaining operational procedures for transport and logistics enterprises and action that can be taken to resolve or report these problems
- regulations, codes of practice and legislative requirements including local and international regulations relevant to transport and logistics operations and the Australian Dangerous Goods (ADG) Code where applicable
- resource availability including the competencies of individuals in the team/group
- risks and hazards related to developing and maintaining operational procedures and ways of controlling the risks involved
- transport and equipment applications, capacities, configurations, safety hazards and control mechanisms
- workplace policies and procedures, including those covering issue resolution and grievance
- workplace procedures for developing and maintaining operational procedures for transport and logistics enterprises.

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:

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- 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