



**Australian Government**

**Assessment Requirements for TLIO3016  
Apply and monitor workplace security  
procedures**

**Release: 1**

# Assessment Requirements for TLIO3016 Apply and monitor workplace security procedures

## 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:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when applying and monitoring security procedures for cargo, freight and mail
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures for maintaining security when transferring cargo, freight and mail
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning own work including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures and information
- receiving, acknowledging and sending messages with available communications equipment
- reporting and/or rectifying identified problems that may arise, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when applying and monitoring security procedures for cargo, freight and mail
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

## 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:

- Australian and international codes and regulations relevant to security arrangements for transferring cargo, freight and mail
- cargo/freight/mail marking and numbering systems
- focus of operation of work systems, equipment, management and site operating systems for securely transferring cargo/freight/mail
- relevant bond, quarantine or other legislative requirements
- relevant work health safety (WHS) /occupational health and safety (OHS) and environmental protection procedures and guidelines
- security problems that may occur when transferring cargo, freight and mail, and appropriate action that can be taken to resolve or avoid these problems
- site layout and operating procedures
- types of hazardous cargo and special handling procedures
- workplace security procedures and policies for transferring cargo/freight/mail.

## 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.education.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>