



Australian Government

Assessment Requirements for TLIP0009 Manage workplace information

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.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when managing workplace information
- contributing to increased efficiencies in operations and resource management
- identifying and collecting information for use in the workplace
- monitoring and prioritising work activities in terms of planned schedule
- preparing and completing relevant documentation
- reading, interpreting and following relevant instructions, procedures and workplace information
- reporting and/or rectifying identified problems that may arise in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and procedures to workplace tasks
- selecting and efficiently using information management systems and technologies
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- financial impact of managing workplace information
- recording, reporting and systems
- relevant regulatory, code requirements and quality programs
- resource availability
- typical problems that can occur when managing workplace information and related appropriate actions that can be taken
- workplace policies and plans as they relate to management of information.

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 access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures 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>