TLIP4005 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.

Application

This unit involves the skills and knowledge required to manage workplace information.

It includes identifying and sourcing information needs; collecting, analysing and reporting information; using management information systems; contributing to the preparation of operational plans; and preparing resource proposals.

Work is performed under limited or minimum supervision with general guidance on progress and outcomes. It involves the use of discretion and judgement for self and others when managing workplace information systems.

Work involves responsibility for managing information processing and storage systems in the workplace and the leading others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and source information needs	1.1 Information needs of individuals/teams is determined and potential sources of information are identified
	1.2 Information held by the organisation is reviewed to determine suitability and accessibility

	1.3	Arrangements are made to obtain identified information not available/accessible within the organisation
2 Collect, analyse and report information	2.1	Information relevant to the needs of individuals/teams is collected as required
	2.2	Information is collected in or transferred to a format suitable for analysis, interpretation and dissemination
	2.3	Information is analysed to identify and report relevant trends and developments in terms of the needs for which it was acquired
3 Use management information systems	3.1	Management information systems are used effectively to store and retrieve data for decision making
	3.2	Technology available in the work area/organisation is used to manage information efficiently and effectively
	3.3	Recommendations for improving the information system are submitted to designated persons/groups
4 Contribute to the preparation of operational plans	4.1	Individuals/teams are involved in preparing operational plans in ways which use their contribution effectively and gain their support for the outcomes
	4.2	Operational plans are prepared and presented in accordance with workplace guidelines and requirements
5 Prepare resource proposals	5.1	Resource planning data is collected in consultation with colleagues, including those who have a specialist role in resource management
	5.2	Workplace business plans, and customer and supplier requirements are reflected in estimates of resource needs and use
	5.3	Proposals to secure resources are supported by clearly presented submissions describing realistic options, benefits, costs and outcomes

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.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4005A Manage workplace information.

Links

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