# Assessment Requirements for TLIP5037 Develop workplace policy and procedures

**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 of the requirements of the elements and performance criteria on at least one occasion and include:

- adjusting communication to suit different audiences
- communicating with stakeholders to discuss possible approaches to policy development and implementation, and contributing to resolving disputes among stakeholders
- consulting on and validating policy
- implementing strategy, as part of the policy, that has been devised, implemented and reviewed
- managing different points of view and dissenting stakeholders effectively
- planning, developing and implementing organisational policy that complies with legislative requirements
- preparing written reports using precise expression, language and structures suited to intended audience
- reading and evaluating complex and formal documents such as policy and legislation
- researching, analysing and presenting information
- responding effectively to diversity
- reviewing and improving policies by identifying improvements and benchmarking against industry best practice, and attempting new approaches over time
- working as a member of a team.

## 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:

- best practice approaches relevant to own work area
- equal employment opportunity, equity and diversity principles, and work health and safety (WHS)/occupational health and safety (OHS) implications of policy being developed
- legislation, regulations and codes of practice applicable to industry and organisation
- quality assurance systems relevant to own organisation
- relevant industry standards
- relevant organisational policies, procedures and protocols.

## 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
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

## Links

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