



**Australian Government**

# **TLIP5037 Develop workplace policy and procedures**

**Release: 1**

# TLIP5037 Develop workplace policy and procedures

## 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 develop and implement a workplace policy, and includes modifying the policy to suit changed circumstances.

It includes developing, communicating and implementing workplace policy as well as reviewing policy as required.

Work must be undertaken in accordance with relevant national, state/territory legislation, regulations and codes of practice.

This unit applies to people with managerial responsibilities who undertake work developing workplace strategies, including the development and implementation of policy and supporting procedures.

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

Elements describe the essential outcomes.

#### 1 Develop workplace policy

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Workplace policy requirements are identified

1.2 Information is gathered from a range of sources to plan and develop policy

- 1.3 Stakeholders are identified and consulted as a key component of the policy development process
  - 1.4 Policy option recommendations are made based on likely effectiveness, timeframes and cost
  - 1.5 Identified workplace policy requirements are reflected in policy developed
  - 1.6 Appropriate methods of implementation are agreed
- 2 Communicate workplace policy**
- 2.1 Workplace policy and expected outcomes are promoted to key stakeholders
  - 2.2 Expected outcomes, activities to be undertaken and assigned responsibilities are communicated to those involved in implementing the policy
- 3 Implement workplace policy**
- 3.1 Workplace policy implementation procedures are developed and communicated to stakeholders
  - 3.2 Strategies for continuous improvement are implemented
  - 3.3 Responsibility to use recording systems for tracking continuous improvement is established and assigned
- 4 Review workplace policy implementation**
- 4.1 Outcomes are documented and feedback is provided to key personnel and stakeholders
  - 4.2 Outcomes of policy implementation are investigated
  - 4.3 Records to identify trends that may require remedial action are monitored and used to promote continuous improvement of performance
  - 4.4 Policy and or procedures are modified as required to ensure agreed improvements are made

## 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 TLIP5037A Develop workplace policy and procedures.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>