



Australian Government

TLIPC0003 Apply effective work practices

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 covers the skills and knowledge required to apply effective work practices.

It includes planning, organising and completing daily work; communicating effectively; working with others; using workplace technology; solving work problems and adapting to changes.

This unit is designed for entry-level workers or students interested in a supply chain career.

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

Pre-requisite Unit

Not applicable.

Competency Field

PC – Pathways Certificate.

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 Plan, organise and complete daily work	1.1 Work instructions and priorities are identified and interpreted in consultation with appropriate personnel
	1.2 Appropriate work plan or daily routine is determined and agreed with appropriate personnel
	1.3 Materials, resources or information needed to complete work

is determined, collected and organised

1.4 Work tasks are completed within designated timelines, quality standards and instructions

1.5 Problems that arise are dealt with in a practical, timely and appropriate manner and assistance is sought when required

1.6 Feedback from appropriate personnel is acted upon in accordance with own job role and workplace procedures

2 Communicate effectively

2.1 Appropriate lines of communication with appropriate personnel and customers are identified

2.2 Effective communication skills are used to gather and convey information

3 Work with others

3.1 Work roles of self and team members are identified

3.2 Individual responsibilities and duties to the team are undertaken in a positive and respected manner that promotes cooperation and good working relationships

4 Use workplace technology

4.1 Appropriate workplace technology is selected and used in accordance with workplace procedures and manufacturer instructions

4.2 Workplace technology is inspected to ensure it is not damaged and is working properly, and precautions are taken to reduce risks

4.3 Appropriate action is taken when problems with workplace technology occur

4.4 Workplace technology is cared for according to workplace and manufacturer guidelines and instructions

5 Solve work problems

5.1 Problems are identified and solutions are developed within scope of individual responsibility to rectify them

5.2 Assistance is sought from appropriate personnel, as required

5.3 Workplace problems are reported using appropriate workplace procedures, as required

6 Adapt to change

6.1 New work requirements or situations are identified, clarified and adapted to

6.2 Range of possible options to deal with workplace challenges are considered

6.3 Flexibility to trial new ideas and techniques is demonstrated

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 TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIPC1003 Apply effective work practices.

Links

Companion Volume Implementation Guides are found in VETNet -

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