Australian Government

TLI Transport and Logistics Training Package

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Links

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

TLI10115 Certificate I in Transport and Logistics (Pathways)

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This qualification is a cross-sector certificate using units in the TLI Transport and Logistics Training Package, which provides a pathway for those who have had limited access to formal vocational and education training such as young unemployed people, early school leavers and students at risk, older unemployed people, Indigenous groups, geographically disadvantaged, and people with learning difficulties.

It is also designed to assist Year 9 and 10 students as a framework for a structured workplace learning program, and to develop employability and technical skills required by those commencing a career in the Transport and Logistics Industry.

The breadth, depth and complexity of knowledge and skills in this qualification would prepare a person to perform a defined range of activities, most of which may be routine and predictable.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **7 units of competency** comprising:

3 core units listed below plus

1 technical elective unit from the technical elective units listed below **plus**

3 general elective units may be selected from this Training Package or from any relevant nationally endorsed Training Package or accredited course.

The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

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TLIPC1001 Demonstrate care and apply safe practices at work

TLIPC1002 Adapt to work requirements in the transport and logistics industry

TLIPC1003 Apply effective work practices

Technical elective units

TLIPC1004 Complete courier delivery operations

TLIPC1005 Complete small store operations

General elective units

3 general elective units to be selected from this Training Package or any relevant nationally endorsed Training Package or accredited course.

Qualification Mapping Information

This qualification replaces and is equivalent to TLIPC110 Certificate I in Transport and Logistics (Pathways).

Links

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TLI11215 Certificate I in Warehousing Operations

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for the Warehousing and Storage Industry.

The breadth, depth and complexity of knowledge and skills in this qualification would prepare a person to perform a defined range of activities, most of which may be routine and predictable.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **10 units of competency** comprising:

2 core units listed below plus

8 general elective units from the general elective units list below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified in the unit are complied with.

Core units

TLIF1001	Follow work health and safety procedures
TLIL1001	Complete workplace orientation and induction procedures

General elective units

TLIA1001	Secure cargo

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TLIA2011	Package goods
TLIA2012	Pick and process orders
TLIA2022	Participate in stocktakes
TLIB1031	Clean up plant, equipment and worksite
TLIC1013	Ride courier/delivery bicycle
TLID1001	Shift materials safely using manual handling methods
TLID1002	Shift a load using manually-operated equipment
TLIE1003	Participate in basic workplace communication
TLIE1005	Carry out basic workplace calculations
TLIF1002	Conduct housekeeping activities
TLIF1009	Conduct cleaning operations in enclosed spaces
TLIG1001	Work effectively with others
TLII1002	Apply customer service skills
TLIU1013	Prepare for environmentally sustainable work practices

Qualification Mapping Information

This qualification replaces and is equivalent to TLI11210 Certificate I in Warehousing Operations.

Links

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TLI11315 Certificate I in Logistics

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is an entry level qualification for the Transport and Logistics Industry. It involves the breadth, depth and complexity of knowledge and skills required to prepare a person to perform a defined range of activities, most of which may be routine and predictable.

Job roles:

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Logistics Assistant
- Logistics General Hand.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **7 units of competency** comprising:

3 core units listed below plus

4 general elective units from the general elective units listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIG1001	Work effectively with others
TLIPC1001	Demonstrate care and apply safe practices at work

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TLIPC1002	Adapt to work requirements in the transport and logistics industry

General elective units

BSBITU101	Operate a personal computer
BSBITU102	Develop keyboard skills
TLIA1001	Secure cargo
TLIA2013	Receive goods
TLIA2020	Replenish stock
TLIA2021	Despatch stock
TLIA2022	Participate in stocktakes
TLIB1024	Clean transportation units and facilities for passenger use
TLIB1028	Maintain and use hand tools
TLIB1030	Undertake general site maintenance
TLIB1031	Clean up plant, equipment and worksite
TLID1001	Shift materials safely using manual handling methods
TLID1002	Shift a load using manually-operated equipment
TLIE1003	Participate in basic workplace communication
TLIE1005	Carry out basic workplace calculations
TLIF1002	Conduct housekeeping activities
TLIF1009	Conduct cleaning operations in enclosed spaces
TLIG2007	Work in a socially diverse environment
TLII1002	Apply customer service skills
TLIL1001	Complete workplace orientation and induction procedures
TLIO1002	Follow security procedures when working with passengers and personnel
TLIPC1003	Apply effective work practices
TLIU1013	Prepare for environmentally sustainable work practices

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Qualification Mapping Information

This qualification replaces and is equivalent to TLI11310 Certificate I in Logistics.

Links

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TLI21216 Certificate II in Driving Operations

Modification History

Release 2. This is the second release of this qualification in the TLI Transport and Logistics Training Package.

Packaging rules for the elective units have been clarified.

The following unit has been added to the general elective units:

- TLIF0005 Apply a fatigue risk management system.

Release 1. This is first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in driving operation job roles within the Transport and Logistics industry.

It involves a prescribed range of tasks involving known routines and procedures, and taking some accountability for the quality of work outcomes.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Courier driver
- Express driver
- Pickup and Delivery driver
- Priority driver
- Taxi Truck driver
- Taxi driver
- Tow Truck driver.

Successful achievement of the licencing units within the qualification must align with licencing and regulatory requirements applicable to driving and state/territory regulatory requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

Packaging Rules A total of **18 units of competency** comprising**:**

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6 core units listed below **plus**

1 licensing/industry elective unit relevant to the vehicle type applicable to the job role from the licensing/industry elective units listed below **plus**

All units within one of the **specialist elective groups** (job roles) from Group A, Group B, Group C, Group D or Group E listed below **plus**

4 general elective units from the general elective units listed below if selecting Group E **or**

5 general elective units from the general elective units listed below if selecting Group A, Group C, Group D **or**

6 general elective units from the general elective units listed below if selecting Group B.

Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The units must contribute to the vocational outcomes of the qualification.

Elective units can only be counted once towards the qualification packaging rules i.e. if a unit is listed in both a specialist elective group and the general elective group, it can only be counted as one of the elective units required.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLID1001	Shift materials safely using manual handling methods
TLIE1005	Carry out basic workplace calculations
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies
TLIH2001	Interpret road maps and navigate pre-determined routes
TLIL1001	Complete workplace orientation/induction procedures

Licensing/Industry elective units

TLIC1051	Operate commercial vehicle

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TLIC2002	Drive light rigid vehicle
TLIC2009	Drive taxi
TLIC2012	Ride courier/delivery motorcycle
TLIC3003	Drive medium rigid vehicle
TLIC3004	Drive heavy rigid vehicle
TLILIC2014	Licence to drive a light rigid vehicle
TLILIC2015	Licence to drive a medium rigid vehicle
TLILIC2016	Licence to drive a heavy rigid vehicle

Specialist elective units

Select one group (job role) from the following options:

Group A: Medium Freight

Group B: Tow Truck

Group C: Taxi

Group D: Community Service

Group E: General

Group A: Medium Freight

TLIB2004	Carry out vehicle inspection
TLID2004	Load and unload goods/cargo
TLIE2008	Process workplace documentation
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF2006	Apply accident-emergency procedures
TLII1002	Apply customer service skills

Group B: Tow Truck

TLIB2079	Set up and secure a towing situation
TLIC3035	Manage the operation of a tow truck

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TLID2004	Load and unload goods/cargo
TLIE2008	Process workplace documentation
TLII1002	Apply customer service skills

Group C: Taxi

TLIB2090	Use communication systems in a taxi
TLIF2072	Comply with safety and security procedures
TLIH3004	Identify major roads, services and attractions
TLII2019	Provide taxi customer service
TLIL2060	Complete induction to the transport industry
TLIP2037	Carry out financial transactions and maintain records

Group D: Community Service

TLIB2004	Carry out vehicle inspection
TLIC3011	Transport passengers with disabilities
TLID2004	Load and unload goods/cargo
TLIE2008	Process workplace documentation
TLIF2019	Ensure a safe on-board passenger and working environment
TLIJ2001	Apply quality procedures

Group E: General

TLIA1001	Secure cargo
TLIB2004	Carry out vehicle inspection
TLID2004	Load and unload goods/cargo
TLIE1003	Participate in basic workplace communication

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TLIE2008	Process workplace documentation
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLII1002	Apply customer service skills

General elective units

TLIA1001	Secure cargo
TLIA2041	Manually sort mail and parcels
TLIA2042	Despatch mail
TLIA2043	Consolidate mail
TLIA2044	Carry out delivery operations
TLIA2045	Process international parcels and letters
TLIA2046	Process parcels and letters
TLIA2047	Stream mail
TLIB1080	Use, clean and maintain towing equipment
TLIB2004	Carry out vehicle inspection
TLIB2079	Set up and secure a towing situation
TLIB2090	Use communication systems in a taxi
TLIC1013	Ride courier/delivery bicycle
TLIC1051	Operate commercial vehicle
TLIC2012	Ride courier/delivery motorcycle
TLIC2040	Provide wheelchair accessible taxi services to passengers with disabilities
TLIC2049	Operate heavy vehicle on unsealed roads
TLIC3011	Transport passengers with disabilities
TLIC3035	Manage the operation of a tow truck

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TLID2004	Load and unload goods/cargo
TLID2029	Prepare articles for delivery
TLIE1003	Participate in basic workplace communication
TLIE2008	Process workplace documentation
TLIE3004	Prepare workplace documents
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF0005	Apply a fatigue risk management system
TLIF2006	Apply accident-emergency procedures
TLIF2019	Ensure a safe on-board passenger and working environment
TLIF2072	Comply with safety and security procedures
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLIH3002	Plan and navigate routes
TLIH3004	Identify major roads, services and attractions
TLII1002	Apply customer service skills
TLII2019	Provide taxi customer service
TLIJ2001	Apply quality procedures
TLIK2003	Apply keyboard skills
TLIK2010	Use infotechnology devices in the workplace
TLIL2060	Complete induction to the transport industry
TLILIC2014	Licence to drive a light rigid vehicle

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TLILIC2015	Licence to drive a medium rigid vehicle
TLILIC2016	Licence to drive a heavy rigid vehicle
TLIO2021	Follow security procedures when working with goods and cargo
TLIP2030	Conduct courier/delivery cash transactions
TLIP2037	Carry out financial transactions and maintain records
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI21710 Certificate II in Road Transport Yard Operations (Freight Handler).

Links

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

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TLI21315 Certificate II in Rail Infrastructure

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in basic operations within the rail infrastructure environment undertaking a range of tasks involving known routines and procedures, and taking some responsibility for the quality of work outcomes.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

Rail Infrastructure – Track Work

- Track Worker
- Track Installer
- Track Maintainer

Rail Infrastructure – Structures

- Structures Maintainer

Rail Infrastructure – Track Surfacing

- Plant Operator
- Mobile Plant Operator
- Way Gang Driver.

Please note: RTO to insert on the testamur, the specialist elective unit group selected from the group choice below.

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

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

A total of **16 units of competency** comprising:

7 core units listed below **plus**

All units within one of the **specialist elective unit groups** (job roles) from Group A, Group B or Group C listed below **plus**

3 general elective units from the general elective units listed below if selecting Group A or Group C **or**
4 general elective units from the general elective units listed below if selecting Group B.

The **general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

The following imported units have a prerequisite unit:

- CPCCCM2007B Use explosive power tools
- CPCCCM2008B Erect and dismantle restricted height scaffolding.

Core units

TLIB1028	Maintain and use hand tools
TLID1001	Shift materials safely using manual handling methods
TLIE1003	Participate in basic workplace communication
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies
TLIF2080	Safely access the rail corridor
TLIU2008	Apply environmental procedures to rail infrastructure

Specialist elective units

Select all units from one of the following specialist elective groups:

Group A: Track Work

Group B: Structures

Group C: Track Surfacing.

Group A: Track Work

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TLIB2085	Apply track fundamentals
TLIB2092	Operate minor mechanical equipment
TLIS2030	Carry out track ballasting
TLIS2031	Install railway sleepers
TLIS2034	Install and repair rail fastening systems
TLIS2044	Carry out rail installation

Group B: Structures

RIICCM201D	Carry out measurements and calculations
RIICCM203D	Read and interpret plans and job specifications
TLIB2084	Carry out routine maintenance of structures
TLIB2086	Apply awareness of structures fundamentals
TLIB2092	Operate minor mechanical equipment

Group C: Track Surfacing

TLIB1093	Clean equipment and restore worksite
TLIB2001	Check and assess operational capabilities of equipment
TLIB2085	Apply track fundamentals
TLIB2091	Measure and record track geometry
TLIS2030	Carry out track ballasting
TLIC2058	Travel medium or heavy self-propelled on-track equipment
OR	
TLIC2059	Propel and operate light on-track equipment

General elective units

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCCM2007B	Use explosive power tools

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CPCCCM2008B	Erect and dismantle restricted height scaffolding
RIICCM205D	Carry out manual excavation
RIICCM207D	Spread and compact materials manually
RIICCM208D	Carry out basic levelling
RIICCM209D	Carry out concrete work
RIIHAN301D	Operate elevating work platform
RIIMPO317D	Conduct roller operations
RIIMPO318D	Conduct civil construction skid steer loader operations
RIIMPO319D	Conduct backhoe/loader operations
RIIMPO320D	Conduct civil construction excavator operations
RIIMPO321D	Conduct civil construction wheeled front end loader operations
RIIMPO322D	Conduct civil construction tracked front end loader operations
RIIMPO326D	Conduct civil construction water cart operations
RIIWHS204D	Work safely at heights
RIIWHS205D	Control traffic with stop-slow bat
RIIWHS302D	Implement traffic management plan
TLIB1093	Clean equipment and restore worksite
TLIB2034	Maintain poles and associated hardware
TLIB2091	Measure and record track geometry
TLIB2097	Install and maintain guard rails
TLIB2121	Maintain rail joints
TLIC3045	Operate road/rail vehicle
TLIF2062	Apply awareness of safeworking rules and regulations
TLIG1001	Work effectively with others
TLIK2010	Use infotechnology devices in the workplace
TLIS2004	Install and maintain rail bonding systems

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TLIS2020	Install overhead wiring structure
TLIS2027	Install and maintain surface track drainage
TLIS2033	Install and repair temporary track supports
TLIS2034	Install and repair rail fastening systems
TLIS2035	Install and repair fences and gates
TLIW2001	Operate under track protection rules
TLIW2028	Identify the principles of ballast cleaning operations
TLIW2029	Identify the principles of ballast regulator operations
TLIW2030	Identify the principles of dynamic track stabaliser operations
TLIW2031	Identify the principles of self-propelled rail grinder operations
TLIW2032	Identify the principles of tamping machine operations
TLIW2033	Identify the principles of mechanised track laying operations
TLIW2038	Place and remove temporary speed restriction equipment
TLIW3035	Heat and cut materials using oxy-LPG equipment for the rail industry

Qualification Mapping Information

This qualification replaces and is equivalent to TLI21311 Certificate II in Rail Infrastructure.

Links

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

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TLI21416 Certificate II in Stevedoring

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in operational roles within a stevedoring environment. It involves a range of tasks involving known routines and procedures, and taking some responsibility for the quality of work outcomes.

Successful achievement of the licensing units within the qualification must align with applicable licensing and regulatory requirements.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Stevedore.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **16 units of competency** comprising:

8 core units listed below **plus**

5 technical elective units listed below **plus**

3 general elective units from either the general elective units listed below or from the remaining technical elective units listed below or from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure

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that all prerequisite units specified are complied with.

Core units

TLIA2050	Lash and unlash cargo and containers
TLID1001	Shift materials safely using manual handling methods
TLIE1003	Participate in basic workplace communication
TLIF1001	Follow work health and safety procedures
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIG1001	Work effectively with others
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

Technical elective units

TLIB2001	Check and assess operational capabilities of equipment
TLIC1051	Operate commercial vehicle
TLIC2002	Drive light rigid vehicle
TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle
TLID2003	Handle dangerous goods/hazardous substances
TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift
TLID2012	Operate specialised load shifting equipment
TLID2045	Operate specialised light load shifting equipment
TLID2047	Prepare cargo for transfer with slings
TLID3011	Conduct specialised forklift operations
TLID3040	Control lift and movement of crane

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TLIE2007	Use communications systems
TLIE2008	Process workplace documentation
TLIF2068	Work at height in the stevedoring industry
TLIF3060	Control traffic as a pilot vehicle operator
TLIK2010	Use infotechnology devices in the workplace
TLIL1001	Complete workplace orientation/induction procedures
TLILIC2001	Licence to operate a forklift truck
TLILIC2005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

General elective units

HLTAID002	Provide basic emergency life support
MARC022	Perform mooring and unmooring activities
MARE002	Communicate during mooring and unmooring activities
MARF017	Follow work health and safety, and emergency procedures during mooring and unmooring activities
TLIA2003	Connect and disconnect reefer units
TLIA2009	Complete and check import/export documentation
TLIA2014	Use product knowledge to complete work operations
TLID2013	Move materials mechanically using automated equipment
TLID2022	Conduct weighbridge operations
TLIE1005	Carry out basic workplace calculations
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1002	Conduct housekeeping activities

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TLIF2018	Operate firefighting equipment
TLIG2007	Work in a socially diverse environment
TLII1002	Apply customer service skills
TLIJ2001	Apply quality procedures
TLIK2003	Apply keyboard skills
TLIL2008	Complete routine administrative tasks
TLIO2021	Follow security procedures when working with goods and cargo

Qualification Mapping Information

This qualification replaces and is equivalent to TLI21413 Certificate II in Stevedoring.

Links

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

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TLI21616 Certificate II in Warehousing Operations

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for the Warehousing and Storage Industry.

It involves a range of tasks involving known routines and procedures, and taking some accountability for the quality of work outcomes.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **16 units of competency** comprising:

3 core units listed below **plus**

13 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures

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TLIL1001 Complete workplace orientation/induction procedures

General elective units

BSBCUS201 Deliver a service to customers

TLIA2003 Connect and disconnect reefer units

TLIA2009 Complete and check import/export documentation

TLIA2011 Package goods

TLIA2012 Pick and process orders

TLIA2013 Receive goods

TLIA2014 Use product knowledge to complete work operations

TLIA2020 Replenish stock

TLIA2021 Despatch stock

TLIA2022 Participate in stocktakes

TLIA2041 Manually sort mail and parcels

TLIA2042 Despatch mail

TLIA2043 Consolidate mail

TLIA2044 Carry out delivery operations

TLIA2045 Process international parcels and letters

TLIA2046 Process parcels and letters

TLIA2047 Stream mail

TLIA3017 Identify products and store to specifications

TLIB1028 Maintain and use hand tools

TLIB1030 Undertake general site maintenance

TLIB2001 Check and assess operational capabilities of equipment

TLIB2009 Check conveyor operational status

TLIB2029 Use and maintain minor mechanical equipment

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TLIC1051	Operate commercial vehicle
TLID2003	Handle dangerous goods/hazardous substances
TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift
TLID2012	Operate specialised load shifting equipment
TLID2013	Move materials mechanically using automated equipment
TLID2016	Load and unload explosives/dangerous goods
TLID2021	Use specialised bulk transfer equipment (dry)
TLID2022	Conduct weighbridge operations
TLID2045	Operate specialised light load shifting equipment
TLID2047	Prepare cargo for transfer with slings
TLIE2001	Present routine workplace information
TLIE2007	Use communications systems
TLIE2008	Process workplace documentation
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives
TLIF2018	Operate firefighting equipment
TLIG2007	Work in a socially diverse environment
TLIH2001	Interpret road maps and navigate pre-determined routes
TLIH2003	Prioritise courier/delivery operations
TLIJ2001	Apply quality procedures
TLIJ2003	Apply grain protection measures
TLIJ2004	Implement grain monitoring measures
TLIK2003	Apply keyboard skills

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TLIK2007	Perform electronic data interchange to transmit shipping documentation
TLIK2010	Use infotechnology devices in the workplace
TLIL2008	Complete routine administrative tasks
TLIL2031	Monitor and process attendance records
TLILIC2001	Licence to operate a forklift truck
TLILIC2002	Licence to operate an order picking forklift truck
TLIO2021	Follow security procedures when working with goods and cargo
TLIP2014	Capture records into a records keeping system
TLIP2017	Maintain control of records
TLIP2018	Provide information from and about records
TLIP2024	Conduct financial transactions
TLIP2029	Prepare and process financial documents
TLIP2032	Maintain petty cash account
TLIP2033	Sell products and services
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner
TLIU2012	Participate in environmentally sustainable work practices
TLIW2017	Cut and join materials
TLIW2020	Undertake pallet repairs
TLIW2021	Clean and inspect pallets
TLIW2023	Manufacture pallets using manual methods

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Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI21610 Certificate II in Warehousing Operations.

Links

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TLI21716 Certificate II in Road Transport Yard Operations (Freight Handler)

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in freight handling within the road transport yard environment.

It involves a prescribed range of tasks involving known routines and procedures, and taking some accountability for the quality of work outcomes.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Freight Handler.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **18 units of competency** comprising:

7 core units listed below **plus**

11 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

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Core units

TLID1001	Shift materials safely using manual handling methods
TLID2004	Load and unload goods/cargo
TLIE1003	Participate in basic workplace communication
TLIE1005	Carry out basic workplace calculations
TLIE2008	Process workplace documentation
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures

General elective units

TLIA2011	Package goods
TLIA2012	Pick and process orders
TLIA2013	Receive goods
TLIA2041	Manually sort mail and parcels
TLIA2042	Despatch mail
TLIA2043	Consolidate mail
TLIA2045	Process international parcels and letters
TLIA2046	Process parcels and letters
TLIA2047	Stream mail
TLIB2001	Check and assess operational capabilities of equipment
TLIC2050	Operate a terminal tractor
TLID2010	Operate a forklift
TLID2012	Operate specialised load shifting equipment
TLID2013	Move materials mechanically using automated equipment
TLID2016	Load and unload explosives and dangerous goods
TLID2018	Handle furniture and effects

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TLID2022	Conduct weighbridge operations
TLID2029	Prepare articles for delivery
TLID2045	Operate specialised light load shifting equipment
TLID2047	Prepare cargo for transfer with slings
TLIE2001	Present routine workplace information
TLIE2007	Use communications systems
TLIF1002	Conduct housekeeping activities
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIF2012	Apply safe procedures when handling/ transporting dangerous goods or explosives
TLIG2007	Work in a socially diverse environment
TLIH2001	Interpret road maps and navigate pre-determined routes
TLII1002	Apply customer service skills
TLIJ2001	Apply quality procedures
TLIK2007	Perform electronic data interchange to transmit shipping documentation
TLIK2010	Use infotechnology devices in the workplace
TLIL1001	Complete workplace orientation/induction procedures
TLIL2008	Complete routine administrative tasks
TLIL2031	Monitor and process attendance records
TLILIC2001	Licence to operate a forklift truck
TLILIC2002	Licence to operate an order picking forklift truck
TLIO2011	Provide revenue protection measures
TLIO2021	Follow security procedures when working with goods and cargo
TLIP2014	Capture records into a records keeping system

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TLIP2017	Maintain control of records
TLIP2018	Provide information from and about records
TLIP2024	Conduct financial transactions
TLIP2029	Prepare and process financial documents
TLIP2032	Maintain petty cash account
TLIP2033	Sell products and services
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI21710 Certificate II in Road Transport Yard Operations (Freight Handler).

Links

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

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TLI21815 Certificate II in Logistics

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person engaged in logistics operations support within the Transport and Logistics Industry who undertakes a range of tasks involving known routines and procedures, and who takes some responsibility for the quality of their work outcomes.

Successful achievement of the licensing units within the qualification must align with applicable licensing and regulatory requirements.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Logistics Support Officer
- Logistics Clerk.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **11 units of competency** comprising:

4 core units listed below **plus**

3 technical elective units from the technical elective units listed below **plus**

4 general elective units from the general elective units or remaining technical elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

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Core units

BSBCUS201	Deliver a service to customers
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures
TLIG2007	Work in a socially diverse environment

Technical elective units

TLIA2009	Complete and check import/export documentation
TLIA2013	Receive goods
TLIA2021	Despatch stock
TLIA2022	Participate in stocktakes
TLIB2001	Check and assess operational capabilities of equipment
TLID1001	Shift materials safely using manual handling methods
TLIF2010	Apply fatigue management strategies
TLIH2003	Prioritise courier/delivery operations
TLIJ2001	Apply quality procedures
TLIK2007	Perform electronic data interchange to transmit shipping documentation
TLIU2012	Participate in environmentally sustainable work practices

General elective units

BSBCMM301	Process customer complaints
TLIA2014	Use product knowledge to complete work operations
TLIE2001	Present routine workplace information
TLIE2007	Use communications systems
TLIE2008	Process workplace documentation
TLIF2018	Operate firefighting equipment

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TLIK2003	Apply keyboard skills
TLIK2010	Use infotechnology devices in the workplace
TLIL2008	Complete routine administrative tasks
TLIL2031	Monitor and process attendance records
TLIO2021	Follow security procedures when working with goods and cargo
TLIP2014	Capture records into a records keeping system
TLIP2017	Maintain control of records
TLIP2018	Provide information from and about records
TLIP2024	Conduct financial transactions
TLIP2029	Prepare and process financial documents
TLIP2032	Maintain petty cash account
TLIP2033	Sell products and services

Qualification Mapping Information

This qualification replaces and is not equivalent to TLI21810 Certificate II in Logistics.

Links

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

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TLI21915 Certificate II in Track Protection

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in basic operations in the rail infrastructure environment undertaking track protection activities.

This includes a range of tasks involving known routines and procedures, and taking some responsibility for the quality of work outcomes.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **15 units of competency** comprising:

10 core units listed below **plus**

4 specialist elective units from the specialist elective units listed below **plus**

1 general elective unit from the **general elective units** listed below or from the remaining **specialist** elective units listed below. This **1 general elective unit** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLID1001	Shift materials safely using manual handling methods
TLIE1003	Participate in basic workplace communication
TLIE2007	Use communications systems

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TLIE2008	Process workplace documentation
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies
TLIF2080	Safely access the rail corridor
TLIG1001	Work effectively with others
TLIU2008	Apply environmental procedures to rail infrastructure
TLIW2001	Operate under track protection rules

Specialist elective units

TLIB2085	Apply track fundamentals
TLIE1005	Carry out basic workplace calculations
TLIF2081	Perform lookout duties
TLIF2082	Perform handsignaller duties
TLIF3083	Conduct track protection assessment
TLIL3082	Implement absolute signal blocking

General elective units

RIIWHS205D	Control traffic with stop-slow bat
RIIWHS302D	Implement traffic management plan
TLIE2029	Conduct workplace information briefings
TLIF2006	Apply accident-emergency procedures
TLIF2097	Use audible track warning devices
TLIK2010	Use infotechnology devices in the workplace
TLIW2037	Clip and secure points
TLIW2038	Place and remove temporary speed restriction equipment
TLIW2039	Place and remove permanent way stop boards
TLIW3026	Operate stand alone signalling/point control equipment

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Qualification Mapping Information

This qualification replaces and is equivalent to TLI21911 Certificate II in Track Protection.

Links

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TLI22015 Certificate II in Shunting

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person engaged in basic operations within the rail yard/terminal environment undertaking a range of tasks involving known routines and procedures, and taking some responsibility for the quality of work outcomes.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Shunter
- Terminal Operator.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **16 units** of competency comprising:

9 core units listed below **plus**

7 general elective units from the **general elective units** listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIB2122	Apply awareness of fundamentals of rail operations in yards or sidings
TLIC3017	Shunt rolling stock

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TLIE1003	Participate in basic workplace communication
TLIE2007	Use communications systems
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIF2080	Safely access the rail corridor
TLIF3087	Follow work health and safety, and environmental procedures in the rail industry
TLIW3026	Operate stand alone signalling/point control equipment

General elective units

RIIWHS205D	Control traffic with stop-slow bat
TLIB2131	Prepare train
TLIB3019	Test train braking system
TLIB3021	Conduct train roll-by inspection
TLIC3045	Operate road/rail vehicle
TLIE2008	Process workplace documentation
TLIF3085	Apply local incident response procedures
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLIU2012	Participate in environmentally sustainable work practices
TLIW2041	Clip points and apply rail safety equipment

Qualification Mapping Information

This qualification replaces and is equivalent to TLI22013 Certificate II in Shunting.

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Links

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TLI22115 Certificate II in Rail Track Vehicle Driving

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person driving a medium/heavy rail track vehicle from one location to another over main line track.

It involves a broad range of skilled applications in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Track Vehicle Operator/Driver
- Track Machine Driver.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **17 units of competency** comprising:

11 core units listed below **plus**

6 general elective units from the g**eneral elective units** listed below. **Up to 3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

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TLIC2075	Drive and monitor medium or heavy self-propelled on-track equipment
TLIC2076	Establish and operate braking system on medium/heavy self-propelled on-track equipment
TLIC2078	Identify and respond to signals and trackside signs
TLIC2080	Start up, shut down and stable medium/heavy self-propelled on-track equipment
TLIE1003	Participate in basic workplace communication
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies
TLIF2080	Safely access the rail corridor
TLIF2106	Respond to emergencies and abnormal situations when driving medium/heavy on-track vehicles
TLIU2008	Apply environmental procedures to rail infrastructure
TLIW2001	Operate under track protection rules

General elective units

TLIB1028	Maintain and use hand tools
TLIB1093	Clean equipment and restore worksites
TLIB2001	Check and assess operational capabilities of equipment
TLIB2085	Apply track fundamentals
TLIB2091	Measure and record track geometry
TLIB2130	Diagnose and rectify minor faults on on-track vehicles
TLIB2133	Test medium/heavy track vehicle braking system
TLIC0083	Access rail track to travel track vehicle under a proceed authority
TLIC0084	Access rail track to travel track vehicles under manual block working conditions
TLIC2054	Access rail track to run track vehicle within defined worksite
TLIC2074	Couple and uncouple track maintenance vehicles

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TLID1001	Shift materials safely using manual handling methods
TLIE2008	Process workplace documentation
TLIE2031	Use communication systems for on-track vehicle operations
TLIF2006	Apply accident-emergency procedures
TLIF2018	Operate firefighting equipment
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLII4022	Identify and meet customer requirements
TLIK2010	Use infotechnology devices in the workplace
TLIS2030	Carry out track ballasting
TLIW2028	Identify the principles of ballast cleaning operations
TLIW2029	Identify the principles of ballast regulator operations
TLIW2030	Identify the principles of dynamic track stabaliser operations
TLIW2031	Identify the principles of self-propelled rail grinder operations
TLIW2032	Identify the principles of tamping machine operations
TLIW2033	Identify the principles of mechanised track laying operations
TLIW2037	Clip and secure points
TLIW3026	Operate stand alone signalling/point control equipment

Qualification Mapping Information

This qualification replaces and is equivalent to TLI22113 Certificate II in Rail Track Vehicle Driving.

Links

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

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TLI22215 Certificate II in Tram or Light Rail Infrastructure

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in basic operations within the tram/light rail infrastructure environment undertaking a range of tasks involving known routines and procedures, and taking some responsibility for the quality of work outcomes.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Tram Infrastructure Track Worker Level 1–3
- Light Rail Track Worker.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **16 units of competency** comprising:

10 core units listed below **plus**

6 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

MEM12023A	Perform engineering measurements
RIIWHS205D	Control traffic with stop-slow bat

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TLIB1028	Maintain and use hand tools
TLIB2092	Operate minor mechanical equipment
TLIB2125	Apply awareness of tram or light rail track fundamentals
TLID1001	Shift materials safely using manual handling methods
TLIE1003	Participate in basic workplace communication
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies
TLIU2008	Apply environmental procedures to rail infrastructure

General elective units

RIICCM205D	Carry out manual excavation
RIICCM207D	Spread and compact materials manually
RIICCM209D	Carry out concrete work
RIIWHS302D	Implement traffic management plan
TLIB1093	Clean equipment and restore worksite
TLIB2001	Check and assess operational capabilities of equipment
TLIC2059	Propel and operate light on-track equipment
TLIF2080	Safely access the rail corridor
TLIG1001	Work effectively with others
TLIG2007	Work in a socially diverse environment
TLIK2010	Use infotechnology devices in the workplace
TLIS2027	Install and maintain surface track drainage
TLIS2030	Carry out track ballasting
TLIS2031	Install railway sleepers
TLIS2034	Install and repair rail fastening systems
TLIS2044	Carry out rail installation
TLIW2001	Operate under track protection rules

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TLIW3027	Operate minor track equipment
TLIW3035	Heat and cut materials using oxy-LPG equipment for the rail industry

Qualification Mapping Information

This qualification replaces and is equivalent to TLI22213 Certificate II in Tram or Light Rail Infrastructure.

Links

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

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TLI22315 Certificate II in Rail Customer Service

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person engaged in operations within the rail customer service environment undertaking a range of tasks involving known routines and procedures, and taking some responsibility for the quality of work outcomes.

Job roles

The TLI22315 Certificate II in Rail Customer Service qualification is aligned to the following defined roles:

- Booking clerk
- Customer service attendant/assistant
- Passenger service officer
- Station assistant/officer
- Train buffet operator
- Train conductor.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units** of competency comprising:

8 core units listed below **plus**

4 general elective units from the **general elective units** listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

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Core units

TLIB3118	Apply awareness of railway fundamentals
TLIE1003	Participate in basic workplace communication
TLIE2007	Use communications systems
TLIE2008	Process workplace documentation
TLIF1001	Follow work health and safety procedures
TLIG1001	Work effectively with others
TLII2020	Provide assistance to customers with specific needs
TLII3022	Provide customer service in rail operations

General elective units

BSBCUS201	Deliver a service to customers
CHCCCS020	Respond effectively to behaviours of concern
HLTAID002	Provide basic emergency life support
HLTAID003	Provide first aid
SITHFAB201	Provide responsible service of alcohol
SITXFSA101	Use hygienic practices for food safety
TLIB1024	Clean transportation units and facilities for passenger use
TLIC2078	Identify and respond to signals and trackside signs
TLID1001	Shift materials safely using manual handling methods
TLIE1005	Carry out basic workplace calculations
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIF2018	Operate firefighting equipment
TLIF2062	Apply awareness of safeworking rules and regulations
TLIF2080	Safely access the rail corridor
TLIG2007	Work in a socially diverse environment

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TLIK2003	Apply keyboard skills
TLIK2010	Use infotechnology devices in the workplace
TLIL2048	Prepare for train departure
TLIO2011	Provide revenue protection measures
TLIP2038	Conduct, balance and secure financial transactions
TLIP2039	Ensure the confidentiality, privacy and security of customer information
TLIP3034	Advise on and construct fares for passengers
TLIU2012	Participate in environmentally sustainable work practices

Qualification Mapping Information

This qualification replaces and is equivalent to TLI22313 Certificate II in Rail Customer Service.

Links

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

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TLI22416 Certificate II in Furniture Removal

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in furniture removal job roles within the transport and logistics industry.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Furniture Removalist.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units of competency** comprising:

7 core units listed below **plus**

5 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLID1001 Shift materials safely using manual handling methods

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TLID2018	Handle furniture and effects
TLID2019	Pack and unpack cartons during a removal
TLIE2008	Process workplace documentation
TLIE2032	Assess removal load
TLIF1001	Follow work health and safety procedures
TLII1002	Apply customer service skills

General elective units

HLTAID003	Provide first aid
TLIB2004	Carry out vehicle inspection
TLIC1051	Operate commercial vehicle
TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle
TLID2010	Operate a forklift
TLIE1003	Participate in basic workplace communication
TLIE1005	Carry out basic workplace calculations
TLIE2007	Use communications systems
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF2010	Apply fatigue management strategies
TLIG1001	Work effectively with others
TLIG2007	Work in a socially diverse environment
TLIH2001	Interpret road maps and navigate pre-determined routes
TLIK2010	Use infotechnology devices in the workplace
TLIL1001	Complete workplace orientation/induction procedures
TLILIC2001	Licence to operate a forklift truck
TLILIC2014	Licence to drive a light rigid vehicle

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TLILIC2015	Licence to drive a medium rigid vehicle
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner
TLIU2012	Participate in environmentally sustainable work practices

Qualification Mapping Information

This qualification replaces and is equivalent to TLI22413 Certificate II in Furniture Removal.

Links

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

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TLI31216 Certificate III in Driving Operations

Modification History

Release 2. This is the second release of this qualification in the TLI Transport and Logistics Training Package.

Packaging rules for the elective units have been clarified.

The following units have been added to the general elective units:

- TLIF0005 Apply a fatigue risk management system

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in driving operation job roles within the Transport and Logistics Industry.

It involves a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, with some discretion and judgement in selecting equipment, services or contingency measures and within known time constraints.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Agitator Driver
- Bus Driver
- Line Haul Driver
- Local Heavy General Freight Driver
- Pilot Vehicle Driver
- Tip Truck Driver.

Successful achievement of the licensing units within the qualification must align with licensing and regulatory requirements applicable to driving and state/territory regulatory requirements.

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

A total of **18 units of competency** comprising**:**

6 core units listed below **plus**

1 licensing/industry elective unit relevant to the vehicle type applicable to the job role from the licensing/industry elective units listed below **plus**

All units within one of the **specialist elective groups** (job roles) from Group A, Group B, Group C, Group D, Group E, Group F, Group G, Group H, Group I, Group K, Group L, or Group M listed below **plus**

4 general elective units from the general elective units listed below if selecting Group B, Group K (depending on job role), Group M **or**

5 general elective units from the general elective units listed below if selecting Group K (depending on job role), Group L, **or**

6 general elective units from the general elective units listed below if selecting Group A, Group C, Group D, Group E, Group F, Group G, Group H or Group I.

Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The units must contribute to the vocational outcomes of the qualification.

Elective units can only be counted once towards the qualification packaging rules i.e. if a unit is listed in both a specialist elective group and the general elective group, it can only be counted as one of the elected units required.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

The following imported units have a prerequisite unit:

- CPCCCO3054A Operate concrete agitator trucks
- UEGNSG614A Load, unload, exchange and connect LPG cylinders.

Core units

TLID1001	Shift materials safely using manual handling methods
TLIE1005	Carry out basic workplace calculations
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies
TLIH2001	Interpret road maps and navigate pre-determined routes
TLIL1001	Complete workplace orientation/induction procedures

Licensing/Industry elective units

TLIC1051	Operate commercial vehicle

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TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle
TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle
TLIC4006	Drive multi-combination vehicle
TLILIC2014	Licence to drive a light rigid vehicle
TLILIC2015	Licence to drive a medium rigid vehicle
TLILIC2016	Licence to drive a heavy rigid vehicle
TLILIC3017	Licence to drive a heavy combination vehicle
TLILIC3018	Licence to drive a multi-combination vehicle

Specialist elective units

Select one group (job role) from the following options:

Group A: Heavy General Freight

Group B: Agitator

Group C: Bus

Group D: Refrigerated

Group E: Pilot Vehicle

Group F: Dry/Liquid

Group G: Car Carrier

Group H: Livestock

Group I: Wood Products

Group K: Dangerous Goods

Group L: Over Dimensional

Group M: Tip Truck.

Group A: Heavy General Freight

TLIA1001	Secure cargo
TLIB2004	Carry out vehicle inspection
TLID2004	Load and unload goods/cargo

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TLIE2008	Process workplace documentation
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures

Group B: Agitator

	Deliver concrete to site
PMC552061C	
TLIB2004	Carry out vehicle inspection
TLID2004	Load and unload goods/cargo
TLIE2007	Use communications systems
TLIE2008	Process workplace documentation
TLIF0001	Apply chain of responsibility, legislation, regulations and workplace procedures
TLIJ2001	Apply quality procedures

Group C: Bus

TLIB2004	Carry out vehicle inspection
TLIC3011	Transport passengers with disabilities
TLIC3042	Operate coach/bus
TLIG2007	Work in a socially diverse environment
TLII3009	Provide on-board services to customers

Group D: Refrigerated

TLIA4025	Regulate temperature controlled stock
TLIB2004	Carry out vehicle inspection
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLID2004	Load and unload goods/cargo
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures

Group E: Pilot Vehicle

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TLIB2004	Carry out vehicle inspection
TLIC3010	Pilot or escort oversized and/or overmassed loads
TLIE3009	Use pilot and escort communication
TLIF3013	Coordinate breakdowns and emergencies
TLIF3060	Control traffic as a pilot vehicle operator

Group F: Dry/Liquid

TLIB2004	Carry out vehicle inspection
TLID2021	Use specialised bulk transfer equipment (dry)
TLID3024	Use specialised liquid bulk transfer equipment (gravity/pressurised)
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures

Group G: Car Carrier

TLIA1001	Secure cargo
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLID2004	Load and unload goods/cargo
TLID3014	Load and unload vehicles carrying special loads
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures

Group H: Livestock

TLID3014	Load and unload vehicles carrying special loads
TLID3020	Care for livestock in transit
TLIE2008	Process workplace documentation
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures

Group I: Wood Products

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TLIA1001	Secure cargo
TLIB2004	Carry out vehicle inspection
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures

Group K: Dangerous Goods

TLID2003	Handle dangerous goods/hazardous substances
TLID2016	Load and unload explosives/dangerous goods
TLID3015	Identify and label explosives/dangerous goods
TLID3027	Prepare for transport of dangerous goods
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures

Selection of both **or** one of the following depending on job role:

TLILIC0001	Licence to transport dangerous goods by road
UEGNSG614A	Load, unload, exchange and connect LPG cylinders

Group L: Over Dimensional

TLIA1001	Secure cargo
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLID3014	Load and unload vehicles carrying special loads
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIE3009	Use pilot and escort communication
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures

Group M: Tip Truck

TLIB2004	Carry out vehicle inspection
TLIC0004	Operate a tip truck

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TLIE2008	Process workplace documentation
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF3013	Coordinate breakdowns and emergencies
TLIG1001	Work effectively with others
TLII1002	Apply customer service skills

General elective units

CPCCCO3054A	Operate concrete agitator trucks
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPPWMT3011A	Respond to waste emergencies
CPPWMT3015A	Move waste using loadshifting equipment
CPPWMT3044A	Identify wastes and hazards
FPICOT3261	Transport forestry logs using trucks
HLTWHS006	Manage personal stressors in the work environment
PMC552061C	Deliver concrete to site
TLIA1001	Secure cargo
TLIA2003	Connect and disconnect reefer units
TLIA3002	Maintain container/cargo records
TLIA3004	Process receipt and delivery of containers and cargo
TLIA3008	Transfer cargo
TLIA3015	Complete receival/despatch documentation
TLIA4005	Check and evaluate records and documentation
TLIA4025	Regulate temperature controlled stock
TLIB1024	Clean transportation units and facilities for passenger use
TLIB1028	Maintain and use hand tools

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TLIB1031	Clean up plant, equipment and worksite
TLIB2001	Check and assess operational capabilities of equipment
TLIB2003	Carry out vehicle servicing and maintenance
TLIB2004	Carry out vehicle inspection
TLIB2008	Carry out inspection of trailers
TLIB2009	Check conveyor operational status
TLIB2022	Diagnose and rectify minor faults
TLIB2023	Provide sanitation and water services support to passenger transportation units
TLIB2029	Use and maintain minor mechanical equipment
TLIB2073	Clean road tankers
TLIB2119	Carry out maintenance of trailers
TLIB3005	Carry out maintenance of vehicles designed to carry special loads
TLIB3006	Carry out inspection of vehicles designed to carry special loads
TLIB3014	Load and unload wheeled or tracked crane
TLIB3015	Undertake site inspection
TLIB3016	De-rig, pack and store tools and equipment
TLIB3017	Assemble and dismantle boom or jib
TLIC2025	Operate four wheel drive vehicle
TLIC2049	Operate heavy vehicle on unsealed roads
TLIC3010	Pilot or escort oversized and/or overmassed loads
TLIC3011	Transport passengers with disabilities
TLIC3063	Operate vehicle carrying special loads
TLIC3064	Operate car carrier vehicle
TLIC3071	Operate an agitator
TLID1002	Shift a load using manually-operated equipment

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TLID2003	Handle dangerous goods/hazardous substances
TLID2004	Load and unload goods/cargo
TLID2012	Operate specialised load shifting equipment
TLID2013	Move materials mechanically using automated equipment
TLID2016	Load and unload explosives/dangerous goods
TLID2021	Use specialised bulk transfer equipment (dry)
TLID2022	Conduct weighbridge operations
TLID2045	Operate specialised light load shifting equipment
TLID2047	Prepare cargo for transfer with slings
TLID3014	Load and unload vehicles carrying special loads
TLID3015	Identify and label explosives/dangerous goods
TLID3020	Care for livestock in transit
TLID3023	Use specialised liquid bulk gas transfer equipment
TLID3024	Use specialised liquid bulk transfer equipment (gravity/pressurised)
TLID3027	Prepare for transport of dangerous goods
TLID3031	Rig load
TLID3033	Operate a vehicle-mounted loading crane
TLID3035	Operate a boom type elevating work platform
TLID3036	Lift and move load using mobile crane
TLID3046	Operate container side lifter
TLID4032	Plan and conduct specialised lift
TLIE1003	Participate in basic workplace communication
TLIE2007	Use communications systems
TLIE2008	Process workplace documentation
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIE3004	Prepare workplace documents

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TLIE3009	Use pilot and escort communication
TLIE3012	Consolidate manifest documentation
TLIE3016	Estimate/calculate load shifting requirements for a mobile crane
TLIE3026	Carry out advanced calculations in the transport and logistics industry
TLIE3028	Complete a work diary in the road transport industry
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF0002	Administer chain of responsibility policies and procedures
TLIF0005	Apply a fatigue risk management system
TLIF1002	Conduct housekeeping activities
TLIF1009	Conduct cleaning operations in enclosed spaces
TLIF2006	Apply accident-emergency procedures
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives
TLIF2018	Operate firefighting equipment
TLIF2019	Ensure a safe on-board passenger and working environment
TLIF3013	Coordinate breakdowns and emergencies
TLIF3060	Control traffic as a pilot vehicle operator
TLIF3063	Administer the implementation of fatigue management strategies
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLIF4014	Develop and maintain a safe workplace
TLIF4065	Ensure compliance with Australian Dangerous Goods Code
TLIG1001	Work effectively with others
TLIG2007	Work in a socially diverse environment
TLIH3002	Plan and navigate routes
TLIH3004	Identify major roads, services and attractions

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TLII1002	Apply customer service skills
TLII3003	Provide customer service in transport vehicles/vessels
TLII3004	Manage camping procedures for coaches and buses
TLII3009	Provide on-board services to customers
TLII3010	Provide travel information to customers
TLIJ2001	Apply quality procedures
TLIJ3002	Apply quality systems
TLIJ3005	Sample, inspect and test products to specifications
TLIK2003	Apply keyboard skills
TLIK2010	Use infotechnology devices in the workplace
TLIL2008	Complete routine administrative tasks
TLIL2046	Handle customer luggage/property
TLIL2060	Complete induction to the transport industry
TLIL4005	Apply conflict/grievance resolution strategies
TLIL4009	Manage personal work priorities and professional development
TLIL4010	Assess and confirm customer transport requirements
TLIL4034	Arrange alternative passenger transport
TLILIC0012	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLILIC2014	Licence to drive a light rigid vehicle
TLILIC2015	Licence to drive a medium rigid vehicle
TLILIC2016	Licence to drive a heavy rigid vehicle
TLILIC3017	Licence to drive a heavy combination vehicle
TLILIC3018	Licence to drive a multi-combination vehicle
TLIO1002	Follow security procedures when working with passengers and personnel
TLIO2003	Undertake loading and unloading in a designated secured environment

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TLIO2011	Provide revenue protection measures
TLIO2021	Follow security procedures when working with goods and cargo
TLIO3004	Conduct control procedures for transferring explosives/dangerous/ hazardous/high risk goods
TLIO3007	Undertake emergency response action to a security threat
TLIO3012	Manage disruptive and/or unlawful behaviour
TLIO3016	Apply and monitor workplace security procedures
TLIP2024	Conduct financial transactions
TLIP2029	Prepare and process financial documents
TLIP2032	Maintain petty cash account
TLIP3026	Maintain financial records in a small business
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner
TLIU3014	Operate vehicle in an environmentally sustainable manner
UEGNSG005A	Prepare to work in the gas industry
UEGNSG141A	Apply Workplace Health and Safety regulations, codes and practices in the gas supply industry
UEGNSG601A	Assess the operational capability of gas safety equipment on tankers

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI31210 Certificate III in Driving Operations.

Links

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

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TLI31316 Certificate III in International Freight Forwarding (Operator)

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in international freight forwarding job roles at an operational level, within the International Freight Forwarding Industry.

It involves a broad range of skilled applications, applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **13 units of competency** comprising:

8 core units listed below **plus**

5 general elective units from the general elective units listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIA2009 Complete and check import/export documentation

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TLIA4033	Organise international transport of freight
TLIE1003	Participate in basic workplace communication
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures
TLIG1001	Work effectively with others
TLII0002	Provide freight forwarding information and customer service
TLIK2007	Perform electronic data interchange to transmit shipping documentation

General elective units

TLIA0001	Complete import procedures
TLIA0002	Prepare cargo for export
TLIA3010	Coordinate goods to bond premises
TLIA4031	Consolidate freight
TLIA4032	Organise transport of freight or goods
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIF4065	Ensure compliance with Australian Dangerous Goods Code
TLIJ2001	Apply quality procedures
TLIJ3002	Apply quality systems
TLIO2021	Follow security procedures when working with goods and cargo

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI31310 Certificate III in International Freight Forwarding (Operator).

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Links

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

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TLI31415 Certificate III in Rail Driving

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person who drives a light rail train or tram, or operates a monorail within a metropolitan or suburban transport environment.

It involves a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Tram Driver
- Light Rail Driver
- Monorail Operator.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **16 units** of competency comprising:

8 core units listed below **plus**

All units within one of the **specialist elective unit groups** (job roles) from Group A or Group B listed below **plus**

3 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

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Core units

TLIE1003	Participate in basic workplace communication
TLIE2007	Use communications systems
TLIE2008	Process workplace documentation
TLIF1001	Follow work health and safety procedures
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIG1001	Work effectively with others
TLII1002	Apply customer service skills

Specialist elective units

Group A: Tram/Light Rail

TLIB3078	Inspect, prepare and start an electric tram
TLIC3032	Operate and monitor a passenger electric tram
TLIC3033	Drive an electric tram to operational requirements
TLIC3034	Berth and shut down an electric tram
TLIF4061	Respond to electric tram-driving emergencies and abnormal situations

Group B: Monorail

TLIC3039	Operate and monitor a monorail train
TLID1001	Shift materials safely using manual handling methods
TLIE1005	Carry out basic workplace calculations
TLIO2011	Provide revenue protection measures
TLIO3012	Manage disruptive and/or unlawful behaviour

General elective units

TLIB2001	Check and assess operational capabilities of equipment
TLIB3002	Test equipment and isolate faults
TLIC3011	Transport passengers with disabilities

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TLID1001	Shift materials safely using manual handling methods
TLIE1005	Carry out basic workplace calculations
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIG2007	Work in a socially diverse environment
TLIO2011	Provide revenue protection measures
TLIP2033	Sell products and services

Qualification Mapping Information

This qualification replaces and is equivalent to TLI31410 Certificate III in Rail Driving.

Links

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

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TLI31616 Certificate III in Warehousing Operations

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for the Warehousing and Storage Industry.

It involves a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, with some discretion and judgement in selecting equipment, services or contingency measures and within known time constraints.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **19 units of competency** comprising:

3 core units listed below **plus**

16 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures

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TLIL1001 Complete workplace orientation/induction procedures

General elective units

BSBCUS301 Deliver and monitor a service to customers

BSBWOR301 Organise personal work priorities and development

TLIA3004 Process receipt and delivery of containers and cargo

TLIA3010 Coordinate goods to bond premises

TLIA3015 Complete receival/despatch documentation

TLIA3016 Use inventory systems to organise stock control

TLIA3017 Identify products and store to specifications

TLIA3018 Organise despatch operations

TLIA3019 Organise receival operations

TLIA3024 Organise warehouse records operations

TLIA3026 Monitor storage facilities

TLIA3038 Control and order stock

TLIA3039 Receive and store stock

TLIB2001 Check and assess operational capabilities of equipment

TLIB3002 Test equipment and isolate faults

TLID2010 Operate a forklift

TLID2013 Move materials mechanically using automated equipment

TLID3011 Conduct specialised forklift operations

TLID3014 Load and unload vehicles carrying special loads

TLID3015 Identify and label explosives/dangerous goods

TLID3023 Use specialised liquid bulk gas transfer equipment

TLID3024 Use specialised liquid bulk transfer equipment (gravity/pressurised)

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TLID3027	Prepare for transport of dangerous goods
TLID3031	Rig load
TLID3033	Operate a vehicle-mounted loading crane
TLID3035	Operate a boom type elevating work platform
TLID3036	Lift and move load using a mobile crane
TLID3040	Control lift and movement of crane
TLID3043	Shift loads using gantry equipment
TLID3044	Shift loads using cranes
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIE3004	Prepare workplace documents
TLIE3012	Consolidate manifest documentation
TLIE3015	Undertake rigger/dogger and driver communication
TLIE3016	Estimate/calculate load shifting requirements for a mobile crane
TLIF0002	Administer chain of responsibility policies and procedures
TLIF3003	Implement and monitor work health and safety procedures
TLIF3004	Organise work health and safety procedures in the workplace
TLIF3022	Implement/monitor procedures when warehousing/storing dangerous goods/hazardous substances
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLIG3002	Lead a work team or group
TLIJ3002	Apply quality systems
TLIJ3005	Sample, inspect and test products to specifications
TLIJ3006	Implement grain protection procedures
TLIL3002	Undertake employee payroll activities
TLIL3003	Conduct induction process

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TLILIC2001	Licence to operate a forklift truck
TLILIC2002	Licence to operate an order picking forklift truck
TLIO2021	Follow security procedures when working with goods and cargo
TLIO3004	Conduct control procedures for transferring explosives/dangerous/hazardous/high risk goods
TLIO3016	Apply and monitor workplace security procedures
TLIP3015	Document a records system
TLIP3016	Identify and classify records to be captured
TLIP3019	Provide records retrieval service
TLIP3020	Sentence records
TLIP3021	Undertake disposal program
TLIP3022	Undertake movement of records
TLIP3023	Destroy records
TLIP3026	Maintain financial records in a small business
TLIU2012	Participate in environmentally sustainable work practices
TLIU3011	Implement and monitor environmentally sustainable work practices
TLIW2018	Operate hand held air/power equipment for production processes
TLIW2019	Apply surface coatings using a spray gun
TLIW2022	Manufacture pallets using automated methods
TLIW2024	Dock boards using computer programmed machinery
TLIW2025	Dock boards on mechanical feeds
TLIW3006	Operate computerised mail and parcels sorting equipment
TLIW3007	Code and coordinate video-coding operations
TLIW3008	Carry out culler facer canceller operations

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Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI31610 Certificate III in Warehousing Operations.

Links

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

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TLI31716 Certificate III in Mobile Crane Operations

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This qualification is designed for mobile crane operation within the Transport and Logistics Industry and other industries.

It involves a broad range of skilled applications applied in a wide variety of contexts.

Successful achievement of the high risk work (HRW) and heavy vehicle licensing units in the qualification must align with applicable licensing and regulatory requirements.

People seeking certification for HRW licensing units should check the requirements with Safe Work Australia.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **17 units of competency** comprising:

12 core units listed below **plus**

5 general elective units from the general elective units listed below. **Up to 3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

The following units have prerequisite units:

- CPCCCM2010B Work safely at heights

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- CPCCCM3003A Work safely around power sources, services and assets.

Note:

To comply with the National Standard for Licensing Persons Performing High Risk Work, TLILIC3006 Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity) must be achieved before commencing TLILIC3008 Licence to operate a slewing mobile crane (up to 20 tonnes).

Core units

CPCCCM2010B	Work safely at heights
CPCCCM3003A	Work safely around power sources, services and assets
CPCCLDG3001A	Licence to perform dogging
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
TLIB3013	Maintain mobile cranes
TLID1001	Shift materials safely using manual handling methods
TLIE2008	Process workplace documentation
TLIF2006	Apply accident-emergency procedures
TLIF3084	Follow mobile crane safety procedures
TLILIC3006	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)
TLILIC3008	Licence to operate a slewing mobile crane (up to 20 tonnes)
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

General elective units

CPCCOHS1001A	Work safely in the construction industry
HLTAID003	Provide first aid
HLTAID006	Provide advanced first aid
TLIA1001	Secure cargo
TLIB2001	Check and assess operational capabilities of equipment
TLIB3011	Set up and rig crane for lift

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TLIB3012	Plan job and set up work areas
TLIB3015	Undertake site inspection
TLIB3016	De-rig, pack and store tools and equipment
TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle
TLID3031	Rig load
TLIF1002	Conduct housekeeping activities
TLIF2010	Apply fatigue management strategies
TLILIC2005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

Qualification Mapping Information

This qualification replaces and is equivalent to TLI31710 Certificate III in Mobile Crane Operations.

Links

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

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TLI31815 Certificate III in Rail Track Surfacing

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in the installation and maintenance of mechanical rail track and the operation of track surfacing and other track equipment.

It involves a broad range of skilled applications in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

Job roles and titles vary across different sectors. A possible job title relevant to this qualification includes:

- Rail track surfacer.

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

Entry Requirements

The entry requirement for this qualification is TLI21315 Certificate II in Rail Infrastructure (Track Surfacing) or relevant industry experience gained by working within the rail infrastructure environment.

Packaging Rules

A total of **11 units of competency** comprising:

7 core units listed below **plus**

4 general elective units from the general elective units listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

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TLIB3094	Check and repair track geometry
TLIE2007	Use communications systems
TLIE2029	Conduct workplace information briefings
TLIF3003	Implement and monitor work health and safety procedures
TLIJ3002	Apply quality systems
TLIS3026	Implement track maintenance and construction
TLIS3039	Measure and mark track for resurfacing

General elective units

TLIB2092	Operate minor mechanical equipment
TLIC3045	Operate road/rail vehicle
TLIE2008	Process workplace documentation
TLIF2006	Apply accident-emergency procedures
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIF3089	Implement fatigue management policies and procedures for rail infrastructure
TLIG1001	Work effectively with others
TLIG3002	Lead a work team or group
TLIK2010	Use infotechnology devices in the workplace
TLIS2034	Install and repair rail fastening systems
TLIS3025	Implement ballast unloading
TLIU4001	Implement and monitor environmental protection policies and procedures
TLIW2028	Identify the principles of ballast cleaning operations
TLIW2029	Identify the principles of ballast regulator operations
TLIW2030	Identify the principles of dynamic track stabaliser operations
TLIW2031	Identify the principles of self-propelled rail grinder operations
TLIW2032	Identify the principles of tamping machine operations

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TLIW2033 Identify the principles of mechanised track laying operations

Qualification Mapping Information

This qualification replaces and is equivalent to TLI31811 Certificate III in Rail Track Surfacing.

Links

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

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TLI31915 Certificate III in Mechanical Rail Signalling

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in the installation and maintenance of mechanical rail signalling equipment.

It involves a broad range of skilled applications in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

Job roles and titles vary across different sectors. A possible job title relevant to this qualification includes:

- Mechanical rail signaller.

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

Entry Requirements

The entry requirement for this qualification is the **7 core units** of competency from TLI21315 Certificate II in Rail Infrastructure listed below or relevant industry experience gained by working within the rail infrastructure environment.

Entry requirement units

TLIB1028	Maintain and use hand tools
TLID1001	Shift materials safely using manual handling methods
TLIE1003	Participate in basic workplace communication
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies
TLIF2080	Safely access the rail corridor

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TLIU2008	Apply environmental procedures to rail infrastructure

Packaging Rules

A total of **18 units of competency** comprising:

11 core units listed below **plus**

7 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

The following imported unit has a prerequisite unit:

- UETTDRRF02B Perform pole top rescue.

Core units

RIICCM201D	Carry out measurements and calculations
RIICCM203D	Read and interpret plans and job specifications
TLIB3046	Service and clean mechanical signalling equipment and infrastructure
TLIB3047	Repair and adjust mechanical signalling equipment and infrastructure
TLIB3048	Carry out off-site repair, overhaul and assembly of mechanical signalling equipment
TLIB3053	Maintain mechanical signalling locking and interlocking devices
TLIB3120	Test mechanical signalling equipment and isolate faults
TLIE2008	Process workplace documentation
TLIF2062	Apply awareness of safeworking rules and regulations
TLIK2010	Use infotechnology devices in the workplace
TLIS3005	Install mechanical infrastructure for signalling

General elective units

HLTAID001	Provide cardiopulmonary resuscitation

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NWP227B	Control vegetation on a site
RIIHAN301D	Operate elevating work platform
RIIWHS202D	Enter and work in confined spaces
RIIWHS204D	Work safely at heights
RIIWHS205D	Control traffic with stop-slow bat
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEDEL301A	Provide work skill instruction
TLIA3039	Receive and store stock
TLIB1093	Clean equipment and restore worksite
TLIE2007	Use communications systems
TLIE2029	Conduct workplace information briefings
TLIF2006	Apply accident-emergency procedures
TLIF3013	Coordinate breakdowns and emergencies
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIG1001	Work effectively with others
TLIG3002	Lead a work team or group
TLII1002	Apply customer service skills
TLIS2004	Install and maintain rail bonding systems
TLIS3023	Erect and mount structures and housings for signalling equipment
TLIW3035	Heat and cut materials using oxy-LPG equipment for the rail industry
UETTDRRF02B	Perform pole top rescue

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Qualification Mapping Information

This qualification replaces and is equivalent to TLI31913 Certificate III in Mechanical Rail Signalling.

Links

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

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TLI32115 Certificate III in Rail Structures

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in the rail infrastructure environment who performs tasks involving checking and repairing structures through a broad range of skilled applications in a wide variety of contexts. It may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to the job role groups listed below include:

Steel/Concrete/Masonry Structures Maintenance

- Senior structures maintainer

Timber Structures Maintenance

- Senior structures maintainer.

Please note: RTO to insert on the testamur, the specialist elective group selected from the group choice below.

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

Entry Requirements

The entry requirement for this qualification is TLI21315 Certificate II in Rail Infrastructure (Structures) or relevant industry experience gained by working in the rail infrastructure (structures) environment.

Packaging Rules

A total of **11 units of competency** comprising:

6 core units listed below **plus**

All units within one of the **specialist elective unit groups** from Group A or Group B listed

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below **plus**

2 general elective units from the general elective units listed below if selecting Group A **or**
3 general elective units from the general elective units listed below if selecting Group B.

Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

The following imported units have a prerequisite unit:

- MEM24001B Perform basic penetrant testing
- MEM24003B Perform basic magnetic particle testing.

Core units

TLIE2007	Use communications systems
TLIE2029	Conduct workplace information briefings
TLIF3003	Implement and monitor work health and safety procedures
TLIJ3002	Apply quality systems
TLIS2013	Install minor structures
TLIS3029	Implement structures maintenance and installation of minor structures

Specialist elective units

Select all units from one of the following specialist elective groups:

- Group A: Steel/Concrete/Masonry Structures Maintenance
- Group B: Timber Structures Maintenance.

Group A: Steel/Concrete/Masonry Structures Maintenance

TLIB2082	Repair steel structures
TLIB2083	Maintain bridge bearings
TLIB2096	Repair concrete/masonry structures

Group B: Timber Structures Maintenance

TLIB2081	Repair timber structures
TLIS2028	Install and replace transoms

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General elective units

MEM18001C	Use hand tools
MEM24001B	Perform basic penetrant testing
MEM24003B	Perform basic magnetic particle testing
TLIB2092	Operate minor mechanical equipment
TLIB2097	Install and maintain guard rails
TLIE2008	Process workplace documentation
TLIF2006	Apply accident-emergency procedures
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIF3089	Implement fatigue management policies and procedures for rail infrastructure
TLIG1001	Work effectively with others
TLII1002	Apply customer service skills
TLIS2012	Install and service rail lubrication equipment
TLIS2027	Install and maintain surface track drainage
TLIS2028	Install and replace transoms
TLIS2033	Install and repair temporary track supports
TLIS2034	Install and repair rail fastening systems
TLIS2035	Install and repair fences and gates
TLIS3037	Install and repair rail earthworks
TLIU4001	Implement and monitor environmental protection policies and procedures
TLIW3034	Apply protective coating systems to structures
TLIW3035	Heat and cut materials using oxy-LPG equipment for the rail industry

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Qualification Mapping Information

This qualification replaces and is equivalent to TLI32111 Certificate III in Rail Structures.

Links

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TLI32315 Certificate III in Electric Passenger Train Guard

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in the duties of an electric passenger train guard within a metropolitan train system.

It involves a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **20 units** of competency comprising:

13 core units listed below **plus**

7 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIB2104	Identify, diagnose and rectify faults on electric passenger trains
TLIB2111	Assist with testing train braking system on electric passenger train
TLIB3112	Prepare electric passenger train as part of guard duties
TLIC3052	Assist with shunting, coupling and uncoupling electric passenger

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	trains
TLIC3057	Perform guard duties as part of electric passenger train operations
TLIE2008	Process workplace documentation
TLIE3021	Work and communicate effectively with others
TLIF1001	Follow work health and safety procedures
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIF3058	Apply safeworking rules and regulations to rail functions
TLII3020	Provide assistance to customers
TLIK2010	Use infotechnology devices in the workplace

General elective units

BSBWOR301	Organise personal work priorities and development
HLTAID003	Provide first aid
TLIB1028	Maintain and use hand tools
TLID1001	Shift materials safely using manual handling methods
TLIF2018	Operate firefighting equipment
TLIF2019	Ensure a safe on-board passenger and working environment
TLIG2007	Work in a socially diverse environment
TLIK2003	Apply keyboard skills
TLIO3012	Manage disruptive and/or unlawful behaviour
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner
TLIU2012	Participate in environmentally sustainable work practices
SITXCOM401	Manage conflict

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Qualification Mapping Information

This qualification replaces and is equivalent to TLI32310 Certificate III in Electric Passenger Train Guard.

Links

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TLI32416 Certificate III in Logistics

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in logistics operations within the Transport and Logistics Industry.

It involves a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in selecting equipment, services or contingency measures within known time constraints. It may also include responsibility for coordinating the work of others.

Successful achievement of the licensing units within the qualification must align with applicable licensing and regulatory requirements.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Logistics Administration Officer
- Logistics Service Clerk.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 13 units of competency comprising:

2 core unit listed below **plus**

6 technical elective units from the technical elective units listed below **plus**

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5 general elective units from the general elective units or remaining technical elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIE3004	Prepare workplace documents
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures

Technical elective units

BSBCUS301	Deliver and monitor a service to customers
TLIA3002	Maintain container/cargo records
TLIA3015	Complete receival/despatch documentation
TLIA3016	Use inventory systems to organise stock control
TLIA3017	Identify products and store to specifications
TLIA3018	Organise despatch operations
TLIA3019	Organise receival operations
TLIA3023	Coordinate stocktakes
TLIA3024	Organise warehouse records operations
TLIA3038	Control and order stock
TLIA3039	Receive and store stock
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIE3012	Consolidate manifest documentation
TLIE3018	Maintain freight records

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TLIF0002	Administer chain of responsibility policies and procedures
TLIF1001	Follow work health and safety procedures
TLIF3003	Implement and monitor work health and safety procedures
TLIF3063	Administer the implementation of fatigue management strategies
TLIH3004	Identify major roads, services and attractions
TLIP3027	Organise freight invoicing and payment
TLIU2012	Participate in environmentally sustainable work practices

General elective units

BSBCMM301	Process customer complaints
BSBPUR301	Purchase goods and services
BSBWOR301	Organise personal work priorities and development
MSS402080A	Undertake root cause analysis
TLIA3010	Coordinate goods to bond premises
TLID1001	Shift materials safely using manual handling methods
TLIE2007	Use communications systems
TLIG3002	Lead a work team or group
TLIJ3002	Apply quality systems
TLIK2010	Use infotechnology devices in the workplace
TLIL3002	Undertake employee payroll activities
TLIL3003	Conduct induction process
TLILIC2001	Licence to operate a forklift truck

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TLILIC2002	Licence to operate an order picking forklift truck
TLIO3007	Undertake emergency response action to a security threat
TLIO3016	Apply and monitor workplace security procedures
TLIP3015	Document a records system
TLIP3016	Identify and classify records to be captured
TLIP3019	Provide records retrieval service
TLIP3020	Sentence records
TLIP3021	Undertake disposal program
TLIP3022	Undertake movement of records
TLIP3023	Destroy records
TLIP3026	Maintain financial records in a small business

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI32410 Certificate III in Logistics.

Links

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TLI32515 Certificate III in Rail Infrastructure

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in the rail infrastructure environment who performs tasks involving a broad range of skilled applications in a wide variety of contexts. It may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

Rail Infrastructure – Track Maintenance

- Senior track maintainer
- Ganger

Rail Infrastructure – Track Construction

- Senior track installer
- Ganger

Rail Infrastructure – Turnout Construction

- Specialist track installer
- Ganger

Rail Infrastructure – Track Welding

- Track welder

Rail Infrastructure – Track Examination

- Track examiner

Rail Infrastructure – Rail Testing

- Rail tester

Rail Infrastructure – Timber/Composite Turnout Construction

- Turnout builder
- Points and crossings builder

Rail Infrastructure – Concrete/Steel Turnout Construction

- Turnout builder

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- Points and crossings builder

Rail Infrastructure – Track Drainage Maintenance

- Track drainage maintainer.

Please note: RTO to insert on the testamur, the specialist elective unit group selected from the group choice below.

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

Entry Requirements

The entry requirement for this qualification is TLI21315 Certificate II in Rail Infrastructure (Track Work) or relevant industry experience gained by working in the rail infrastructure environment.

Packaging Rules

A total of **11 units of competency** comprising:

5 core units listed below plus

All units within one of the **specialist elective unit groups** (job roles) listed below **plus**

A **minimum of 2 general elective units** and **a maximum of 4 general elective units** from the **general elective units** listed below (depending on the specialist elective group or job role selected).

Up to **2 of the general electives units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

RIICCM201D	Carry out measurements and calculations
TLIE2007	Use communications systems
TLIE2029	Conduct workplace information briefings
TLIF3003	Implement and monitor work health and safety procedures
TLIJ3002	Apply quality systems

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Specialist elective units

Select all units from one of the following specialist elective groups:

- Group A: Track Maintenance
- Group B: Track Construction
- Group C: Turnout Construction
- Group D: Track Welding
- Group E: Track Examination
- Group F: Rail Testing
- Group G: Timber/Composite Turnout Construction
- Group H: Concrete/Steel Turnout Construction
- Group I: Track Drainage Maintenance.

Group A: Track Maintenance

RIICCM203D	Read and interpret plans and job specifications
TLIB3094	Check and repair track geometry
TLIB3095	Check and repair points and crossings
TLIS3026	Implement track maintenance and construction

Group B: Track Construction

RIICCM203D	Read and interpret plans and job specifications
TLIB3094	Check and repair track geometry
TLIS3026	Implement track maintenance and construction

Group C: Turnout Construction

RIICCM203D	Read and interpret plans and job specifications
TLIS3026	Implement track maintenance and construction
TLIS3045	Install turnouts

Group D: Track Welding

RIICCM203D	Read and interpret plans and job specifications
TLIW2012	Grind rails
TLIW3015	Weld rail using aluminothermic welding process
TLIW3035	Heat and cut materials using oxy-LPG equipment for the rail industry

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Group E: Track Examination

TLIB3099	Examine track infrastructure
TLIB3100	Visually inspect track infrastructure

Group F: Rail Testing

TLIS3010	Test rail using ultrasonic equipment
TLIS3011	Test rail using nondestructive testing equipment

Group G: Timber/Composite Turnout Construction

RIICCM203D	Read and interpret plans and job specifications
TLIS3041	Construct timber or composite points and crossings

Group H: Concrete/Steel Turnout Construction

RIICCM203D	Read and interpret plans and job specifications
TLIS3040	Construct concrete or steel points and crossings

Group I: Track Drainage Maintenance

RIICCM203D	Read and interpret plans and job specifications
TLIS2027	Install and maintain surface track drainage

General elective units

AHCARB202A	Fell small trees
AHCARB205A	Operate and maintain chainsaws
NWP227B	Control vegetation on a site
RIIRIS401D	Apply site risk management system
TLIB2091	Measure and record track geometry
TLIB2097	Install and maintain guard rails
TLIB3040	Inspect poles and associated hardware
TLIB3099	Examine track infrastructure
TLIB3102	Adjust rail
TLIB4071	Install and maintain pole mounted switches and transformers

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TLIC2058	Travel medium or heavy self-propelled on-track equipment
TLIC3045	Operate road/rail vehicle
TLIE2008	Process workplace documentation
TLIF2006	Apply accident-emergency procedures
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIF3089	Implement fatigue management policies and procedures for rail infrastructure
TLIG1001	Work effectively with others
TLIG3002	Lead a work team or group
TLII1002	Apply customer service skills
TLIS2012	Install and service rail lubrication equipment
TLIS2027	Install and maintain surface track drainage
TLIS2033	Install and repair temporary track supports
TLIS2035	Install and repair fences and gates
TLIS3025	Implement ballast unloading
TLIS3026	Implement track maintenance and construction
TLIS3037	Install and repair rail earthworks
TLIU4001	Implement and monitor environmental protection policies and procedures
TLIW3013	Grind switches and crossings
TLIW3016	Weld rail using flashbutt welding process
TLIW3027	Operate minor track equipment

Qualification Mapping Information

This qualification replaces and is equivalent to TLI32511 Certificate III in Rail Infrastructure.

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Links

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TLI32615 Certificate III in Rail Signalling

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person engaged in controlling rail traffic movements and operations within a defined or local area.

It involves a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgment in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Signaller
- Area controller
- Yard controller.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units** of competency comprising:

8 core units listed below **plus**

4 general elective units from the general elective units listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

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TLIE3022	Complete workplace documents
TLIE3023	Use electronic communication systems
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIF3085	Apply local incident response procedures
TLIL3071	Control and coordinate local rail traffic movement
TLIL3072	Operate signal panel or equipment

General elective units

BSBITU101	Operate a personal computer
BSBWOR201	Manage personal stress in the workplace
BSBWRT301	Write simple documents
TLIB3118	Apply awareness of railway fundamentals
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLIG1001	Work effectively with others
TLIG2007	Work in a socially diverse environment
TLIJ2001	Apply quality procedures
TLIU2012	Participate in environmentally sustainable work practices
TLIW3026	Operate stand alone signalling/point control equipment

Qualification Mapping Information

This qualification replaces and is equivalent to TLI32611 Certificate III in Rail Signalling.

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Links

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TLI32715 Certificate III in Track Protection

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in the rail infrastructure environment who performs tasks involving track protection in a variety of contexts.

It may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

Job roles and titles vary across different sectors. A possible job title relevant to this qualification includes:

- Track protection officer.

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

Entry Requirements

The entry requirement for this qualification is TLI21915 Certificate II in Track Protection or relevant industry experience gained by working in the rail infrastructure environment providing track protection services.

Packaging Rules

A total of **11 units of competency** comprising:

5 core units listed below **plus**

3 specialist elective units from the specialist elective units listed below **plus**

3 general elective units from the general elective units listed below or the remaining specialist elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

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Core units

TLIE2029	Conduct workplace information briefings
TLIF3003	Implement and monitor work health and safety procedures
TLIF3083	Conduct track protection assessment
TLIJ3002	Apply quality systems
TLIL3065	Implement a track occupancy authority

Specialist elective units

TLIC2081	Pilot rail traffic within work on track authority limits
TLIF2097	Use audible track warning devices
TLIL3082	Implement absolute signal blocking
TLIL3083	Implement a track work authority and manage rail traffic through worksites
TLIL3084	Implement a local possession authority
TLIL4069	Plan and coordinate protection for multiple worksites within limits of a work on track authority
TLIW2039	Place and remove permanent way stop boards
TLIW3026	Operate stand alone signalling/point control equipment

General elective units

RIIRIS401D	Apply site risk management system
TLIC3045	Operate road/rail vehicle
TLIF2006	Apply accident-emergency procedures
TLIF2062	Apply awareness of safeworking rules and regulations
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIF3089	Implement fatigue management policies and procedures for rail infrastructure
TLIG3002	Lead a work team or group
TLII1002	Apply customer service skills

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TLIK2010	Use infotechnology devices in the workplace
TLIL4076	Coordinate resources
TLIW2037	Clip and secure points

Qualification Mapping Information

This qualification replaces and is equivalent to TLI32711 Certificate III in Track Protection.

Links

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TLI32815 Certificate III in Rail Yard Coordination

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person engaged in the rail yard or terminal environment.

It involves a broad range of skilled applications, applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

This qualification is aligned to the following defined roles:

- Yard Coordinator
- Terminal Coordinator.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **18 units of competency** comprising:

12 core units listed below **plus**

6 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIB2122	Apply awareness of fundamentals of rail operations in yards or sidings
TLIE3021	Work and communicate effectively with others

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TLIE3022	Complete workplace documents
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIF2080	Safely access the rail corridor
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIF3083	Conduct track protection assessment
TLIF3085	Apply local incident response procedures
TLIF3087	Follow work health and safety, and environmental procedures in the rail industry
TLIG4006	Facilitate work teams
TLIL4038	Organise marshalling and shunting operations

General elective units

TLIB2131	Prepare train
TLIB3018	Conduct full train examination
TLIB3021	Conduct train roll-by inspection
TLIB3129	Conduct pre-movement checks on rolling stock
TLIC3017	Shunt rolling stock
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLIW2041	Clip points and apply rail safety equipment
TLIW3026	Operate stand alone signalling/point control equipment

Qualification Mapping Information

This qualification replaces and is equivalent to TLI32813 Certificate III in Rail Yard Coordination.

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Links

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

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TLI32915 Certificate III in Tram or Light Rail Infrastructure

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in the tram or light rail infrastructure environment who performs tasks involving a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgment in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

This qualification is aligned to the following defined roles:

- Tram Infrastructure Track Worker Level 4
- Light Rail Track Worker.

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

Entry Requirements

The entry requirement for this qualification is TLI22215 Certificate II in Tram or Light Rail Infrastructure or equivalent vocational experience working within the rail infrastructure environment.

Packaging Rules

A total of **11 units of competency** comprising:

6 core units listed below **plus**

5 general elective units from the general elective units listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

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Core units

RIICCM203D	Read and interpret plans and job specifications
TLIC3003	Drive medium rigid vehicle
TLIE2007	Use communications systems
TLIE2008	Process workplace documentation
TLIW3035	Heat and cut materials using oxy-LPG equipment for the rail industry
TLIW3042	Grind rail on tram/light rail systems

General elective units

AHCARB205A	Operate and maintain chainsaws
CPCCLDG3001A	Licence to perform dogging
TAEDEL301A	Provide work skill instruction
TLIB2097	Install and maintain guard rails
TLIC3045	Operate road/rail vehicle
TLID2010	Operate a forklift
TLID3033	Operate a vehicle-mounted loading crane
TLIE2029	Conduct workplace information briefings
TLIF2006	Apply accident-emergency procedures
TLIF3003	Implement and monitor work health and safety procedures
TLIG1001	Work effectively with others
TLIG2007	Work in a socially diverse environment
TLIG3002	Lead a work team or group
TLII1002	Apply customer service skills
TLIW3013	Grind switches and crossings
TLIW3043	Weld rail on tram/light rail systems using electric welding process

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Qualification Mapping Information

This qualification replaces and is equivalent to TLI32913 Certificate III in Tram or Light Rail Infrastructure.

Links

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TLI33015 Certificate III in Heritage Locomotive Assistant or Steam Locomotive Fireman

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person who carries out the duties of a locomotive assistant on a heritage locomotive or fireman on a steam locomotive.

This job involves the performance of a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

This qualification is aligned to the following defined roles:

- Group A: Heritage Locomotive Assistant
- Group B: Steam Locomotive Fireman.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **14 units of competency** comprising:

- **8 core units** listed below **plus**
- **2 specialist elective units** from within either Group A or Group B, listed below **plus**
- **4 general elective units** from the **general elective units** listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.
- Where imported units are selected, care must be taken to ensure that all prerequisite units

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specified are complied with.

Core units

TLIB3126	Assist in the testing of heritage train braking systems
TLID1001	Shift materials safely using manual handling methods
TLIE2008	Process workplace documentation
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIF3087	Follow work health and safety, and environmental procedures in the rail industry
TLIW3026	Operate stand alone signalling/point control equipment

Specialist elective units

Group A: Heritage Locomotive Assistant

TLIB3123	Apply awareness of motive power unit fundamentals
TLIC3072	Conduct the duties of an assistant on a heritage locomotive

Group B: Steam Locomotive Fireman

TLIB3124	Apply awareness of steam locomotive fundamentals
TLIC3073	Fire a steam locomotive

General elective units

TLIB2001	Check and assess operational capabilities of equipment
TLIB3002	Test equipment and isolate faults
TLIB3021	Conduct train roll-by inspection
TLIB3026	Prepare for train operation
TLIC3017	Shunt rolling stock
TLIE2007	Use communications systems
TLIF2018	Operate firefighting equipment

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TLIF2080	Safely access the rail corridor
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLII4022	Identify and meet customer requirements

Qualification Mapping Information

This qualification replaces and is equivalent to TLI33013 Certificate III in Heritage Locomotive Assistant or Steam Locomotive Fireman.

Links

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

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TLI33115 Certificate III in Rail Customer Service

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person who is engaged in the rail customer service environment.

They may perform a broad range of skilled applications in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

This qualification is aligned to the following defined roles:

- Passenger Service Officer
- Senior Customer Service Assistant/Officer
- Station Manager
- Station Officer.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units** of competency comprising:

8 core units listed below **plus**

- **4 general elective units** from the **general elective units** listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.
- Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

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BSBCUS201	Deliver a service to customers
SITXCOM401	Manage conflict
TLIB3118	Apply awareness of railway fundamentals
TLIE3022	Complete workplace documents
TLIF3003	Implement and monitor work health and safety procedures
TLIF3085	Apply local incident response procedures
TLIG3003	Apply positive behaviours in the workplace
TLIJ3002	Apply quality systems

General elective units

BSBCUS301	Deliver and monitor a service to customers
BSBWOR301	Organise personal work priorities and development
HLTAID002	Provide basic emergency life support
HLTAID003	Provide first aid
PSPGOV205B	Participate in workplace change
PUAWER005B	Operate as part of an emergency control organisation
TLIC2078	Identify and respond to signals and trackside signs
TLIF2010	Apply fatigue management strategies
TLIF2062	Apply awareness of safeworking rules and regulations
TLIF2080	Safely access the rail corridor
TLIF2081	Perform lookout duties
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIG3002	Lead a work team or group
TLIL3072	Operate signal panel or equipment
TLIO2011	Provide revenue protection measures
TLIO3012	Manage disruptive and/or unlawful behaviour
TLIO3015	Maintain security of railway property and revenue

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TLIP2039	Ensure the confidentiality, privacy and security of customer information
TLIP3034	Advise on and construct fares for passengers
TLIU2012	Participate in environmentally sustainable work practices
TLIW2037	Clip and secure points

Qualification Mapping Information

This qualification replaces and is equivalent to TLI33113 Certificate III in Rail Customer Service.

Links

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

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TLI33215 Certificate III in Terminal Train Driving

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for a person engaged in terminal train driving.

This qualification requires the application of a broad range of knowledge and skills in varied contexts to undertake skilled work within a terminal train driving environment.

This qualification requires the skills and knowledge to:

- interpret and act on available information
- apply and communicate known solutions to a variety of predictable problems and to deal with unforseen contingencies using known solutions
- provide technical information to a variety of specialist and non-specialist audiences
- undertake routine and some non-routine tasks in a range of skilled operations.

These skills and knowledge will be applied to known routines, methods, procedures and time constraints while taking responsibility for own outputs.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Terminal Operator
- Terminal Train Driver
- Yard Terminal Driver.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **17 units** of competency comprising:

9 core units listed below **plus**

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8 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIB0132	Start up and shut down a single locomotive
TLIB2131	Prepare train
TLIB3123	Apply awareness of motive power unit fundamentals
TLIC0079	Operate a motive power unit within defined limits
TLIC3027	Stable a motive power unit
TLIE2007	Use communications systems
TLIF2010	Apply fatigue management strategies
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIU2012	Participate in environmentally sustainable work practices

General elective units

HLTAID003	Provide first aid
TLIB2122	Apply awareness of fundamentals of rail operations in yards or sidings
TLIB3018	Conduct full train examination
TLIB3019	Test train braking system
TLIB3021	Conduct train roll-by inspection
TLIB3113	Diagnose and rectify minor faults on motive power units and rolling stock
TLIB3118	Apply awareness of railway fundamentals
TLIB4078	Carry out a train roll-by inspection
TLIB4079	Conduct a general train examination
TLIB4081	Provision a motive power unit
TLIB4082	Set up motive power units in multi-coupled consist

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TLIC3017	Shunt rolling stock
TLIC3048	Shunt, couple and uncouple electric passenger trains
TLIC3082	Operate a locomotive by portable remote control
TLIC4074	Shunt, couple and uncouple rail vehicles
TLIE1005	Carry out basic workplace calculations
TLIE2008	Process workplace documentation
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIF2018	Operate firefighting equipment
TLIF2080	Safely access the rail corridor
TLIF3085	Apply local incident response procedures
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLIK2010	Use infotechnology devices in the workplace
TLIL2048	Prepare for train departure
TLIW2041	Clip points and apply rail safety equipment
TLIW3026	Operate stand alone signalling/point control equipment

Qualification Mapping Information

This qualification replaces and is equivalent to TLI33213 Certificate III in Terminal Train Driving.

Links

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

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TLI33316 Certificate III in Furniture Removal

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in furniture removal job roles within the transport and logistics industry.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Furniture Removalist
- Team Leader.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units of competency** comprising:

4 core units listed below **plus**

8 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBCUS20 Deliver a service to customers

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TLID3050	Coordinate furniture removal
TLIE3021	Work and communicate effectively with others
TLIF1001	Follow work health and safety procedures

General elective units

BSBWOR301	Organise personal work priorities and development
HLTAID003	Provide first aid
TLIB2004	Carry out vehicle inspection
TLIC1051	Operate commercial vehicle
TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle
TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle
TLIC4006	Drive multi-combination vehicle
TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift
TLID2018	Handle furniture and effects
TLID3048	Pack and unpack furniture and effects
TLID3049	Pack and wrap furniture and effects for international removals
TLIE2008	Process workplace documentation
TLIE3010	Estimate furniture removals jobs
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF2010	Apply fatigue management strategies
TLIF3003	Implement and monitor work health and safety procedures

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TLIG3002	Lead a work team or group
TLIH3002	Plan and navigate routes
TLIK2010	Use infotechnology devices in the workplace
TLIL3003	Conduct induction process
TLIL4005	Apply conflict/grievance resolution strategies
TLILIC2001	Licence to operate a forklift truck
TLILIC2014	Licence to drive a light rigid vehicle
TLILIC2015	Licence to drive a medium rigid vehicle
TLILIC2016	Licence to drive a heavy rigid vehicle
TLILIC3017	Licence to drive a heavy combination vehicle
TLILIC3018	Licence to drive a multi-combination vehicle
TLIU2012	Participate in environmentally sustainable work practices
TLIU3011	Implement and monitor environmentally sustainable work practices

Qualification Mapping Information

This qualification replaces and is equivalent to TLI33313 Certificate III in Furniture Removal.

Links

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

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TLI33416 Certificate III in Waste Driving Operations

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in waste driving job roles within the transport and logistics industry.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Waste Vehicle Driver.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **19 units of competency** comprising:

12 core units listed below **plus**

1 licensing or industry elective unit relevant to the vehicle type applicable to the job role from the licensing/industry elective units listed below **plus**

6 general elective units from the general elective units listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

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TLIB2004	Carry out vehicle inspection
TLID1001	Shift materials safely using manual handling methods
TLIE3021	Work and communicate effectively with others
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIF3015	Work safely as a non-electrical licensed worker near electrical assets
TLII1002	Apply customer service skills
TLIL1001	Complete workplace orientation/induction procedures
TLIU2012	Participate in environmentally sustainable work practices
TLIU3015	Identify wastes and hazards in the waste management industry

Licensing/Industry elective units

TLIC1051	Operate commercial vehicle
TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle
TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle
TLIC4006	Drive multi-combination vehicle
TLILIC2014	Licence to drive a light rigid vehicle
TLILIC2015	Licence to drive a medium rigid vehicle
TLILIC2016	Licence to drive a heavy rigid vehicle
TLILIC3017	Licence to drive a heavy combination vehicle
TLILIC3018	Licence to drive a multi-combination vehicle

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General elective units

CPPWMT3011 A	Respond to waste emergencies
CPPWMT3015 A	Move waste using loadshifting equipment
HLTWHS006	Manage personal stressors in the work environment
RIIWHS204D	Work safely at heights
TLIA1001	Secure cargo
TLIB2001	Check and assess operational capabilities of equipment
TLIB2073	Clean road tankers
TLIB3015	Undertake site inspection
TLIC2049	Operate heavy vehicle on unsealed roads
TLIC3063	Operate vehicle carrying special loads
TLIC3083	Operate a front lift mobile compaction/collection vehicle
TLIC3084	Operate a lift on/lift off collection vehicle
TLIC3085	Operate a liquid waste collection vehicle
TLIC3086	Operate a multi-lift collection vehicle
TLIC3087	Operate a rear loading mobile compaction/collection vehicle
TLIC3088	Operate a roll on/roll off collection vehicle
TLIC3089	Operate a side loading mobile compaction/collection vehicle
TLID1002	Shift a load using manually-operated equipment
TLID2003	Handle dangerous goods/hazardous substances
TLID2010	Operate a forklift
TLID3014	Load and unload vehicles carrying special loads
TLID3033	Operate a vehicle-mounted loading crane
TLID3051	Segregate waste according to waste types

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TLIE2008	Process workplace documentation
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIE3028	Complete a work diary in the road transport industry
TLIF2018	Operate firefighting equipment
TLIF3014	Operate as an off-sider in the waste management industry
TLIG2007	Work in a socially diverse environment
TLIH2001	Interpret road maps and navigate pre-determined routes
TLIH3002	Plan and navigate routes
TLIJ2001	Apply quality procedures
TLIJ3002	Apply quality systems
TLIK2010	Use infotechnology devices in the workplace
TLIL2008	Complete routine administrative tasks
TLILIC0001	Licence to transport dangerous goods by road
TLILIC0012	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLILIC2001	Licence to operate a forklift truck
TLIO2021	Follow security procedures when working with goods and cargo
TLIU3014	Operate vehicle in an environmentally sustainable manner

Qualification Mapping Information

This qualification replaces and is equivalent to TLI33413 Certificate III in Waste Driving Operations.

Links

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

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TLI33516 Certificate III in Stevedoring

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in operational roles in a stevedoring environment.

It involves a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures. It may also include responsibility for coordinating the work of others.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Clerical Officer
- Crane Operator
- Equipment Controller
- Equipment Operator
- Team Leader.

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

Entry Requirements

The entry requirement for this qualification is the **8 core** units of competency from TLI21416 Certificate II in Stevedoring listed below.

Entry requirement units

TLIA2050 Lash and unlash cargo and containers

TLID1001 Shift materials safely using manual handling methods

TLIE1003 Participate in basic workplace communication

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TLIF1001	Follow work health and safety procedures
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIG1001	Work effectively with others
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

Packaging Rules

A total of **13 units of competency** comprising:

4 core units listed below **plus**

All units within one of the **specialist elective unit groups** (job roles) listed below **plus**

A **minimum of 4 general elective units** and a **maximum of 5 general elective units** listed below (depending on the specialist elective group or job role selected), or the remaining specialist elective units listed below.

Up to 2 of the general elective units may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
TLIE2008	Process workplace documentation
TLIE3021	Work and communicate effectively with others
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures

Specialist elective units

Select all units from one of the following specialist elective groups:

- Group A: Team Leading

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- Group B: Clerical
- Group C: Equipment Operations
- Group D: Reefer Operations
- Group E: Equipment Control
- Group F: Crane Operations.

Group A: Team Leading

TLIF3003	Implement and monitor work health and safety procedures
TLIG3002	Lead a work team or group
TLIL4005	Apply conflict/grievance resolution strategies
TLIO3016	Apply and monitor workplace security procedures

Group B: Clerical

TLIA2009	Complete and check import/export documentation
TLIA3004	Process receipt and delivery of containers and cargo
TLIK2010	Use infotechnology devices in the workplace
TLIO2021	Follow security procedures when working with goods and cargo

Group C: Equipment Operations

TLIB2001	Check and assess operational capabilities of equipment
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIO2021	Follow security procedures when working with goods and cargo

Note: must choose at least one of the following units

TLID2012	Operate specialised load shifting equipment
TLID2045	Operate specialised light load shifting equipment

Group D: Reefer Operations

TLIA2003	Connect and disconnect reefer units
TLIA3002	Maintain container/cargo records
TLIF2068	Work at height in the stevedoring industry

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TLIK2010	Use infotechnology devices in the workplace
TLIO2021	Follow security procedures when working with goods and cargo

Group E: Equipment Control

TLIA3055	Coordinate terminal/wharf equipment operations
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIK2010	Use infotechnology devices in the workplace
TLIO2021	Follow security procedures when working with goods and cargo

Group F: Crane Operations

TLIB2001	Check and assess operational capabilities of equipment
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIE3015	Undertake rigger/dogger and driver communication
TLIO2021	Follow security procedures when working with goods and cargo

Note: must choose at least one of the following units

TLID3043	Shift loads using gantry equipment
TLID3044	Shift loads using cranes
TLID3047	Shift loads using ship mounted crane

General elective units

CPCCLDG3001A	Licence to perform dogging
HLTAID003	Provide first aid
TLIA2003	Connect and disconnect reefer units
TLIA2009	Complete and check import/export documentation
TLIA3002	Maintain container/cargo records
TLIA3004	Process receipt and delivery of containers and cargo

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TLIA3008	Transfer cargo
TLIA3055	Coordinate terminal/wharf equipment operations
TLIB2001	Check and assess operational capabilities of equipment
TLIB3011	Set up and rig crane for lift
TLIB3012	Plan job and set up work areas
TLIB3013	Maintain mobile cranes
TLIB3016	De-rig, pack and store tools and equipment
TLIB3017	Assemble and dismantle boom or jib
TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle
TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle
TLIC4006	Drive multi-combination vehicle
TLID2003	Handle dangerous goods/hazardous substances
TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift
TLID2012	Operate specialised load shifting equipment
TLID2021	Use specialised bulk transfer equipment (dry)
TLID2022	Conduct weighbridge operations
TLID2047	Prepare cargo for transfer with slings
TLID3011	Conduct specialised forklift operations
TLID3035	Operate a boom type elevating work platform
TLID3040	Control lift and movement of crane
TLID4008	Monitor crane operations
TLID4009	Direct crane operations
TLID4032	Plan and conduct specialised lift

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TLIE2008	Process workplace documentation
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIE3015	Undertake rigger/dogger and driver communication
TLIE3016	Estimate/calculate load shifting requirements for a mobile crane
TLIF2010	Apply fatigue management strategies
TLIF2068	Work at height in the stevedoring industry
TLIF2080	Safely access the rail corridor
TLIF3013	Coordinate breakdowns and emergencies
TLIF3084	Follow mobile crane safety procedures
TLIG2007	Work in a socially diverse environment
TLIJ3002	Apply quality systems
TLIK2003	Apply keyboard skills
TLIK2010	Use infotechnology devices in the workplace
TLILIC2001	Licence to operate a forklift truck
TLILIC2005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
TLILIC3003	Licence to operate a bridge and gantry crane
TLILIC3004	Licence to operate a derrick crane
TLILIC3006	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)
TLILIC3007	Licence to operate a portal boom crane
TLILIC3008	Licence to operate a slewing mobile crane (up to 20 tonnes)
TLILIC3019	Licence to operate a reach stacker (greater than 3 tonnes capacity)
TLILIC4009	Licence to operate a slewing mobile crane (up to 60 tonnes)

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TLILIC4010	Licence to operate a slewing mobile crane (up to 100 tonnes)
TLILIC4011	Licence to operate a slewing mobile crane (over 100 tonnes)
TLIO3016	Apply and monitor workplace security procedures
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

Qualification Mapping Information

This qualification replaces and is equivalent to TLI33513 Certificate III in Stevedoring.

Links

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TLI40115 Certificate IV in Rail Safety Investigation

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person who undertakes a rail safety investigation within the rail industry in accordance with regulator, rail industry standards, rules and operational procedures.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **18 units of competency** comprising:

14 core units listed below **plus**

4 general elective units. The **general elective units** may be selected from the general elective units listed below and up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBRSK401	Identify risk and apply risk management processes
PSPREG411A	Gather information through interviews
PSPREG418A	Advise on progress of investigations
TLIB3118	Apply awareness of railway fundamentals
TLIE3022	Complete workplace documents

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TLIE4030	Prepare rail safety reports
TLIF2062	Apply awareness of safeworking rules and regulations
TLIF2080	Safely access the rail corridor
TLIF3083	Conduct track protection assessment
TLIF4088	Implement and coordinate rail safety and WHS risk-control strategies
TLIF4100	Identify and meet rail safety regulatory compliance requirements
TLIF4107	Respond to notifiable rail safety occurrences
TLIF5017	Investigate rail safety incidents
TLIG4006	Facilitate work teams

General elective units

TLIB4042	Conduct inspection of safeworking procedures and infrastructure
TLIF3085	Apply local incident response procedures
TLIF4101	Implement and maintain a rail safety culture

Qualification Mapping Information

This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Links

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

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TLI41216 Certificate IV in Transport and Logistics (Road Transport - Car Driving Instruction)

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This qualification is for those engaged in driving instructor job roles within the Transport and Logistics Industry.

It includes the performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide some leadership and guidance to others in applying skills and planning skill development.

This qualification is currently cited as meeting part of the requirements for certification as a Motor Vehicle Driving Instructor, as defined by relevant state/territory licensing and regulatory requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units of competency** comprising:

12 core units listed below

Core units

BSBRKG304	Maintain business records
TAEDEL301A	Provide work skill instruction
TAEDES401A	Design and develop learning programs
TLIC1051	Operate a commercial vehicle

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TLIC3036	Apply safe car driving behaviours
TLIF1001	Follow work health and safety procedures
TLIG2007	Work in a socially diverse environment
TLII1002	Apply customer service skills
TLIL2060	Complete induction to the transport industry
TLIL4009	Manage personal work priorities and professional development
TLIM0001	Conduct learner driver training
TLIM4001	Develop safe car driving behaviours in others

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI41210 Certificate IV in Transport and Logistics (Road Transport - Car Driving Instruction).

Links

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

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TLI41316 Certificate IV in Transport and Logistics (Road Transport - Heavy Vehicle Driving Instruction)

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in heavy vehicle driving instructor job roles within the Transport and Logistics Industry.

It includes the performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide some leadership and guidance to others in applying skills and planning skill development.

This qualification is currently cited as meeting part of the requirements for certification as a Heavy Vehicle Driving Instructor, as defined by relevant state/territory licensing and regulatory requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **14 units of competency** comprising:

13 core units listed below **plus**

1 industry elective unit from the industry elective units listed below, relevant to the vehicle type applicable to the job role.

Core units

BSBRKG304 Maintain business records

TAEDEL301A Provide work skill instruction

TAEDES401A Design and develop learning programs

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TLIC3037	Apply safe heavy vehicle driving behaviours
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies
TLIF4066	Implement and supervise transport regulations compliance systems
TLIG2007	Work in a socially diverse environment
TLII1002	Apply customer service skills
TLIL2060	Complete induction to the transport industry
TLIL4009	Manage personal work priorities and professional development
TLIM0002	Conduct heavy vehicle learner driver training
TLIM4002	Develop safe heavy vehicle driving behaviours in others

Industry elective units

TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle
TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle
TLIC4006	Drive multi-combination vehicle

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI41310 Certificate IV in Transport and Logistics (Road Transport - Heavy Vehicle Driving Instruction).

Links

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

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TLI41416 Certificate IV in Transport and Logistics (Road Transport - Motorcycle Riding Instruction)

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in motorcycle riding instructor job roles within the Transport and Logistics Industry.

It includes the performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide some leadership and guidance to others in applying skills and planning skill development.

This qualification is currently cited as meeting part of the requirements for certification as a Motorcycle Riding Instructor, as defined by relevant state/territory licensing and regulatory requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **11 units of competency** comprising:

11 core units listed below

Core units

BSBRKG304 Maintain business records

TAEDEL301A Provide work skill instruction

TAEDES401A Design and develop learning programs

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TLIC3038	Apply safe motorcycle riding behaviours
TLIF1001	Follow work health and safety procedures
TLIG2007	Work in a socially diverse environment
TLII1002	Apply customer service skills
TLIL2060	Complete induction to the transport industry
TLIL4009	Manage personal work priorities and professional development
TLIM0003	Conduct learner rider training
TLIM4003	Develop safe motorcycle riding behaviours in others

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI41410 Certificate IV in Transport and Logistics (Road Transport - Motorcycle Riding Instruction).

Links

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

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TLI41515 Certificate IV in Materiel Logistics

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person who is engaged in the Logistics Industry in a variety of integrated logistics and materiel sustainment roles.

Successful achievement of this qualification requires a person to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and to provide some leadership and guidance to others.

This qualification is targeted at practitioners from the logistics support discipline with at least twelve months' experience. Practitioners from the inventory management, data management, maintenance system management and integrated logistics support (acquisition and sustainment) job streams would benefit from this qualification.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **17 units of competency** comprising:

4 core units listed below **plus**

3 logistics elective units from the logistics elective units listed below **plus**

4 technical elective units from the technical elective units listed below **plus**

6 general elective units from the general elective units or remaining logistics or technical elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units are

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complied with.

Core units

PSPGOV404B	Develop and implement work unit plans
PSPGOV413A	Compose complex workplace documents
PSPPROC303A	Carry out basic procurement
TLIX4028	Apply knowledge of logistics

Logistics elective units

TLIX4007	Implement and monitor integrated logistics support plans
TLIX4008	Conduct integrated logistics support activities
TLIX4009	Apply integrated logistics support processes and procedures
TLIX4011	Conduct logistics support analysis activities
TLIX4016	Implement and monitor materiel sustainment plans
TLIX4017	Conduct materiel sustainment activities
TLIX4018	Apply materiel sustainment processes and procedures
TLIX4022	Implement and monitor configuration management plans
TLIX4023	Conduct configuration management activities
TLIX4024	Apply configuration management processes and procedures

Technical elective units

TLIP5036	Manage assets
TLIX4026	Apply codification and cataloguing processes and procedures
TLIX4027	Assess maintenance spares and manage repairable items
TLIX4029	Apply knowledge of integrated logistics support
TLIX4030	Apply knowledge of materiel sustainment
TLIX4031	Apply knowledge of configuration management
TLIX4032	Apply knowledge of technical regulatory framework

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TLIX4034	Apply technical risk management systems and techniques
TLIX4035	Maintain technical data and information

General elective units

BSBADM409	Coordinate business resources
BSBCOM501	Identify and interpret compliance requirements
BSBINM401	Implement workplace information system
BSBLDR403	Lead team effectiveness
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBMGT403	Implement continuous improvement
BSBREL401	Establish networks
BSBRSK401	Identify risk and apply risk management processes
PSPGOV406B	Gather and analyse information
PSPGOV421A	Exercise delegations
PSPPM401B	Design simple projects
PSPPM402B	Manage simple projects
PSPPM403B	Close simple projects
PSPPROC405C	Dispose of assets
PSPPROC411A	Plan procurement
PSPPROC412A	Develop and distribute requests for offers
PSPPROC413A	Select providers and develop contracts
PSPPROC414A	Manage contracts
TLIR4001	Monitor supplier performance
TLIU4001	Implement and monitor environmental protection policies and procedures
TLIX4033	Apply technical regulatory framework compliance management systems

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Qualification Mapping Information

This qualification replaces and is equivalent to TLI41510 Certificate IV in Materiel Logistics.

Links

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TLI41616 Certificate IV in International Freight Forwarding (Senior Operator)

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in international freight forwarding job roles at a senior operational level within the International Freight Forwarding Industry.

It involves a broad range of skilled applications including evaluating and analysing current practices, developing new criteria and procedures for performing current practices, and providing some leadership and guidance to others.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **11 units of competency** comprising:

6 core units listed below **plus**

5 general elective units from the general elective units listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIA4031 Consolidate freight

TLIA5035 Manage international freight transfer

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TLIE3002 Estimate/calculate mass, area and quantify dimensions

TLIF0001 Apply chain of responsibility legislation, regulations and workplace procedures

TLII0001 Market international freight forwarding services

TLIO2021 Follow security procedures when working with goods and cargo

General elective units

TLIA4032 Organise transport of freight or goods

TLIA4033 Organise international transport of freight

TLID2003 Handle dangerous goods/hazardous substances

TLII0002 Provide freight forwarding information and customer service

TLIL4010 Assess and confirm customer transport requirements

TLIL5026 Manage export logistics

TLIM4004 Mentor individuals or small groups

TLIR4001 Monitor supplier performance

TLIR4002 Source goods/services and evaluate contractors

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI41610 Certificate IV in International Freight Forwarding (Senior Operator).

Links

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

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TLI41715 Certificate IV in Stevedoring Operations

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This qualification is for a person engaged in operational roles within a stevedoring environment. It involves a broad range of skilled applications including evaluating and analysing current practices, developing new criteria and procedures for performing current practices, and providing some leadership and guidance to others.

Successful achievement of the licensing units within the qualification must align with applicable licensing and regulatory requirements.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Stevedore Shift Foreperson
- Stevedore Charge Foreperson.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **15 units of competency** comprising:

9 core units listed below plus

6 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

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Core units

TLIA4006	Organise and monitor terminal/wharf operations
TLIE4006	Collect, analyse and present workplace data and information
TLIF4007	Implement and coordinate accident-emergency procedures
TLIF4014	Develop and maintain a safe workplace
TLIF4064	Manage fatigue management policy and procedures
TLIG4006	Facilitate work teams
TLIL4005	Apply conflict/grievance resolution strategies
TLIL4033	Promote effective workplace practice
TLIU4001	Implement and monitor environmental protection policies and procedures

Elective units

BSBRSK401	Identify risk and apply risk management processes
CPCCLDG3001A	Licence to perform dogging
TLIA4005	Check and evaluate records and documentation
TLIA4040	Implement and monitor stevedoring regulations
TLIA4063	Coordinate stevedoring clerical functions
TLID4008	Monitor crane operations
TLID4009	Direct crane operations
TLIE2007	Use communications systems
TLIE3015	Undertake rigger/dogger and driver communication
TLIF3022	Implement/monitor procedures when warehousing/storing dangerous goods/hazardous substances
TLII4001	Coordinate quality customer service
TLIJ3002	Apply quality systems
TLIK2010	Use infotechnology devices in the workplace

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TLIL2031	Monitor and process attendance records
TLIL4009	Manage personal work priorities and professional development
TLIL4010	Assess and confirm customer transport requirements
TLIL4032	Implement equal employment equity strategies
TLIL4037	Apply and amend rosters
TLIM4004	Mentor individuals or small groups
TLIO3016	Apply and monitor workplace security procedures
TLIP4001	Develop plans to meet customer and organisation needs
TLIP4002	Facilitate and capitalise on change in the workplace
TLIP4003	Implement, maintain and evaluate dangerous goods transport procedures within the workplace
TLIP4005	Manage workplace information

Qualification Mapping Information

This qualification replaces and is equivalent to TLI41710 Certificate IV in Stevedoring Operations.

Links

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

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TLI41816 Certificate IV in Warehousing Operations

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for the Warehousing and Storage Industry.

It involves a broad range of skilled applications including requirements to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide leadership and guidance to others in applying skills and planning skill development.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 21 units of competency comprising:

3 core units listed below **plus**

18 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures

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TLIL1001 Complete workplace orientation/induction procedures

General elective units

TLIA4025 Regulate temperature controlled stock

TLIA4028 Assess and monitor optimum stock levels

TLIA4031 Consolidate freight

TLIA4032 Organise transport of freight or goods

TLID2010 Operate a forklift

TLIE4006 Collect, analyse and present workplace data and information

TLIE4013 Apply workplace statistics

TLIF0002 Administer chain of responsibility policies and procedures

TLIF4007 Implement and coordinate accident-emergency procedures

TLIF4014 Develop and maintain a safe workplace

TLIG3002 Lead a work team or group

TLIG4005 Organise transport workload

TLIG4006 Facilitate work teams

TLII4001 Coordinate quality customer service

TLII4005 Market services and products to clients

TLIJ3002 Apply quality systems

TLIL4005 Apply conflict/grievance resolution strategies

TLIL4009 Manage personal work priorities and professional development

TLIL4010 Assess and confirm customer transport requirements

TLIL4021 Coordinate the erection and dismantling of temporary storage facilities

TLIL4032 Implement equal employment equity strategies

TLIL4033 Promote effective workplace practice

TLIL4036 Develop rosters

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TLIL4037	Apply and amend rosters
TLILIC2001	Licence to operate a forklift truck
TLILIC2002	Licence to operate an order picking forklift truck
TLIM4004	Mentor individuals or small groups
TLIP4001	Develop plans to meet customer and organisation needs
TLIP4002	Facilitate and capitalise on change in the workplace
TLIP4005	Manage workplace information
TLIP4031	Maintain customer credit accounts and services
TLIR4001	Monitor supplier performance
TLIR4002	Source goods/services and evaluate contractors
TLIU0001	Develop workplace policy and procedures for environmental sustainability
TLIU3011	Implement and monitor environmentally sustainable work practices
TLIU4001	Implement and monitor environmental protection policies and procedures

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI41810 Certificate IV in Warehousing Operations.

Links

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

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TLI41916 Certificate IV in Mobile Crane Operations

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This qualification is designed for mobile crane operation within the Transport and Logistics Industry and other industries. It involves a broad range of skilled applications applied in a wide variety of contexts.

Successful achievement of the high risk work (HRW) and heavy vehicle licensing units in the qualification must align with licensing and regulatory requirements.

People seeking certification for HRW licensing units should check the requirements with Safe Work Australia.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **20 units of competency** comprising:

10 core units listed below **plus**

10 elective units, of which **1 electi**ve unit must be taken from Group A elective units listed below and 6 elective units must be taken from Group B elective units listed below **plus**

The remaining **3 elective units** may be selected from Group A or Group B or from any relevant nationally endorsed Training Package or accredited course.

The elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

The following units have a prerequisite unit:

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- CPCCCM2010B Work safely at heights
- CPCCCM3003A Work safely around power sources, services and assets
- CPCCLRG3001A Licence to perform rigging basic level
- CPCCLRG3002A Licence to perform rigging intermediate level

Note:

To comply with the National Standards for Licensing Persons Performing High Risk Work, there is a requirement to achieve TLILIC3006 Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity) before commencing the selected slewing mobile crane licence unit.

Applying for a high risk work licence for TLILIC3006 Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity) is not a requirement if the selected mobile slewing crane licence is being applied for, as this licence covers TLILIC3006 Licence to operate a non-slewing mobile crane.

Core units

CPCCCM2010B	Work safely at heights
CPCCCM3003A	Work safely around power sources, services and assets
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
TLIB3013	Maintain mobile cranes
TLID1001	Shift materials safely using manual handling methods
TLIE2008	Process workplace documentation
TLIF2006	Apply accident-emergency procedures
TLIF3084	Follow mobile crane safety procedures
TLILIC3006	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

Elective units

Group A: High Risk Licensing

CPCCLDG3001A	Licence to perform dogging
CPCCLRG3001A	Licence to perform rigging basic level
CPCCLRG3002A	Licence to perform rigging intermediate level

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TLILIC4009	Licence to operate a slewing mobile crane (up to 60 tonnes)
TLILIC4010	Licence to operate a slewing mobile crane (up to 100 tonnes)
TLILIC4011	Licence to operate a slewing mobile crane (over 100 tonnes)

Group B: General

CPCCOHS1001A	Work safely in the construction industry
HLTAID003	Provide first aid
HLTAID006	Provide advanced first aid
TLIA1001	Secure cargo
TLIB2001	Check and assess operational capabilities of equipment
TLIB3011	Set up and rig crane for lift
TLIB3012	Plan job and set up work areas
TLIB3015	Undertake site inspection
TLIB3016	De-rig, pack and store tools and equipment
TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle
TLIC3010	Pilot or escort oversized and/or overmassed loads
TLIC4006	Drive multi-combination vehicle
TLID3031	Rig load
TLID4032	Plan and conduct specialised lift
TLIE3009	Use pilot and escort communication
TLIF1002	Conduct housekeeping activities
TLIF2010	Apply fatigue management strategies
TLILIC2005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
TLIP4010	Assess lift requirements and provide quotation

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Qualification Mapping Information

This qualification replaces and is equivalent to TLI41910 Certificate IV in Mobile Crane Operations.

Links

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TLI42016 Certificate IV in Logistics

Modification History

Release 2. This is the second release of this qualification in the TLI Transport and Logistics Training Package.

Packaging rules for the elective units have been clarified.

The following units have been added to the general elective units:

- TLIF0006 Administer a fatigue risk management system
- TLIF0007 Manage a fatigue risk management system

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in logistics operations in the Transport and Logistics Industry in a variety of operational roles.

It involves a broad range of skilled applications including requirements to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide leadership and guidance to others in applying skills and planning skill development.

Successful achievement of the licensing units within the qualification must align with applicable licensing and regulatory requirements.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Logistics Coordinator
- Logistics Supervisor.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **15 units of competency** comprising:

2 core unit listed below **plus**

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7 technical elective units from the technical elective units listed below **plus**

6 general elective units from the general elective units or remaining technical elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Elective units can only be counted once towards the qualification packaging rules i.e. if a unit is listed in both a technical elective group and the general elective group, it can only be counted as one of the elective units required.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIX4028	Apply knowledge of logistics

Technical elective units

PSPPCM004	Plan procurement
TLIA4028	Assess and monitor optimum stock levels
TLIA4032	Organise transport of freight or goods
TLIA4033	Organise international transport of freight
TLIA4062	Implement safety stock systems
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIE4013	Apply workplace statistics
TLIF0002	Administer chain of responsibility policies and procedures
TLIF3063	Administer the implementation of fatigue management strategies
TLIF4014	Develop and maintain a safe workplace
TLIF4065	Ensure compliance with Australian Dangerous Goods Code
TLIF4066	Implement and supervise transport regulations compliance systems
TLIG4005	Organise transport workload
TLII4001	Coordinate quality customer service
TLIL4030	Control a furniture warehouse
TLIL4070	Work effectively in the transport and logistics industry

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TLIL4078	Coordinate fleet control logistics
TLIP4003	Implement, maintain and evaluate dangerous goods transport procedures within the workplace
TLIP4013	Implement and monitor logistics planning and processes
TLIP4038	Monitor a supply chain operation
TLIP4039	Monitor transport operations
TLIP4040	Monitor warehouse operations
TLIR4001	Monitor supplier performance
TLIR4002	Source goods/services and evaluate contractors
TLIR4003	Negotiate a contract
TLIR4008	Implement and supervise stocktaking procedures
TLIR4009	Implement purchasing systems
TLIR4010	Plan purchasing
TLIR4012	Conduct international purchasing
TLIU3011	Implement and monitor environmentally sustainable work practices

General elective units

BSBCUS401	Coordinate implementation of customer service strategies
BSBHRM405	Support the recruitment, selection and induction of staff
BSBMGT403	Implement continuous improvement
BSBRSK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
HLTAID003	Provide first aid
HLTAID006	Provide advanced first aid
PSPGOV404B	Develop and implement work unit plans
PSPGOV406B	Gather and analyse information

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PSPGOV413A	Compose complex workplace documents
PSPPROC411A	Plan procurement
SITXFIN402	Manage finances within a budget
TLIA4005	Check and evaluate records and documentation
TLID1001	Shift materials safely using manual handling methods
TLIE3012	Consolidate manifest documentation
TLIF0002	Administer chain of responsibility policies and procedures
TLIF0006	Administer a fatigue risk management system
TLIF0007	Manage a fatigue risk management system
TLIF4007	Implement and coordinate accident-emergency procedures
TLIG4006	Facilitate work teams
TLIJ4008	Implement and monitor inbound quality assurance systems
TLIK2010	Use infotechnology devices in the workplace
TLIL4005	Apply conflict/grievance resolution strategies
TLIL4009	Manage personal work priorities and professional development
TLIL4036	Develop rosters
TLIL4037	Apply and amend rosters
TLIL4058	Plan a career in logistics
TLIL4059	Implement asset management systems
TLILIC2001	Licence to operate a forklift truck
TLIP4001	Develop plans to meet customer and organisation needs
TLIP4002	Facilitate and capitalise on change in the workplace
TLIP4005	Manage workplace information
TLIP4028	Administer international trading accounts
TLIU2012	Participate in environmentally sustainable work practices

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Qualification Mapping Information

This qualification replaces but is not equivalent to TLI42010 Certificate IV in Logistics.

Links

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

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TLI42116 Certificate IV in Driving Operations

Modification History

Release 2. This is the second release of this qualification in the TLI Transport and Logistics Training Package.

The following units have been added to the general elective units:

- TLIF0005 Apply a fatigue risk management system
- TLIF0006 Administer a fatigue risk management system.

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in driving operation job roles in the Transport and Logistics industry.

It involves a broad range of skilled applications including requirements to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide leadership and guidance to others in applying skills and planning skill development.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Chemical tanker driver
- Fuel tanker driver
- Heavy recovery driver
- LP gas tanker driver.

Successful achievement of the licensing unit in the qualification must align with licensing and regulatory requirements applicable to driving and state or territory regulatory requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units of competency** comprising**:**

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4 core units listed below **plus**

1 licensing/industry elective unit relevant to the vehicle type applicable to the job role from the licensing/industry elective units listed below **plus**

All units within one of the **specialist elective groups (**job roles) from Group A, Group B, Group C or Group D listed below **plus**

5 general elective units from the general elective units listed below if selecting Group A, Group B or Group C **or**

6 general elective units from the general elective units listed below if selecting Group D.

Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

The following units have prerequisite units:

- CPCCSF2003A Cut and bend materials using oxy-LPG equipment
- TLIC0002 Operate fuel tanker
- TLIC0003 Operate LP gas tanker
- TLID4048 Top load a dangerous goods tanker
- TLID4049 Bottom load a dangerous goods tanker.

Core units

TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF2010	Apply fatigue management strategies
TLIF4066	Implement and supervise transport regulations compliance systems
TLIF4095	Apply work health and safety requirements for driving operations

Licensing/Industry elective units

TLIC1051	Operate commercial vehicle
TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle
TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle

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TLIC4006	Drive multi-combination vehicle
TLILIC2014	Licence to drive a light rigid vehicle
TLILIC2015	Licence to drive a medium rigid vehicle
TLILIC2016	Licence to drive a heavy rigid vehicle
TLILIC3017	Licence to drive a heavy combination vehicle
TLILIC3018	Licence to drive a multi-combination vehicle

Specialist elective units

Select one group (job role) from the following options:

Group A: Fuel Tanker

Group B: LP Gas Tanker

Group C: Chemical Tanker

Group D: Heavy Recovery.

Group A: Fuel Tanker

TLIC0002	Operate fuel tanker
TLILIC0001	Licence to transport dangerous goods by road

Group B: LP Gas Tanker

TLIC0003	Operate LP gas tanker
TLILIC0001	Licence to transport dangerous goods by road

Group C: Chemical Tanker

TLIC0001	Operate chemical tanker
TLILIC0001	Licence to transport dangerous goods by road

Group D: Heavy Recovery

TLIC4069	Operate heavy recovery vehicle

General elective units

AHCARB205A	Operate and maintain chainsaws
AURVGA3002	Recover vehicles

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CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCSF2003A	Cut and bend materials using oxy-LPG equipment
HLTWHS006	Manage personal stressors in the work environment
PUADEFVH001A	Conduct recovery vehicle operations in a field environment
PUADEFVH002A	Extract disabled equipment using winching techniques in a field environment
RIICBS312D	Conduct bitumen tanker operations
TLIB2004	Carry out vehicle inspection
TLIC0001	Operate chemical tanker
TLIC0002	Operate fuel tanker
TLIC0003	Operate LP gas tanker
TLIC4068	Operate heavy recovery ancillary equipment
TLIC4070	Tow a disabled heavy vehicle
TLID4048	Top load a dangerous goods tanker
TLID4049	Bottom load a dangerous goods tanker
TLID4050	Discharge a dangerous goods tanker
TLIE1005	Carry out basic workplace calculations
TLIE3026	Carry out advanced calculations in the transport and logistics industry
TLIE4025	Prepare and process transport documentation for dangerous goods
TLIF0002	Administer chain of responsibility policies and procedures
TLIF0005	Apply a fatigue risk management system
TLIF0006	Administer a fatigue risk management system
TLIF2018	Operate firefighting equipment
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements

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TLIF3096	Carry out emergency response to a dangerous goods incident
TLIF4007	Implement and coordinate accident-emergency procedures
TLIF4065	Ensure compliance with Australian Dangerous Goods Code
TLIH2001	Interpret road maps and navigate pre-determined routes
TLIH3002	Plan and navigate routes
TLIJ4010	Implement quality systems and procedures in a dangerous goods workplace
TLIL4010	Assess and confirm customer transport requirements
TLIL4079	Manage the recovery process
TLILIC0012	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI42111 Certificate IV in Driving Operations.

Links

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

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TLI42215 Certificate IV in Rail Network Control

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person engaged in the control of rail networks.

This qualification requires a broad range of skilled applications within the rail control environment. It also requires the skills and knowledge to evaluate and analyse current practices, to develop new criteria and procedures, and to provide some leadership and guidance to others in their work.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Train controller
- Network controller
- Area controller.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **15 units of competency** comprising:

10 core units listed below **plus**

5 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

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TLIE3022	Complete workplace documents
TLIE3023	Use electronic communication systems
TLIF2010	Apply fatigue management strategies
TLIF3087	Follow work health and safety, and environmental procedures in the rail industry
TLIF4086	Control and coordinate incident responses
TLIF4090	Implement safeworking rules and regulations for network control activities
TLIG1001	Work effectively with others
TLII4022	Identify and meet customer requirements
TLIL4074	Control and coordinate rail traffic movement
TLIL4075	Implement and amend daily train plan

General elective units

BSBWOR201	Manage personal stress in the workplace
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
TLIB3118	Apply awareness of railway fundamentals
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLIG2007	Work in a socially diverse environment
TLIJ2001	Apply quality procedures
TLIL2041	Monitor and record rolling stock locations
TLIL3035	Allocate motive power
TLIL3052	Plan urban passenger train consists
TLIL4034	Arrange alternative passenger transport
TLIL4037	Apply and amend rosters
TLIL4038	Organise marshalling and shunting operations

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TLIL4050	Allocate rolling stock
TLIL4077	Develop out-of-course rail traffic plans and schedules
TLIU2012	Participate in environmentally sustainable work practices

Qualification Mapping Information

This qualification replaces and is equivalent to TLI42211 Certificate IV in Rail Network Control.

Links

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

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TLI42315 Certificate IV in Rail Infrastructure

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person engaged in providing infrastructure construction and/or maintenance activities on rail networks.

This qualification requires a broad range of skilled applications within the rail Infrastructure environment. It also requires the skills and knowledge to evaluate and analyse current practices, to develop new criteria and procedures, and to provide some leadership and guidance to others in their work.

Job roles

This qualification is suitable for a variety of job roles in the fields of:

Rail Track Working, Rail Track Surfacing or Rail Structures

Job roles and titles vary across different sectors. Possible job titles relevant to the listed fields include:

- Ganger
- Leading hand
- Team leader
- Work group leader
- Supervisor
- Possession officer.

Track Protection

Possible job titles relevant to this field include:

- Principal protection officer (PPO).

Please note: RTO to insert on the testamur, the specialist elective unit group selected from the group choice below.

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

Entry Requirements

The entry requirement for this qualification is one of the following qualifications:

- TLI31815 Certificate III in Rail Track Surfacing

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- TLI31915 Certificate III in Mechanical Rail Signalling
- TLI32115 Certificate III in Rail Structures
- TLI32515 Certificate III in Rail Infrastructure
- TLI32715 Certificate III in Track Protection or
- relevant industry experience gained by working in the rail infrastructure environment.
-

Packaging Rules

A total of **13 units of competency** comprising**:**

8 core units listed below **plus**

3 specialist elective units from one of the specialist elective unit group**s** (job roles) from Group A or Group B listed below **plus**

2 general units from the general elective units listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified in the unit are complied with.

Core units

BSBMGT401	Show leadership in the workplace
BSBPMG409	Apply project scope-management techniques
TLIF3089	Implement fatigue management policies and procedures for rail infrastructure
TLIF4088	Implement and coordinate rail safety and WHS risk-control strategies
TLIG4006	Facilitate work teams
TLIJ4009	Implement and monitor quality assurance systems
TLIL4005	Apply conflict/grievance resolution strategies
TLIL4076	Coordinate resources

Specialist elective units

Select 3 units from one of the following specialist elective groups:

- Group A: Rail Track Working, Rail Track Surfacing or Rail Structures
- Group B: Track Protection.

Group A: Rail Track Working, Rail Track Surfacing or Rail Structures

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BSBMGT403	Implement continuous improvement
BSBRSK401	Identify risk and apply risk management processes
TLIF2006	Apply accident-emergency procedures
TLIL4073	Apply asset management system

Group B: Track Protection

The selection must include TLIL4069 Plan and coordinate protection for multiple worksites within limits of a work on track authority.

BSBMGT403	Implement continuous improvement
BSBRSK401	Identify risk and apply risk management processes
TLIF2006	Apply accident-emergency procedures
TLIL4069	Plan and coordinate protection for multiple worksites within limits of a work on track authority

General elective units

BSBADM502	Manage meetings
BSBCMM401	Make a presentation
RIIBEF402D	Supervise on-site operations
TLIB4042	Conduct inspection of safeworking procedures and infrastructure
TLID4030	Supervise mobile crane operations
TLII4001	Coordinate quality customer service
TLIP4001	Develop plans to meet customer and organisation needs
TLIR4002	Source goods/services and evaluate contractors
TLIR4008	Implement and supervise stocktaking procedures
TLIR4009	Implement purchasing systems
TLIU3011	Implement and monitor environmentally sustainable work practices

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Qualification Mapping Information

This qualification replaces and is equivalent to TLI42311 Certificate IV in Rail Infrastructure.

Links

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TLI42415 Certificate IV in Rail Safety Management

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in the management of safety within the rail industry.

This qualification requires a broad range of skilled applications within the rail safety environment. It also requires the skills and knowledge to evaluate and analyse current practices, to develop new criteria and procedures, and to provide some leadership and guidance to others in their work.

Job roles

This qualification is aligned to the following defined role:

- Rail Safety Manager.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **17 units of competency** comprising:

11 core units listed below **plus**

6 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBRSK401	Identify risk and apply risk management processes
TLIE4030	Prepare rail safety reports

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TLIE4032	Use internal communication systems for rail industry regulatory compliance
TLIF4099	Develop an application for, or variation to, rail accreditation
TLIF4100	Identify and meet rail safety regulatory compliance requirements
TLIF4101	Implement and maintain a rail safety culture
TLIF4102	Implement and maintain safety management plans
TLIF4104	Manage change in the rail safety environment
TLIF4105	Manage rail safety compliance
TLIF4107	Respond to notifiable rail safety occurrences
TLIL4081	Ensure competency of rail safety workers

General elective units

BSBADM502	Manage meetings
BSBCMM401	Make a presentation
BSBMGT401	Show leadership in the workplace
BSBMGT403	Implement continuous improvement
BSBPMG518	Manage project procurement
PSPGOV306B	Implement change
TLIF4103	Implement fitness for work procedures
TLIG4006	Facilitate work teams
TLIL4005	Apply conflict/grievance resolution strategies
TLIL4073	Apply asset management system
TLIL4082	Coordinate rail interface agreements
TLIR4002	Source goods/services and evaluate contractors
TLIU4001	Implement and monitor environmental protection policies and procedures

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Qualification Mapping Information

This qualification replaces and is equivalent to TLI42413 Certificate IV in Rail Safety Management.

Links

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TLI42516 Certificate IV in Traffic Operations

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in traffic operations job roles within the Transport and Logistics Industry.

It involves a broad range of skilled applications including requirements to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide leadership and guidance to others in applying skills and planning skill development.

Job roles:

The TLI42516 Certificate IV in Traffic Operations qualification is aligned to the following defined roles:

- Tunnel Road Operator
- Open Road Operator.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **14 units of competency** comprising:

11 core units listed below **plus**

1 specialist elective unit from Group A or Group B listed below **plus**

2 general elective units from the **general elective units** listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

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Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

HLTWHS006	Manage personal stressors in the work environment
TLIB2001	Check and assess operational capabilities of equipment
TLIE3023	Use electronic communication systems
TLIF2010	Apply fatigue management strategies
TLIF3013	Coordinate breakdowns and emergencies
TLIF4007	Implement and coordinate accident-emergency procedures
TLIF4069	Monitor and respond to traffic flow
TLIF5020	Manage emergencies
TLIJ3002	Apply quality systems
TLIK2010	Use infotechnology devices in the workplace
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

Specialist elective units

Group A: Tunnel Operator

TLIF4070	Operate fire and life safety system within a tunnel

Group B: Open Road Operator

TLIF3085	Apply local incident response procedures

General elective units

HLTAID003	Provide first aid
TLIA4005	Check and evaluate records and documentation
TLIC2002	Drive light rigid vehicle
TLID1002	Shift a load using manually-operated equipment
TLID2013	Move materials mechanically using automated equipment

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TLIE1003	Participate in basic workplace communication
TLIE2007	Use communications systems
TLIE2008	Process workplace documentation
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIE3004	Prepare workplace documents
TLIE3026	Carry out advanced calculations in the transport and logistics industry
TLIF0002	Administer chain of responsibility policies and procedures
TLIF1002	Conduct housekeeping activities
TLIF2006	Apply accident-emergency procedures
TLIF2018	Operate firefighting equipment
TLIF3063	Administer the implementation of fatigue management strategies
TLIF3085	Apply local incident response procedures
TLIF4007	Implement and coordinate accident-emergency procedures
TLIF4014	Develop and maintain a safe workplace
TLIF4065	Ensure compliance with Australian Dangerous Goods Code
TLIF4070	Operate fire and life safety system within a tunnel
TLIF4108	Implement traffic management plan in the transport industry
TLIG1001	Work effectively with others
TLIG2007	Work in a socially diverse environment
TLIG4006	Facilitate work teams
TLII1002	Apply customer service skills
TLIJ2001	Apply quality procedures
TLIJ3005	Sample, inspect and test products to specifications
TLIK2003	Apply keyboard skills

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TLIL2008	Complete routine administrative tasks
TLIL4005	Apply conflict/grievance resolution strategies
TLIL4009	Manage personal work priorities and professional development
TLIL4032	Implement equal employment equity strategies
TLIL4036	Develop rosters
TLIL4037	Apply and amend rosters
TLIO3007	Undertake emergency response action to a security threat
TLIO3012	Manage disruptive and/or unlawful behaviour
TLIO3016	Apply and monitor workplace security procedures
TLIU2012	Participate in environmentally sustainable work practices
TLIU3014	Operate vehicle in an environmentally sustainable manner

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI42513 Certificate IV in Traffic Operations.

Links

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

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TLI42615 Certificate IV in Train Driving

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person engaged in train driving activities.

It involves a broad range of specialised knowledge and skills in varied contexts to undertake skilled work within a train driving environment.

It may include skills and knowledge required for specialised tasks or functions in known or changing contexts with responsibility for own functions and outputs.

Job roles

This qualification is aligned to the following defined roles:

- Electric Passenger Train Driver
- Freight Train Driver
- Heavy Haul Train Driver
- Locomotive Driver
- Train Driver.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **21 units** of competency comprising:

12 core units listed below **plus**

All units within one of the **specialist elective unit groups** (job roles) from Group A, Group B, Group C, Group D or Group E listed below **plus**

4 general elective units from the **general elective units** listed below or remaining units not selected from a specialist elective unit group. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units

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must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIB3075	Inspect and prepare a motive power unit
TLIB3118	Apply awareness of railway fundamentals
TLIB4080	Identify, diagnose and rectify minor faults on motive power units and rolling stock
TLIC2078	Identify and respond to signals and trackside signs
TLIC4023	Operate train with due consideration of route conditions
TLIC4026	Operate and monitor a motive power unit
TLIE2007	Use communications systems
TLIF0004	Work effectively in a train-driving environment
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies
TLIF3058	Apply safeworking rules and regulations to rail functions
TLIF4110	Respond to abnormal situations and emergencies when driving a train

Specialist elective units

Group A: Freight

TLIB3019	Test train braking system
TLIB3026	Prepare for train operation
TLIB4078	Carry out a train roll-by inspection
TLIC3027	Stable a motive power unit
TLIC4019	Drive a train to operational requirements

Group B: Urban Electric

TLIB3105	Prepare electric passenger train
TLIB3108	Test operation of electric passenger train braking system

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TLIC3046	Drive and operate electric passenger train
TLIC3047	Stable electric passenger train
TLIC3048	Shunt, couple and uncouple electric passenger trains

Group C: Country Passenger

TLIB3019	Test train braking system
TLIB3026	Prepare for train operation
TLIB4078	Carry out a train roll-by inspection
TLIC3027	Stable a motive power unit
TLIC4019	Drive a train to operational requirements

Group D: Steam Locomotive

TLIB3124	Apply awareness of steam locomotive fundamentals
TLIB4077	Inspect and prepare a heritage steam locomotive
TLIC3030	Operate and monitor a heritage steam locomotive
TLIC3031	Stable a heritage steam locomotive
TLIC4019	Drive train to operational requirements

Group E: Heritage Motive Power

TLIB3123	Apply awareness of motive power unit fundamentals
TLIB4076	Inspect and prepare a heritage motive power unit
TLIC3028	Operate and monitor a heritage motive power unit
TLIC3029	Stable a heritage motive power unit
TLIC4019	Drive train to operational requirements

General elective units

HLTAID003	Provide first aid
SITXCOM401	Manage conflict
TLIB3018	Conduct full train examination
TLIB3027	Set up and shut down on-train remote control system

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TLIB4079	Conduct a general train examination
TLIB4081	Provision a motive power unit
TLIB4082	Set up motive power units in multi-coupled consist
TLIC3018	Operate on-train remote control system
TLIC3082	Operate a locomotive by portable remote control
TLIC4071	Establish and operate train braking system
TLIC4072	Operate and monitor a motive power unit on a main line
TLIC4073	Set up, operate and shut down a distributed power system
TLIC4074	Shunt, couple and uncouple rail vehicles
TLID1001	Shift materials safely using manual handling methods
TLIE1003	Participate in basic workplace communication
TLIE2008	Process workplace documentation
TLIE3021	Work and communicate effectively with others
TLIF2018	Operate firefighting equipment
TLIF2080	Safely access the rail corridor
TLIF2097	Use audible track warning devices
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLIG1001	Work effectively with others
TLIG2007	Work in a socially diverse environment
TLII3022	Provide customer service in rail operations
TLIL2048	Prepare for train departure
TLIL4009	Manage personal work priorities and professional development
TLIL4083	Assist with train operations
TLIU4011	Apply environmental procedures to rail operations
TLIW2037	Clip and secure points

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TLIW3026 Operate stand alone signalling/point control equipment

Qualification Mapping Information

This qualification replaces and is equivalent to TLI42613 Certificate IV in Train Driving.

Links

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

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TLI42715 Certificate IV in Tram/Light Rail Control

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person engaged in the control of tram/light rail networks.

This qualification requires a broad range of skilled applications within the rail control environment. It also requires the skills and knowledge to evaluate and analyse current practices, to develop new criteria and procedures, and to provide some leadership and guidance to others in their work

Job roles

- Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:
- Light Rail Controller
- Tram Controller.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units of competency** comprising:

8 core units listed below **plus**

4 general elective units from the general elective units listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

TLIE3022	Complete workplace documents

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TLIE4033	Use communications systems to control tram/light rail operations
TLIF2010	Apply fatigue management strategies
TLIF3087	Follow work health and safety, and environmental procedures in the rail industry
TLIF4109	Communicate effectively to coordinate incident response procedures
TLIG1001	Work effectively with others
TLIL4084	Control daily tram/light rail operations
TLIL4085	Coordinate tram/light rail traffic movement

General elective units

BSBWOR201	Manage personal stress in the workplace
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
TLIB3118	Apply awareness of railway fundamentals
TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
TLIG2007	Work in a socially diverse environment
TLII4022	Identify and meet customer requirements
TLIJ2001	Apply quality procedures
TLIL4034	Arrange alternative passenger transport
TLIL4038	Organise marshalling and shunting operations
TLIL4050	Allocate rolling stock

Qualification Mapping Information

This qualification replaces and is equivalent to TLI42713 Certificate IV in Tram/Light Rail Control.

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Links

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TLI50215 Diploma of Materiel Logistics

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those working in materiel sustainment and integrated logistics management roles.

Successful achievement of this qualification requires the self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participating in developing strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participating in teams, including those concerned with planning and evaluation functions. Group or team coordination may also be involved.

This qualification has been designed for people in integrated logistics support management or sustainment management roles. These people will have a breadth of responsibility across a range of functional areas and will generally be responsible for a team.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Integrated Logistics Support Manager
- Materiel Sustainment Manager.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **16 units of competency** comprising:

4 core units listed below **plus**

5 specialist elective units from one of the specialist elective unit groups**,** either Group A or

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Group B, listed below **plus**

4 logistics elective units from the **logistics elective units** listed below or the remaining specialist elective units from the Group chosen (either A or B) **plus**

3 general elective units from the general elective units listed below. Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units are complied with.

Core units

BSBRSK401	Identify risk and apply risk management processes
PSPGOV512A	Use complex workplace communication strategies
PSPGOV513A	Refine complex workplace documents
TLIX4028	Apply knowledge of logistics

Specialist elective units

Group A: Integrated Logistics Support

TLIX4030	Apply knowledge of materiel sustainment
TLIX4031	Apply knowledge of configuration management
TLIX4032	Apply knowledge of technical regulatory framework
TLIX5003	Develop and review integrated logistics support plans
TLIX5004	Develop integrated logistics support processes and procedures
TLIX5005	Manage integrated logistics support operations
TLIX5010	Provide specialist integrated logistics support advice

Group B: Materiel Sustainment

TLIX4029	Apply knowledge of integrated logistics support
TLIX4031	Apply knowledge of configuration management
TLIX4032	Apply knowledge of technical regulatory framework
TLIX5012	Develop and review materiel sustainment plans
TLIX5013	Develop materiel sustainment processes and procedures

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TLIX5014	Manage materiel sustainment operations
TLIX5019	Provide specialist materiel sustainment advice

Logistics elective units

BSBFIM501	Manage budgets and financial plans
PSPPM504A	Carry out complex project activities
TLIL4059	Implement asset management systems
TLIL5055	Manage a supply chain
TLIP5036	Manage assets
TLIR5014	Manage suppliers
TLIX5006	Manage verification and validation
TLIX5015	Establish supply chains
TLIX5020	Develop and review configuration management plans
TLIX5021	Manage configuration management processes
TLIX5025	Provide specialist configuration management advice
TLIX5036	Manage and monitor technical data and information systems

General elective units

BSBCOM501	Identify and interpret compliance requirements
BSBCUS501	Manage quality customer service
BSBINM501	Manage an information or knowledge management system
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBWHS501	Ensure a safe workplace
BSBPMG512	Manage project time
BSBPMG514	Manage project cost
BSBPMG515	Manage project human resources
BSBPMG516	Manage project information and communication

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BSBPMG518	Manage project procurement
PSPGOV504B	Undertake research and analysis
PSPGOV511A	Provide leadership
PSPGOV518A	Benchmark performance
PSPGOV524A	Interpret data and related statistics
PSPPROC412A	Develop and distribute requests for offers
PSPPROC413A	Select providers and develop contracts
PSPPROC414A	Manage contracts
PSPPROC503B	Manage contract performance
PSPPROC504B	Finalise contracts
PSPPROC506A	Plan to manage a contract
TLIU4001	Implement and monitor environmental protection policies and procedures

Qualification Mapping Information

This qualification replaces and is equivalent to TLI50210 Diploma of Materiel Logistics.

Links

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

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TLI50316 Diploma of International Freight Forwarding

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in advanced international freight forwarding job roles within the Transport and Logistics Industry.

Successful achievement of this qualification will require the self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units of competency** comprising:

9 core units listed below **plus**

3 general elective units from the general **elective units** listed below. Up to **1 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units are complied with.

Core units

TLIA5059	Plan and organise the international forwarding of freight by sea and multimodal transport

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TLIA5060	Plan and organise the international forwarding of freight by air transport
TLIA5061	Plan and organise the international forwarding of freight by road and rail transport
TLIE5020	Apply knowledge of freight forwarding documentation and permits
TLIF0003	Develop and implement policies and procedures to ensure chain of responsibility compliance
TLIL5062	Apply knowledge of logistics, storage and distribution to international freight forwarding
TLIL5063	Review contracts, insurance, risk and liability in an international freight forwarding context
TLIL5064	Manage international special freight transport services including dangerous goods and special cargo
TLIO5020	Advise on and manage security and safety in international freight transport

General elective units

BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBMKG513	Promote products and services to international markets
PSPGOV518A	Benchmark performance
TLIM4004	Mentor individuals or small groups
TLIX0001	Determine tariff classification of goods
TLIX5054	Comply with biosecurity border clearance

Qualification Mapping Information

This qualification replaces but is **not** equivalent to TLI50310 Diploma of International Freight Forwarding.

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Links

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TLI50415 Diploma of Logistics

Modification History

Release 3. This is the third release of this qualification in the TLI Transport and Logistics Training Package.

The following units have been added to the general elective units:

- TLIF0006 Administer a fatigue management system
- TLIF0007 Manage a fatigue risk management system.

Release 2. This is the two release of this qualification in the TLI Transport and Logistics Training Package.

ISC Upgrade - Unit added to General elective units.

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a general qualification for the integrated management of logistics.

Achievement of this qualification will require the self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participation in the development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams, including those concerned with planning and evaluation functions. Group or team coordination may be involved.

Successful achievement of the licensing units within the qualification must align with applicable licensing and regulatory requirements.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Logistics Manager.

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

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

A total of **15 units of competency** comprising:

2 core unit listed below **plus**

7 technical elective units from the technical elective units listed below **plus**

6 general elective units from the general elective units or remaining technical elective units listed be**low.** Up to **3 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core unit

TLIF0002	Administer chain of responsibility policies and procedures
TLIL5020	Develop and maintain operational procedures for transport and logistics enterprises

Technical elective units

BSBWHS501	Ensure a safe workplace
TLIA5029	Plan and manage storage of dangerous goods and hazardous substances
TLIA5035	Manage international freight transfer
TLIA5058	Manage facility and inventory requirements
TLIF0003	Develop and implement policies and procedures to ensure chain of responsibility compliance
TLIF4064	Manage fatigue management policy and procedures
TLII5018	Manage customer service
TLIL5019	Implement and monitor transport logistics
TLIL5026	Manage export logistics
TLIL5055	Manage a supply chain
TLIL5057	Maintain, monitor and improve transport operations systems
TLIP5004	Develop a transport and logistics business plan
TLIP5006	Establish international distribution networks

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TLIP5008	Manage a transport and logistics business unit
TLIP5011	Develop and evaluate strategies for transport and logistics enterprises
TLIR5006	Develop, implement and review purchasing strategies
TLIR5007	Manage international purchasing
TLIR5014	Manage suppliers
TLIU4001	Implement and monitor environmental protection policies and procedures
TLIU5006	Conduct environmental audits
TLIX4028	Apply knowledge of logistics
TLIX5036	Manage and monitor technical data and information systems
TLIX5040	Manage contracted support services

General elective units

BSBCOM501	Identify and interpret compliance requirements
BSBHRM405	Support the recruitment, selection and induction of staff
BSBINN502	Build and sustain an innovative work environment
BSBMGT502	Manage people performance
BSBMGT517	Manage operational plan
BSBMGT516	Facilitate continuous improvement
BSBPMG522	Undertake project work
BSBRSK501	Manage risk
BSBWOR502	Lead and manage team effectiveness
BSBWRK510	Manage employee relations
PSPGOV506A	Support workplace coaching and mentoring
SITXEVT605	Develop event transport plans
TLIB5010	Plan and implement maintenance schedules
TLIF0006	Administer a fatigue risk management system

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TLIF0007	Manage a fatigue risk management system
TLIF5017	Investigate rail safety incidents
TLIF5020	Manage emergencies
TLIK5006	Evaluate software requirements and hardware enhancements
TLIJ5007	Conduct internal quality audits
TLIL4009	Manage personal work priorities and professional development
TLIM4004	Mentor individuals or small groups
TLIO5005	Plan and manage security procedures for the enterprise
TLIO5006	Plan and manage security procedures for transferring and transporting dangerous goods
TLIO5017	Manage security of storage facilities
TLIO5018	Manage compliance with customs excise
TLIP5007	Contribute to the development of a workplace learning environment
TLIP5025	Set and achieve budgets
TLIP5035	Manage budgets and financial plans
TLIP5036	Manage assets
TLIR4003	Negotiate a contract
TLIR5005	Manage a contract
TLIU0001	Develop workplace policy and procedures for environmental sustainability

Qualification Mapping Information

This qualification replaces and is **not** equivalent to TLI50410 Diploma of Logistics.

Links

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

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TLI50515 Diploma of Deployment Logistics

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person working in a deployment logistics management role.

Successful achievement of this qualification requires the self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participating in developing strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participating in teams, including those concerned with planning and evaluation functions. Group or team coordination may be involved.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Logistics Manager (Deployed Operations).

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **15 units of competency** comprising:

4 core units listed below **plus**

5 specialist elective units from the **specialist elective units** listed below **plus**

6 general elective units from the general elective units listed below or the remaining specialist elective units. Up to **4 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units are

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complied with.

Core units

BSBRSK401	Identify risk and apply risk management processes
BSBWOR502	Lead and manage team effectiveness
PSPGOV512A	Use complex workplace communication strategies
TLIX4028	Apply knowledge of logistics

Specialist elective units

BSBFIM501	Manage budgets and financial plans
PSPPM504A	Carry out complex project activities
PSPPROC303A	Carry out basic procurement
PUAOPE001B	Supervise response
TLIL4059	Implement asset management systems
TLIL5020	Develop and maintain operational procedures for transport and logistics enterprises
TLIL5055	Manage a supply chain
TLIL5057	Maintain, monitor and improve transport operations systems
TLIO5005	Plan and manage security procedures for the enterprise
TLIP5036	Manage assets
TLIR5014	Manage suppliers
TLIX4032	Apply a knowledge of technical regulatory framework
TLIX5006	Manage verification and validation
TLIX5015	Establish supply chains
TLIX5020	Develop and review configuration management plans
TLIX5021	Manage configuration management processes
TLIX5025	Provide specialist configuration management advice
TLIX5036	Manage and monitor technical data and information systems

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TLIX5037	Plan logistics support for deployed operations
TLIX5038	Organise deployment and delivery of logistics support
TLIX5039	Plan and conduct road convoy
TLIX5040	Manage contracted support services
TLIX5041	Organise supply support on deployment
TLIX5042	Organise road transport operations
TLIX5043	Conduct maintenance on deployed operations
TLIX5044	Organise health support operations
TLIX5045	Manage and monitor catering on deployed operations

General elective units

BSBCOM501	Identify and interpret compliance requirements
BSBCUS501	Manage quality customer service
BSBINN502	Build and sustain an innovative work environment
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBMGT517	Manage operational plan
BSBWHS501	Ensure a safe workplace
BSBPMG522	Undertake project work
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness
PSPGOV503B	Coordinate resource allocation and usage
PSPGOV506A	Support workplace coaching and mentoring
PSPGOV511A	Provide leadership
PSPGOV513A	Refine complex workplace documents
PSPGOV515A	Develop and use political nous

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PSPGOV516A	Develop and use emotional intelligence
PSPGOV519A	Manage performance
PSPGOV524A	Interpret data and related statistics
PSPMNGT602B	Manage resources
PSPMNGT701B	Provide strategic direction
PSPPOL404A	Support policy implementation
PSPPROC405C	Dispose of assets
PSPPROC411A	Plan procurement
PSPPROC412A	Develop and distribute requests for offers
PSPPROC413A	Select providers and develop contracts
PSPPROC414A	Manage contracts
PSPPROC503B	Manage contract performance
PSPPROC504B	Finalise contracts
PSPPROC506A	Plan to manage a contract
PUACOM007B	Liaise with other organisations
SITXEVT605	Develop event transport plans
SITXFSA101	Use hygienic practices for food safety
SITXFSA201	Participate in safe food handling practices
TLIA3023	Coordinate stocktakes
TLIA4005	Check and evaluate records and documentation
TLIA4028	Assess and monitor optimum stock levels
TLIA5058	Manage facility and inventory requirements
TLIB2001	Check and assess operational capabilities of equipment
TLIE4006	Collect, analyse and present workplace data and information
TLIF3063	Administer the implementation of fatigue management strategies
TLIG4006	Facilitate work teams

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TLII5018	Manage customer service
TLIL4005	Apply conflict/grievance resolution strategies
TLIL4033	Promote effective workplace practice
TLIU4001	Implement and monitor environmental protection policies and procedures
TLIX4029	Apply knowledge of integrated logistics support
TLIX4030	Apply knowledge of materiel sustainment
TLIX4031	Apply knowledge of configuration management

Qualification Mapping Information

This qualification replaces and is equivalent to TLI50510 Diploma of Deployment Logistics.

Links

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

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TLI50615 Diploma of Rail Operations Management

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person engaged in the management of rail operations. This qualification requires the self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

Application involves participation in developing strategic initiatives as well as personal responsibility and autonomy in performing or organising others to carry out complex technical operations. It may include participation in teams, including those concerned with planning and evaluation functions. Group or team coordination may be involved.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Network Controller
- Passenger Services Manager
- Rail Freight Manager
- Rail Operations Manager
- Rail Maintenance Manager.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **14 units of competency** comprising:

8 core units listed below **plus**

All units within one of the **specialist elective unit groups** (job roles) listed below **plus**

4 general elective units from the general elective units listed below or from the remaining

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units not already selected from a specialist elective group. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified in the unit are complied with.

Core units

AHCOHS501A	Manage Occupational Health and Safety (OHS) processes
TLIE4032	Use internal communication systems for rail industry regulatory compliance
TLIF4104	Manage change in the rail safety environment
TLIF4107	Respond to notifiable rail safety occurrences
TLIF5021	Apply rail safeworking rules and procedures
TLIL5066	Apply rail resource management principles
TLIW5001	Apply rail communications systems
TLIW5002	Manage rail assets and interfaces

Specialist elective units

Group A: Rail Operations

TLIL5073	Manage train crewing and rostering
TLIW5004	Manage train planning

Group B: Yard Operations

TLIB2122	Apply awareness of fundamentals of rail operations in yards or sidings
TLIL5069	Manage a rail yard or terminal

Group C: Passenger Operations

TLIL5071	Manage rail passenger operations
TLIL5073	Manage train crewing and rostering

Group D: Freight/Heavy Haul Operations

TLIL5019	Implement and monitor transport logistics

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TLIL5070	Manage rail freight operations

Group E: Network Control

TLIF5024	Develop plans for emergency response and recovery of rail networks
TLIW5003	Manage rail network control systems

Group F: Rail Safety

TLIF4100	Identify and meet rail safety regulatory compliance requirements
TLIF4101	Implement and maintain a rail safety culture

Group G: Maintenance Operations

TLIB5010	Plan and implement maintenance schedules
TLIL5072	Manage rail yard operations

Group H: Incident management

TLIF5017	Investigate rail safety incidents
TLIF5023	Undertake a derailment investigation

General elective units

BSBCUS501	Manage quality customer service
BSBHRM513	Manage workforce planning
BSBPMG416	Apply project procurement procedures
BSBRSK401	Identify risk and apply risk management processes
CPPSEC5001A	Establish and maintain an occupational health and safety system
PSPHR504A	Implement workforce planning and succession strategies
PSPPROC505A	Manage procurement risk
PSPSEC602A	Manage security awareness
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF4064	Manage fatigue management policy and procedures
TLIF4086	Control and coordinate incident responses

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TLIF4099	Develop an application for, or variation to, rail accreditation
TLIF5022	Develop and manage fitness for work policy and procedures
TLIL4069	Plan and coordinate protection for multiple worksites within limits of a work on track authority
TLIL4081	Ensure competency of rail safety workers
TLIL5055	Manage a supply chain
TLIL5065	Roster train crews
TLIO5005	Plan and manage security procedures for the enterprise
TLIP5035	Manage budgets and financial plans
TLIP5036	Manage assets
TLIR5005	Manage a contract
TLIU4001	Implement and monitor environmental protection policies and procedures

Qualification Mapping Information

This qualification replaces and is equivalent to TLI50613 Diploma of Rail Operations Management.

Links

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

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TLI50716 Diploma of Bus and Coach Operations

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in bus and coach operations job roles within the transport and logistics industry.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Fleet Manager
- Operations Manager
- Passenger Service Delivery Manager
- Service Delivery Manager.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units of competency** comprising:

2 core units listed below **plus**

10 general elective units from the general elective units listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

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Core units

TLIL5057	Maintain, monitor and improve transport operations systems
TLIL5067	Develop a passenger transport plan

General elective units

BSBHRM405	Support the recruitment, selection and induction of staff
BSBMGT402	Implement operational plan
BSBMGT502	Manage people performance
BSBREL402	Build client relationships and business networks
BSBRSK501	Manage risk
BSBWHS501	Ensure a safe workplace
BSBWOR502	Lead and manage team effectiveness
BSBWRK411	Support employee and industrial relations procedures
SITXMPR404	Coordinate marketing activities
TAEDEL404A	Mentor in the workplace
TAETAS501B	Undertake organisational training needs analysis
TLIB5010	Plan and implement maintenance schedules
TLIE4013	Apply workplace statistics
TLIF0002	Administer chain of responsibility policies and procedures
TLIF4064	Manage fatigue management policy and procedures
TLIF4086	Control and coordinate incident responses
TLII5018	Manage customer service

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TLIL3003	Conduct induction process
TLIL4005	Apply conflict/grievance resolution strategies
TLIL4033	Promote effective workplace practice
TLIL4036	Develop rosters
TLIL5068	Implement a passenger transport plan
TLIO1002	Follow security procedures when working with passengers and personnel
TLIP5004	Develop a transport and logistics business plan
TLIP5035	Manage budgets and financial plans
TLIP5037	Develop workplace policy and procedures
TLIR5006	Develop, implement and review purchasing strategies
TLIR5014	Manage suppliers
TLIU4001	Implement and monitor environmental protection policies and procedures
TLIX5040	Manage contracted support services

Qualification Mapping Information

This qualification replaces and is equivalent to TLI50713 Diploma of Bus and Coach Operations.

Links

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

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TLI50816 Diploma of Customs Broking

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for those engaged in customs broker job roles within the Transport and Logistics Industry.

Successful achievement of this qualification will require the self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

Job roles

The TLI50816 Diploma of Customs Broking qualification is aligned to the following defined role:

- Customs Broker.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **18 units of competency** comprising:

15 core units listed below **plus**

3 general elective units from the general **elective units** listed below. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

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Core units

TLIX0001	Determine tariff classification of goods
TLIX0002	Initiating cargo border procedures
TLIX0003	Conduct advanced border clearance functions
TLIX4036	Analyse, advise on and carry out integrated border clearance transactions
TLIX5046	Carry out standard customs clearance practices
TLIX5047	Determine customs value
TLIX5048	Determine import/export prohibitions/restrictions
TLIX5049	Determine indirect taxes
TLIX5050	Determine origin of goods and apply preference schemes or free trade agreements
TLIX5052	Determine complex customs value
TLIX5053	Determine tariff classification for complex goods
TLIX5054	Comply with biosecurity border clearance
TLIX5055	Apply anti-dumping and countervailing measures
TLIX5056	Carry out additional customs clearance practices
TLIX5058	Review decisions of regulatory bodies

General elective units

BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBMGT517	Manage operational plan
TLIA5035	Manage international freight transfer
TLIF0003	Develop and implement policies and procedures to ensure chain of responsibility compliance
TLIG3002	Lead a work team or group

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TLII0001	Market international freight forwarding services
TLIL5063	Review contracts, insurance, risk and liability in an international freight forwarding context
TLIM4004	Mentor individuals or small groups
TLIO2021	Follow security procedures when working with goods and cargo
TLIP5025	Set and achieve budgets
TLIR4001	Monitor supplier performance
TLIR4002	Source goods/services and evaluate contractors
TLIR4003	Negotiate a contract

Qualification Mapping Information

This qualification replaces and is equivalent to TLI50813 Diploma of Customs Broking.

Links

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

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TLI60115 Advanced Diploma of Materiel Logistics

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person who provides leadership and strategic direction in materiel sustainment and integrated management of logistics.

Successful achievement of this qualification requires the application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to developing a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is also involved. Significant judgement is required in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

This qualification has been designed for systems managers or those in executive logistics management roles who manage multiple systems or fleets. These people generally have relatively broad materiel logistics coverage and manage logistics programs, program offices or directorates.

This qualification will suit people with a minimum of six years Defence Materiel Organisation (DMO)/Defence logistics experience.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Materiel Logistics Program Manager
- Materiel Logistics Senior Manager
- Materiel Logistics Executive Manager.

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

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

A total of **14 units of competency** comprising:

6 core units listed below **plus**

2 logistics elective units from the logistics elective units listed below **plus**

6 general elective units from the general elective units listed below or the remaining logistics elective units. Up to **2 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units are complied with.

Core units

BSBMGT605 Provide leadership across the organisation

BSBRSK501 Manage risk

PSPGOV602 B Establish and maintain strategic networks

PSPGOV605 A Persuade and influence opinion

PSPGOV606 A Prepare high-level/sensitive written materials

PSPPOL603A Manage policy implementation

Logistics elective units

PSPPROC607 A Manage strategic contracts

TLIX5015 Establish supply chains

TLIX6001 Formulate material logistics strategies

OR

TLIX6002 Contribute to material logistics strategies

General elective units

BSBCOM601 Research compliance requirements and issues

BSBFIM501 Manage budgets and financial plans

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BSBMGT616 Develop and implement strategic plans

BSBMGT617 Develop and implement a business plan

BSBPMG512 Manage project time

BSBPMG604 Direct cost management of a project program

BSBPMG606 Direct human resources management of a project program

BSBPMG609 Direct procurement and contracting for a project program

PSPHR620A Manage organisational development

PSPMNGT602B Manage resources

PSPMNGT610A Manage public sector financial resources

PSPMNGT613A Develop partnering arrangements

PSPMNGT615A Influence workforce effectiveness

PSPPM504A Carry out complex project activities

PSPPOL602A Provide policy advice

PSPPROC504B Finalise contracts

PSPPROC506A Plan to manage a contract

PSPPROC603C Divest strategic assets

PSPPROC604B Plan for strategic procurement

PSPPROC605B Coordinate strategic procurement

PSPPROC606B Negotiate strategic procurement

PSPPROC704A Influence and define strategic procurement

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PSPPROC705A Establish strategic procurement context

TLIU4001 Implement and monitor environmental protection policies and procedures

Qualification Mapping Information

This qualification replaces and is equivalent to TLI60110 Advanced Diploma of Materiel Logistics.

Links

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

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TLI60215 Advanced Diploma of Deployment Logistics

Modification History

Release 1. This is the first release of this qualification in the TLI Transport and Logistics Training Package.

Qualification Description

This is a qualification for a person who provides leadership and strategic direction in planning and managing deployment logistics.

Successful achievement of this qualification requires the application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to developing a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is also involved. Significant judgement is required in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Deployment Logistics Program Manager
- Deployment Logistics Senior Manager
- Deployment Logistics Executive Manager.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of **12 units of competency** comprising:

3 core units listed below **plus**

4 integrated deployment logistics elective units from the integrated deployment logistics

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elective units listed below **plus**

5 general elective units from the general elective units listed below or the remaining integrated deployment logistics elective units. Up to **4 of the general elective units** may be selected from any relevant nationally endorsed Training Package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units are complied with.

The following imported unit has a prerequisite unit:

- FDFFS3001A Monitor the implementation of quality and food safety programs.

Core units

PSPGOV511A Provide leadership

PSPMNGT608B Manage risk

PSPPOL603A Manage policy implementation

Integrated deployment logistics elective units

BSBFIM501 Manage budgets and financial plans

BSBMGT616 Develop and implement strategic plans

BSBMGT617 Develop and implement a business plan

FDFFS2001A Implement the food safety program and procedures

FDFFS3001A Monitor the implementation of quality and food safety programs

PSPGOV406B Gather and analyse information

PSPGOV512A Use complex workplace communication strategies

PSPGOV513A Refine complex workplace documents

PSPGOV602B Establish and maintain strategic networks

PSPGOV605A Persuade and influence opinion

TLIA5058 Manage facility and inventory requirements

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TLIL5019	Implement and monitor transport logistics
TLIL5020	Develop and maintain operational procedures for transport and logistics enterprises
TLIL5055	Manage a supply chain
TLIX6002	Contribute to material logistics strategies
TLIX6046	Plan deployed logistics support for significant operations
TLIX6047	Monitor and provide logistics staff support for significant deployed operations
TLIX6048	Manage the deployment and delivery of logistics support
TLIX6049	Undertake provisioning in support of deployed operations
TLIX6050	Plan distribution operations on deployment
TLIX6051	Plan maintenance for deployed operations
TLIX6052	Plan health support for deployed personnel
TLIX6053	Coordinate health support operations

General elective units

BSBCOM601	Research compliance requirements and issues
BSBMGT605	Provide leadership across the organisation
BSBPMG604	Direct cost management of a project program
BSBPMG606	Direct human resources management of a project program
BSBPMG609	Direct procurement and contracting for a project program
PSPGOV506A	Support workplace coaching and mentoring
PSPGOV515A	Develop and use political nous
PSPGOV606A	Prepare high-level/sensitive written materials
PSPHR620A	Manage organisational development
PSPMNGT602B	Manage resources

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PSPMNGT610A Manage public sector financial resources

PSPMNGT613A Develop partnering arrangements

PSPMNGT615A Influence workforce effectiveness

PSPPM504A Carry out complex project activities

PSPPOL602A Provide policy advice

PSPPROC504B Finalise contracts

PSPPROC506A Plan to manage a contract

TLIU4001 Implement and monitor environmental protection policies and procedures

Qualification Mapping Information

This qualification replaces and is equivalent to TLI60210 Advanced Diploma of Deployment Logistics.

Links

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

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AHCARB202A Fell small trees

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of small tree felling and defines the standard required to: prepare and properly maintain equipment; determine the tree felling conditions, direction of fall, safe fall zone, exclusion zone and escape route; use safe tree felling techniques; use safe tree removal techniques.

Application of the Unit

Application of the unit	This unit applies to the process of small tree felling where hazards have been assessed as low risk.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify tree felling requirements	1.1. Instructions for tree felling operations are received and clarified with supervisor prior to work being undertaken. 1.2. Topography and site conditions are assessed and factors influencing the natural direction of fall are identified and confirmed with supervisor. 1.3. Tree is visually assessed and factors influencing the tree felling operation are identified and confirmed with supervisor. 1.4. Natural direction of fall, safe fall zone and exclusion zone are determined and confirmed with supervisor. 1.5. Occupational Health and Safety (OHS) hazards associated with felling operation are identified, risks assessed and reported to the supervisor.
2. Prepare for tree felling	2.1. Felling equipment and component options that are appropriate to the task being undertaken are selected and prepared. 2.2. Appropriate support tools are prepared, transported and placed to minimise felling delays. 2.3. Suitable safety equipment and Personal Protective Equipment (PPE) are selected, checked, used, maintained and stored. 2.4. Fall zone is cleared of obstacles and articles which may be damaged by felled tree. 2.5. Clear escape route is established appropriate to the site and according to recognised guidelines.
3. Fell tree	3.1. Location of other personnel is noted and monitored.

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ELEMENT	PERFORMANCE CRITERIA
	3.2. Standard tree felling techniques are determined by ground conditions and state of canopy. 3.3. Corrective action is taken in response to changing conditions or problems encountered. 3.4. Planned escape route is used when tree starts to fall. 3.5. Fall of tree and movement on ground are monitored until felled tree is stable. 3.6. Safe working practices are employed according to OHS requirements.
4. Complete tree felling operation	4.1. Appropriate method of clearing the site of felled tree is determined. 4.2. Machinery required for removal of felled tree is selected and used according to manufacturer's specifications and OHS requirements. 4.3. Fall site is cleared of tree and all tree debris.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• interpret work procedures • demonstrate safe working practices • communicate orally and using hand signals with other personnel • participate in teams and contribute to team objectives • determine safe fall zones and exclusion zones • measure distances • monitor and maintain tree felling tools and equipment • recognise structural defects, common diseases, pests, and nutrition deficiencies • operate a chainsaw • recognise caution or hazard signs and symbols • interpret tasks or information from labels, manuals or written instructions • record information accurately or verbally report information • use literacy skills to follow sequenced written instructions and record information accurately and legibly • use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for

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REQUIRED SKILLS AND KNOWLEDGE
clarification and seeking advice from supervisor • use numeracy skills to estimate, calculate and record routine workplace measures • use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities.
Required knowledge
• basic operational and maintenance requirements of tree felling equipment • safe working practices for chainsaw operation • safety procedures and potential hazards for working safely in the amenity tree industry • emergency and first aid procedures • the effect of tree removal on the environment • local government regulations that apply to tree removal where appropriate • identification of services and other hazards that affect the performance of the unit • principles and methods of inspecting trees to identify structural defects.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • prepare and properly maintain equipment • determine the tree felling conditions, direction of fall, safe fall zone, exclusion zone and escape route • use safe tree felling techniques • use safe tree removal techniques
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or

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EVIDENCE GUIDE	
	enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Trees may include:	• all species of trees and woody tree like vegetation forms.

Unit Sector(s)

Unit sector	Arboriculture

Co-requisite units

Co-requisite units		

Competency field

Competency field	

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AHCARB205A Operate and maintain chainsaws

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of maintaining, preparing and operating hand-held chainsaws in a work environment and defines the standard required to: select, use, maintain and store suitable personal protective equipment; carry out routine checks and maintenance on chainsaw; apply appropriate chainsaw technique and cutting methods according to manufacturer's specifications and documented low risk work procedures; assess and minimise environmental impacts of chainsaw use; maintain records of chainsaw training and certification, risk assessment and use.

Application of the Unit

Application of the unit	This unit applies to cross-cutting fallen timber using safe cutting techniques.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Recognise and apply workplace safety procedures	1.1. Occupational Health and Safety (OHS) procedures relevant to the maintenance and operation of chainsaws are recognised and applied. 1.2. OHS hazards are identified, risks assessed and risk controls are implemented. 1.3. Personal Protective Equipment (PPE) is selected and used. 1.4. Relevant licensing and legislative requirements with regard to the operation of chainsaws are recognised, accessed and applied.
2. Check and maintain chainsaw	2.1. Tools and materials required for maintenance procedures are selected, checked and confirmed against maintenance plan. 2.2. Routine checks and maintenance procedures are conducted prior to operation and according to manufacturer's specifications and maintenance plan. 2.3. Chainsaw faults or malfunctions are identified, tagged and reported for repair according to manufacturer's specifications and enterprise requirements. 2.4. Completed chainsaw maintenance procedures are detailed and recorded.
3. Operate chainsaw	3.1. Sawing materials are identified and positioned for operation according to documented low risk work procedures.

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ELEMENT	PERFORMANCE CRITERIA
	3.2. Cutting methods are determined appropriate to type of material and risk controls implemented. 3.3. Chainsaw is operated according to manufacturer's specifications and operator's manual. 3.4. Effective worksite communication is maintained to ensure efficient workflow and address immediate problems. 3.5. Environmental implications associated with chainsaw operation are identified, assessed and controlled according to documented requirements.
4. Complete and check chainsaw operation	4.1. Chainsaw damage, malfunctions or irregular performance are recorded and reported according to enterprise requirements. 4.2. Chainsaw is cleaned, maintained and stored according to manufacturer's specifications and enterprise requirements. 4.3. Relevant reports are maintained to industry standards according to enterprise requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- identify hazards and implement safe operating procedures
- safely cross-cut fallen timber using compression and tension cuts with a hand held chainsaw
- maximise volume and quality of recovery
- demonstrate safe and environmentally responsible workplace practices
- obtain relevant licenses and permits
- read and interpret manufacturer's specifications, work and maintenance plans, and Material Safety Data Sheets (MSDSs).
- effectively communicate information, interpret and apply task instructions, and maintain records and reports
- estimate and measure dimensions, and calculate volumes
- recognise caution or hazard signs and symbols
- interpret tasks or information from labels, manuals or written instructions

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REQUIRED SKILLS AND KNOWLEDGE
• record information accurately or verbally report information • use literacy skills to follow sequenced written instructions and record information accurately and legibly • use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification and seeking advice from supervisor • use numeracy skills to estimate, calculate and record routine workplace measures • use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities.
Required knowledge
• relevant State/Territory legislation and regulations with regard to the operation of chainsaws • OHS legislative requirements and Codes of Practice • hazards and risks when using chainsaws • operating principles and operating methods • various types of chainsaws and respective functions • effects of timber defects on recovery • environment Codes of Practice with regard to chainsaw operation.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • select, use, maintain and store suitable personal protective equipment • carry out routine checks and maintenance on chainsaw • apply appropriate chainsaw technique and cutting

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EVIDENCE GUIDE	
	methods according to manufacturer's specifications and documented low risk work procedures • assess and minimise environmental impacts of chainsaw use • maintain records of chainsaw training and certification, risk assessment and use.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Chainsaws may include:	• all types and models of hand-held chainsaws in a work environment.

Unit Sector(s)

Unit sector	Arboriculture

Co-requisite units

Co-requisite units		

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Competency field

Competency field	

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AHCOHS501A Manage Occupational Health and Safety (OHS) processes

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers managing OHS processes and defines the standard required to: develop OHS policies and procedures which demonstrate enterprise commitment to OHS; establish arrangements to ensure the involvement of all employees in the management of OHS; supervise procedures for identifying hazards; conduct risk assessments to cover all phases of the organisations operations involving all relevant staff; develop risk controls and ensure all relevant staff are aware of them; establish and maintain procedures for dealing with hazardous events and emergencies; established and maintain an OHS safety induction and training program; establish and maintain a system for OHS records; review the enterprise OHS system based on an analysis of OHS records, related policies, procedures and programs and make changes in response to review.

Application of the Unit

Application of the unit	This unit requires the ability to develop management systems and procedures, and to manage the implementation process. The process is usually conducted within policy guidelines and procedures where discretion and judgement are required.

Licensing/Regulatory Information

Not Applicable

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Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Develop OHS policies and procedures	1.1. An OHS business plan and program is developed for the enterprise in consultation with designated personnel and/or management. 1.2. OHS responsibilities and duties are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions. 1.3. Financial and human resources for implementation of OHS policies and procedures are identified, sought and/or provided as required. 1.4. Information on the OHS system and procedures for the area of responsibility is provided and explained in a form which is readily understood by employees.
2. Establish and maintain processes to ensure the participation of all employees in the	2.1. Consultation processes are established and maintained with employees and their representatives in accordance with relevant legislation and according to enterprise guidelines. 2.2. Issues raised though participation and consultation

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ELEMENT	PERFORMANCE CRITERIA
application of OHS	are dealt with and resolved promptly and effectively in accordance with enterprise procedures for issue resolution. 2.3. Information about the outcomes of participation and consultation is provided in a manner readily accessible to employees.
3. Establish and maintain procedures for identifying hazards	3.1. Existing and potential hazards within the area of responsibility are identified and confirmed in accordance with legislation, Codes of Practice, and trends identified from the OHS records system. 3.2. A procedure for ongoing identification of hazards is developed and integrated within systems of work and procedures. 3.3. Activities are appropriately monitored to ensure that this procedure is adopted effectively throughout areas of managerial responsibility. 3.4. Hazard identification is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created.
4. Establish and maintain procedures for assessing risks	4.1. Risks associated with identified hazards are assessed in accordance with safe work practices, with information derived from workplace OHS records and industry wide information, and with relevant OHS legislation and Codes of Practice. 4.2. A procedure for ongoing assessment of risks is developed and integrated within systems of work and procedures. 4.3. Activities are monitored to ensure that risk assessment procedures are adopted effectively throughout the area of managerial responsibility. 4.4. Risk assessment is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that the risk from hazards is not increased. 4.5. Accident and dangerous occurrences are investigated and recorded according to enterprise and OHS procedures.
5. Interim risk control measures are implemented until a better or permanent control measure is developed	5.1. Measures to control assessed risks are developed and implemented in accordance with the hierarchy of control, relevant OHS legislation, Codes of Practice, and trends identified from the OHS records system. 5.2. When measures which control a risk at its source are not immediately practicable, interim solutions are implemented until a permanent control measure is

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ELEMENT	PERFORMANCE CRITERIA
	developed. 5.3. A process of ongoing hazard identification and risk assessment, and review of effectiveness of control programs is developed and integrated into enterprise management arrangements. 5.4. Activities are monitored to ensure that the risk control procedure is adopted effectively throughout the area of managerial responsibility. 5.5. Risk control is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that adequate risk control measures are included. 5.6. Systems are designed to reduce risk and administrative arrangements to ensure safe OHS work practices are put in place where elimination of a hazard is not possible. 5.7. Effective OHS risk management measures are set in place during any modification of the buildings and structures, machinery and work activities. 5.8. Inadequacies in existing risk control measures are identified and resources enabling implementation of new measures are sought and/or provided according to appropriate workplace procedures.
6. Plan and manage enterprise procedures for dealing with hazardous events	6.1. Potential emergencies posing risk to health and safety of workers and the public are correctly identified. 6.2. Plans and procedures which control the risks associated with hazardous events and meet any legislative requirements as a minimum, are developed in consultation with appropriate emergency services. 6.3. Appropriate information and training is provided to employees to enable implementation of correct emergency procedures. 6.4. Adequate numbers of workers are trained in First Aid to ensure that first aid is applied to preserve life and minimise injury.
7. Establish and maintain an OHS safety induction and training program	7.1. An OHS induction program is developed to meet the occupational health and safety needs of new employees. 7.2. An OHS training program is developed as part of supervisors and employee's general training.

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ELEMENT	PERFORMANCE CRITERIA
8. Establish and maintain a system for OHS records	8.1. A system for keeping OHS records is established and monitored to allow identification of patterns of occupational injury and disease in the enterprise. 8.2. Records are regularly updated and used to evaluate the effectiveness of the enterprise OHS program.
9. Evaluate the enterprise OHS system and related policies, procedures and programs	9.1. The effectiveness of the OHS system and related policies, procedures and programs is assessed according to enterprise aims with respect to OHS. 9.2. Improvements to the OHS system are developed and implemented to ensure more effective achievement of enterprise aims. 9.3. Compliance with OHS legislation and Codes of Practice is assessed to ensure that legal OHS standards are maintained as a minimum.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- develop OHS policies and procedures which demonstrate enterprise commitment to OHS
- establish and maintain arrangements to ensure the involvement of all employees in the management of OHS
- establish and maintain procedures for identifying hazards
- establish and maintain procedures for assessing risks
- establish and maintain procedures for controlling risks
- establish and maintain enterprise procedures for dealing with hazardous events
- establish and maintain an OHS safety induction and training program
- establish and maintain a system for OHS records
- evaluate the enterprise OHS system and related policies, procedures and programs
- analyse recorded data to determine where the OHS program can better meet enterprise and employee needs
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as

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REQUIRED SKILLS AND KNOWLEDGE
specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views • use numeracy skills to estimate, calculate and record complex workplace measures • use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.
Required knowledge
• data and documentation for industry injury statistics • significant hazards and areas of risk in the workplace • all relevant OHS legislation and Codes of Practice consistent with the hierarchy of OHS risk control and its implementation for hazards in land-based industries • risk control measures • hierarchy of risk controls • relevant management systems and procedures • public safety issues.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • develop OHS policies and procedures which demonstrate enterprise commitment to OHS • establish arrangements to ensure the involvement of all employees in the management of OHS • supervise procedures for identifying hazards • conduct risk assessments to cover all phases of the organisations operations involving all relevant staff • develop risk controls and ensure all relevant staff are

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EVIDENCE GUIDE	
	aware of them • establish and maintain procedures for dealing with hazardous events and emergencies • established and maintain an OHS safety induction and training program • establish and maintain a system for OHS records including records to be kept and persons responsible • review the enterprise OHS system based on an analysis of OHS records, related policies, procedures and programs and make changes in response to review.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
The enterprise OHS program includes:	• the full range of hazards that workers are exposed to (or are likely to be exposed to) in the workplace.

Unit Sector(s)

Unit sector	Occupational health and safety

Co-requisite units

Co-requisite units	

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Co-requisite units		

Competency field

Competency field	

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AURVGA3002 Recover vehicles

Modification History

Release	Comment
Release 1	Replaces AURV328961A Recover vehicle Unit code updated to meet policy requirements Minor changes to unit title Reference to OHS legislation replaced with new WHS legislation Licensing statement added to unit descriptor

Unit Descriptor

Unit descriptor	This unit covers the competence required to recover a vehicle by transporting and towing. Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.

Application of the Unit

Application of the unit	The unit includes identification and confirmation of work requirement, preparation for work, selecting the recovery method, preparing the recovery vehicle and the vehicle to be recovered, operating the recovery vehicle, cleaning up the recovery worksite and completion of work finalisation processes, including clean-up and documentation. Work requires individuals to demonstrate judgement and problem-solving skills in managing own work activities and contributing to a productive team environment.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for work	1.1. Work instructions are used to determine the job requirements, including job sheets, recovery types, vehicles preparation and recovery procedures. 1.2. Job specifications are read and interpreted. 1.3. WHS requirements, including personal protection needs, are observed throughout the work. 1.4. Vehicle and method of recovery are identified. 1.5. Hand, power tooling and safety equipment are identified and checked for safe use. 1.6. Procedures are determined to minimise waste material/ components. 1.7. Procedures are identified for maximising energy efficiency while completing the job.
2. Ascertain type of recovery	2.1. Details are obtained by visual surveillance of recovery scene. 2.2. Information is obtained from officials at scene. 2.3. Hazards are recognised and included in requirements

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ELEMENT	PERFORMANCE CRITERIA
	for recovery. 2.4. All activities are carried out according to industry regulations/guidelines, WHS legislation, and enterprise procedures/policies.
3. Prepare vehicle to be recovered for tow/lift	3.1. Vehicle is prepared for tow/lift using recognised enterprise guidelines and legislative requirements. 3.2. Vehicle is prepared for recovery without causing damage to any component or system. 3.3. All activities are carried out according to industry regulations/guidelines, WHS legislation, and enterprise procedures/policies.
4. Prepare recovery vehicle for tow/lift	4.1. Recovery vehicle is prepared using recognised enterprise guidelines and legislative requirements. 4.2. Recovery vehicle is prepared without causing damage to any component or system. 4.3. All activities are carried out according to industry regulations/guidelines, WHS legislation, statutory requirements and enterprise procedures/policies.
5. Operate recovery vehicle	5.1. Vehicle/equipment is operated using recognised industry guidelines and legislative requirements. 5.2. Lifting and loading procedures are followed. 5.3. Vehicle is operated without causing damage to any component or system. 5.4. Recovered vehicle is safely conveyed to agreed destination. 5.5. All activities are carried out according to industry regulations/guidelines, WHS legislation, and enterprise procedures/policies.
6. Clean up recovery worksite	6.1. Area of recovery and its near vicinity is cleared of debris and dangerous objects/hazardous materials. 6.2. Worksite is cleaned without causing damage to any component or system. 6.3. Clean-up procedures are completed within recognised enterprise guidelines and legislative requirements.
7. Clean up work vehicle and maintain equipment	7.1. Material that can be reused is collected and stored. 7.2. Waste and scrap is removed following workplace procedure. 7.3. Equipment and work vehicle are cleaned and inspected for serviceable condition in accordance with workplace procedures.

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ELEMENT	PERFORMANCE CRITERIA
	7.4. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures. 7.5. Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures. 7.6. Tooling is maintained in accordance with workplace procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collect, organise and understand information related to work orders, plans and safety procedures for recovery type, preparation of vehicles, recovery procedure and worksite clean-up requirements
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with worksite supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including preparation and layout of worksite and obtaining of equipment and materials to avoid backtracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and avoid wastage
- use mathematical ideas and techniques to calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks
- use workplace technology related to recovery of vehicles, including the use of specialist recovery equipment, measuring equipment, computerised technology and communication devices and the reporting/recording of results

Required knowledge

A working knowledge of:

- WHS regulations/requirements, equipment, material and personal safety requirements
- environmental regulations

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REQUIRED SKILLS AND KNOWLEDGE
• technical information • hazard identification and management procedures • pick up/loading procedures • manufacturer/component supplier recommended towing procedures and techniques • manual handling procedures • work organisation and planning processes • enterprise quality processes

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of: • observing safety procedures and requirements • communicating effectively with others involved in or affected by the work • selecting methods and techniques appropriate to the circumstances • completing preparatory activity in a systematic manner • applying pick up/loading procedures • applying vehicle protection methods • completing transporting and towing procedures • completing area rehabilitation • completing workplace/equipment documentation.
Context of, and specific resources for assessment	Application of competence is to be assessed in the workplace or simulated worksite. Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints. Assessment is to comply with regulatory requirements, including Australian Standards. The following resources should be made available:

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EVIDENCE GUIDE	
	• workplace location or simulated workplace • materials relevant to recovery of vehicles • equipment, hand and power tooling appropriate to recovery of vehicles • activities covering mandatory task requirements • specifications and work instructions.
Method of assessment	• Assessment must satisfy the endorsed assessment guidelines of the automotive industry's RS&R Training Package. • Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge. • Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies. • Assessment may be applied under project related conditions and require evidence of process. • Assessment must confirm a reasonable inference that competence is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. • It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying quality circumstances. Evidence of performance may be provided by customers, team leaders/members or other persons subject to agreed authentication arrangements. • Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.

Range Statement

RANGE STATEMENT
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

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RANGE STATEMENT	
Recovery	Recovery may be for damaged/broken down vehicle or transportation of vehicle
Recovery vehicle	Recovery vehicle may include tow truck, tilt tray, trailer, dolly wheels, low loader.
Recovery methods	Recovery methods are to include: • preparation for lifting, loading and towing • lifting, loading, towing, securing, cleaning up recovery area (e.g. broken glass, debris).
WHS	WHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include protective clothing and equipment, use of tooling and equipment, workplace environment and safety, handling of materials, use of fire fighting equipment, enterprise first aid, hazard control and hazardous materials and substances.
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation/regulation/codes of practice and workplace policies and practices.
Safe operating procedures	Safe operating procedures are to include, but are not limited to operational risk assessment and treatments associated with vehicular movement, toxic substances, electrical safety, machinery movement and operation, manual and mechanical lifting and shifting, working in proximity to others and worksite visitors.
Emergency procedures	Emergency procedures related to this unit are to include, but are not limited to emergency shutdown and stopping of equipment, extinguishing fires, enterprise first aid requirements and worksite evacuation.
Environmental requirements	Environmental requirements are to include but are not limited to waste management, noise, dust and clean-up management.
Quality requirements	Quality requirements are to include, but are not limited to regulations, including Australian Standards, internal company quality policy and

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RANGE STATEMENT	
	standards and enterprise operations and procedures.
Statutory/regulatory authorities	Statutory/regulatory authorities may include Federal, State/Territory and local authorities administering acts, regulations and codes of practice.
Tooling and equipment	Tooling and equipment may include hand tooling, chains, slings, ropes, safety equipment, towing bar, jack, shovel, broom, remote lights, signs, torch, watch, work light, air lines and fittings, reduction blocks, and communication equipment.
Materials	Materials may include gloves, industry-specific stationery and cleaning materials.
Communications	Communications are to include, but are not limited to street directory, verbal and visual instructions and fault reporting and may include worksite specific instructions, written instructions, plans or instructions related to job/task, telephones and pagers.
Information/documents	Sources of information/documents may include: • verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets, diagrams or sketches • safe work procedures related to recovery of vehicles • regulatory/legislative requirements pertaining to automotive industry, including Australian Design Rules • engineer's design specifications and instructions • organisation work specifications and requirements • instructions issued by authorised enterprise or external persons • Australian Standards.

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Unit Sector(s)

Unit sector	Vehicle body

Co-requisite units

Not applicable.

Competency field

Competency field	

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BSBADM409 Coordinate business resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use.

It applies to individuals with a broad knowledge of business resources who contribute well developed skills and knowledge to ensure adequate resources are available to perform the work of the organisation. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

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

Unit Sector

Administration – General Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Determine resource requirements	1.1 Determine resource requirements in accordance with business and operational plans and organisational requirements 1.2 Provide opportunities to individuals and workgroups to contribute to the identification of resource requirements 1.3 Ensure resource expenditure is realistic and makes efficient use of available budget resources 1.4 Present recommendations on resource requirements in the

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ELEMENT	PERFORMANCE CRITERIA
	required format, style and structure using relevant business equipment and technology
2 Acquire and allocate resources	2.1 Acquire physical resources and services in accordance with organisational requirements 2.2 Check resources to ensure quality and quantity are in line with service agreements 2.3 Allocate resources promptly to enable achievement of workgroup objectives 2.4 Ensure consultation with individuals and teams on allocation of resources is participative and is conducted using appropriate interpersonal skills
3 Monitor and report on resource allocation and usage	3.1 Measure effectiveness of resource planning and assess against actual costs, identified shortfalls and surpluses 3.2 Develop and implement methods of monitoring resource use to enable timely and accurate reporting against business and operational plans 3.3 Identify improvements in resource planning through consultation and feedback, and implement in accordance with organisational requirements 3.4 Maintain records concerning equipment and resource purchases in accordance with organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.2, 3.1, 3.3, 3.4	• Identifies and interprets information from organisational plans, policies and procedures
Writing	1.4, 2.1, 3.1-3.4	• Develops a range of documents using structure and vocabulary appropriate to audience, context and purpose
Oral Communication	1.2, 2.4, 3.3	• Participates effectively in spoken interactions using active listening and questioning to confirm and clarify understanding

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Numeracy	1.3, 2.2, 3.1, 3.2	• Interprets and comprehends a range of mathematical information that is embedded in familiar texts • Calculates and compares numeric data to track expenditure
Navigate the world of work	1.1, 2.1, 3.3, 3.4	• Recognises and responds to explicit and implicit organisational procedures and protocols and legislative/regulatory requirements
Interact with others	1.2, 1.4, 2.4, 3.3	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Cooperates with others as part of familiar routine activities playing an active role in facilitating group interaction
Get the work done	1.1, 1.3, 1.4, 2.1, 2.2, 2.3, 3.1, 3.2	• Applies formal processes when planning complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time constraints • Recognises and takes responsibility for addressing predictable problems in familiar work contexts • Utilises a range of features within digital applications to access, store and share information • Reflects on the ways in which variables impact on decision outcomes to identify improvement opportunities

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBADM409 Coordinate business resources	BSBADM409A Coordinate business resources	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBADM409 Coordinate business resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- monitor resource usage
- maintain records of resource requirements and usage
- calculate costs and expenditures in relation to use and maintenance of business resources
- acquire and allocate physical resources and services to team members
- consult and communicate with individuals and teams about acquiring and using resources
- monitor, review and report on resource use acquisition, allocation, use and procedures
- follow organisational policies and procedures in relation to business resource acquisition and monitoring.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the functions of business equipment used in an organisation and identify common faults
- identify organisational policies, plans and procedures in relation to business resource acquisition and monitoring.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

- records relating to business resources
- policies and procedures relating to resources

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- case studies, and where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBADM502 Manage meetings

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

It applies to individuals employed in a range of work environments who are required to organise and manage meetings within their workplace, including conducting or managing administrative tasks in providing agendas and meeting material. They may work as senior administrative staff or may be individuals with responsibility for conducting and chairing meetings in the workplace.

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

Unit Sector

Administration – General Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Prepare for meetings	1.1 Develop agenda in line with stated meeting purpose 1.2 Ensure style and structure of meeting are appropriate to its purpose 1.3 Identify meeting participants and notify them in accordance with organisational procedures

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Confirm meeting arrangements in accordance with requirements of meeting 1.5 Despatch meeting papers to participants within designated timelines
2 Conduct meetings	2.1 Chair meetings in accordance with organisational requirements, agreed conventions for type of meeting and legal and ethical requirements 2.2 Conduct meetings to ensure they are focused, time efficient and achieve the required outcomes 2.3 Ensure meeting facilitation enables participation, discussion, problem-solving and resolution of issues 2.4 Brief minute-taker on method for recording meeting notes in accordance with organisational requirements and conventions for type of meeting
3 Follow up meetings	3.1 Check transcribed meeting notes to ensure they reflect a true and accurate record of the meeting and are formatted in accordance with organisational procedures and meeting conventions 3.2 Distribute and store minutes and other follow-up documentation within designated timelines, and according to organisational requirements 3.3 Report outcomes of meetings as required, within designated timelines

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.4, 3.1, 3.2	• Identifies and interprets information from complex texts including legislation, organisational policies and procedures • Compares final output with original notes to check for accuracy
Writing	1.1-1.5, 3.2, 3.3	• Addresses the context, purpose and audience when generating a range of texts • Prepares complex texts from notes using appropriate

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		structure, and accurate spelling, grammar and punctuation • Records notes of meeting proceedings according to organisational requirements • Edits and corrects own work to ensure accuracy
Oral Communication	2.1-2.4	• Participates in verbal exchanges using appropriate style, tone and vocabulary for audience, context and purpose • Listens for specific information during meetings • Asks questions and listens to responses to clarify understanding
Numeracy	1.4, 1.5, 3.2, 3.3	• Recognises and interprets numerical information related to timeframes and budgets
Navigate the world of work	1.3, 2.1, 2.4, 3.1, 3.2	• Recognises and responds to both explicit and implicit organisational procedures and protocols and legislative/regulatory requirements
Interact with others	1.3, 1.5, 2.3, 3.2	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Cooperates with others as part of familiar activities, playing an active role in facilitating group interaction
Get the work done	1.1, 1.3, 1.4, 1.5, 2.1, 2.2, 2.4, 3.1, 3.2, 3.3	• Applies formal processes when planning complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time constraints • Recognises and takes responsibility for addressing predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBADM502 Manage meetings	BSBADM502B Manage meetings	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBADM502 Manage meetings

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- apply conventions and procedures for formal and informal meetings including:
  - developing and distributing agendas and papers
  - identifying and inviting meeting participants
  - organising and confirming meeting arrangements
  - running the meeting and following up
- organise, take part in and chair a meeting
- record and store meeting documentation
- follow organisational policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline meeting terminology, structures, arrangements
- outline responsibilities of the chairperson and explain group dynamics in relation to managing meetings
- describe options for meetings including face-to-face, teleconferencing, web-conferencing and using webcams
- identify the relevant organisational procedures and policies regarding meetings, chairing and minutes including identifying organisational formats for minutes and agendas.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

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- reference material in regard to meeting venues and technology, catering and transport suppliers
- organisational policies and procedures for managing meetings
- office supplies and equipment
- computers and relevant software
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCMM301 Process customer complaints

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes skills and knowledge required to handle formal and informal negative feedback and complaints from customers.

It applies to individuals who apply a broad range of competencies and may exercise discretion and judgement using appropriate knowledge of products, customer service systems and organisational policies to provide technical advice and support to a team.

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

Unit Sector

Communication – Interpersonal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Respond to complaints	1.1 Process customer complaints using effective communication according to organisational procedures established under organisational policies, legislation or codes of practice 1.2 Obtain, document and review reports relating to customer complaints 1.3 Make decisions about customer complaints, taking into account applicable legislation, organisational policies and codes 1.4 Negotiate resolution of the complaint and obtain agreement

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ELEMENT	PERFORMANCE CRITERIA
	where possible 1.5 Maintain a register of complaints/disputes 1.6 Inform customer of the outcome of the investigation
2 Refer complaints	2.1 Identify complaints that require referral to other personnel or external bodies 2.2 Make referrals to appropriate personnel for follow-up in accordance with individual level of responsibility 2.3 Forward all documents and investigation reports 2.4 Follow-up appropriate personnel to gain prompt decisions
3 Exercise judgement to resolve customer service issues	3.1 Identify implications of issues for customer and organisation 3.2 Analyse, explain and negotiate appropriate options for resolution with customer 3.3 Propose viable options in accordance with appropriate legislative requirements and enterprise policies 3.4 Ensure matters for which a solution cannot be negotiated are referred to appropriate personnel

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 3.3	• Recognises, identifies and interprets textual information to determine legislative, regulatory and organisational requirements
Writing	1.2, 1.5, 1.6, 2.2, 3.3	• Documents complaints and actions taken in accordance with organisational requirements • Records spoken information clearly and accurately for future reference
Oral Communication	1.1, 1.4, 1.6, 2.2, 2.4, 3.2, 3.3, 3.4	• Presents or requests information using words and non-verbal features appropriate to the audience and context • Uses listening and questioning techniques to gather information and confirm understanding

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Navigate the world of work	1.1, 1.3, 2.1, 3.1, 3.3	• Takes personal responsibility for following organisational policies and procedures and legislative requirements
Interact with others	1.4, 2.2, 2.4, 3.2, 3.3, 3.4	• Follows organisational communication practices and procedures when referring complaints, seeking advice or negotiating outcomes
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 2.2-2.4, 3.1	• Takes responsibility for planning, sequencing and completing tasks to achieve required outcomes • Addresses less predictable problems applying problem solving processes in determining solutions that meet organisational requirements • Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCMM301 Process customer complaints	BSBCMM301B Process customer complaints	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM301 Process customer complaints

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- process and document customer complaints according to organisational and legislative requirements
- use effective communication techniques to discuss options and resolve complaints
- follow correct procedures when referring and following up complaints.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the key provisions of relevant legislation from all forms of government that may affect aspects of business operations
- explain the communication skills required when handling customer complaints
- outline organisational procedures and standards for processing complaints
- list external bodies to which complaints could be referred.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- organisational policies and procedures relevant to customer complaints
- relevant legislation or codes of practice
- office equipment and resources
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCMM401 Make a presentation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0

Application

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

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

Unit Sector

Communication – Interpersonal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Prepare a presentation	1.1 Plan and document presentation approach and intended outcomes 1.2 Choose presentation strategies, format and delivery methods that match the characteristics of the target audience, location, resources and personnel needed 1.3 Select presentation aids, materials and techniques that suit the format and purpose of the presentation, and will enhance audience understanding of key concepts and central ideas

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Brief others involved in the presentation on their roles/responsibilities within the presentation 1.5 Select techniques to evaluate presentation effectiveness
2 Deliver a presentation	2.1 Explain and discuss desired outcomes of the presentation with the target audience 2.2 Use presentation aids, materials and examples to support target audience understanding of key concepts and central ideas 2.3 Monitor non-verbal and verbal communication of participants to promote attainment of presentation outcomes 2.4 Use persuasive communication techniques to secure audience interest 2.5 Provide opportunities for participants to seek clarification on central ideas and concepts, and adjust the presentation to meet participant needs and preferences 2.6 Summarise key concepts and ideas at strategic points to facilitate participant understanding
3 Review the presentation	3.1 Implement techniques to review the effectiveness of the presentation 3.2 Seek and discuss reactions to the presentation from participants or from key personnel involved in the presentation 3.3 Utilise feedback from the audience or from key personnel involved in the presentation to make changes to central ideas presented

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.2	• Reviews and analyses documents to identify information relevant to a specific presentation
Writing	1.1, 3.3	• Develops material to convey ideas and information to target audience in an engaging way
Oral	1.4, 2.1, 2.2, 2.3,	• Presents information using words and non-verbal features appropriate to the audience and context

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Communication	2.4, 2.5, 2.6, 3.2	• Uses listening and questioning techniques to gather information required to develop or modify presentations • Interprets audience reactions and changes words or non-verbal features accordingly
Interact with others	1.4, 2.1, 2.2, 2.4, 2.5, 2.6, 3.2	• Selects and uses appropriate conventions and protocols to encourage interaction or to present information • Demonstrates sophisticated control over oral, visual and written formats, drawing on a range of communication practices to achieve goals • Recognises the need to alter personal communication style in response to the needs or expectations of others
Get the work done	1.1-1.5, 2.2, 2.5, 3.1-3.3	• Takes responsibility for planning, sequencing and prioritising tasks and own workload to achieve outcomes • Uses feedback from others, analytical and lateral thinking to review current practices and develop new ideas • Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCMM401 Make a presentation	BSBCMM401A Make a presentation	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM401 Make a presentation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare and deliver presentations related to occupation or area of interest which demonstrate the use of:
  - effective presentation strategies and communication principles
  - aids and materials to support the presentation
- select and implement methods to review the effectiveness of own presentation and document any changes which would improve future presentations.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify information collection methods that will support review and feedback of presentations
- identify regulatory and organisational obligations and requirements relevant to presentations
- describe the principles of effective communication
- describe the range of presentation aids and materials available to support presentations.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- equipment, materials and business software packages for making a presentation
- business technology
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCOM501 Identify and interpret compliance requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify and interpret the range of internal and external compliance requirements and obligations that must be fulfilled by an organisation.

It applies to individuals who use their sound theoretical knowledge of compliance and skills in identifying compliance requirements to plan, carry out and evaluate their own work and/or the work of a team.

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

Unit Sector

Regulation, licensing and risk – compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Clarify the scope of operations	1.1 Identify and review the relevant range of operations and the sphere of business arrangements of the organisation 1.2 Conduct an analysis of the operations and business arrangements of the organisation and identify the functions, products and services that may be subject to compliance requirements 1.3 Develop and document work activity plans for determining

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ELEMENT	PERFORMANCE CRITERIA
	relevant compliance requirements 1.4 Obtain approval of plans from relevant organisational personnel
2 Identify compliance requirements	2.1 Conduct a search of information on internal and external compliance requirements using appropriate search resources, including relevant Australian and international standards 2.2 Ensure the search of compliance requirements scans across all relevant jurisdictions of laws, regulations, and industry and organisational codes and standards and identify pertinent compliance requirements 2.3 Progressively review information collected in terms of its relevance to the organisation's operations, services and products 2.4 Organise and store gathered information on relevant compliance requirements in an appropriate format for further analysis
3 Interpret, analyse and prioritise identified compliance requirements	3.1 Review and interpret collected information in terms of its relevance to the organisation's functions, services and products 3.2 Discuss and clarify with relevant internal or external personnel ambiguities, uncertainties and problems experienced in interpreting identified compliance information 3.3 Identify, analyse and prioritise relevant compliance requirements in terms of critical implications for the organisation and risks and consequence of possible breaches 3.4 Group pertinent compliance requirements into those that are critical and central to the organisation's operations, those that are important in some circumstances but are not central to the organisation's operations, and those that are pertinent but are incidental to the organisation's operations
4 Document compliance requirements	4.1 Organise and document outcomes of the identification and interpretation activities 4.2 Prepare and communicate reports of relevant compliance requirements and assessment of implications to relevant personnel performing specific compliance management functions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.3, 3.4	• Identifies, interprets, analyses or reviews complex texts from various sources to determine legal requirements, organisational operations, specific requirements and responsibilities
Writing	1.2, 1.3, 1.4, 2.4, 3.2, 3.3, 3.4, 4.1, 4.2	• Collates and compiles results of research and analysis using appropriate technical language and organisational formats • Develops materials to convey information, requirements or recommendations using language and structure appropriate to the audience
Oral Communication	1.4, 3.2, 4.2	• Presents specialised information using structure and language to suit the audience • Uses appropriate techniques, including active listening and questioning, to seek approvals and to confirm understanding
Navigate the world of work	1.2, 2.2, 3.1, 3.3	• Takes full responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulations
Interact with others	1.4, 3.2, 4.2	• Identifies and uses appropriate conventions and practices when communicating with internal and external personnel
Get the work done	1.1, 1.3, 2.1-2.4, 3.1, 3.3, 3.4, 4.1, 4.2	• Plans, organises and implements activities required to identify, prioritise and document compliance requirements • Systematically gathers, analyses and evaluates all relevant information in order to make informed decisions about management of compliance breaches • Uses digital tools and systems to locate, organise and share information in effective ways

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCOM501 Identify and interpret compliance requirements	BSBCOM501B Identify and interpret compliance requirements	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCOM501 Identify and interpret compliance requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- analyse an organisation's operations to identify areas subject to compliance requirements
- interpret and analyse information from Australian and international standards, legislation, regulations, industry and organisational codes of practice to determine their relevance to the organisation
- document and store the outcomes of identification and interpretation activities related to the organisation's compliance requirements
- report on key compliance requirements and the implications of these for the organisation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline elements of compliance programs and related management systems breaches
- identify relevant Australian and international standards.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the compliance field of work and include access to:

- relevant Australian and international standards, laws, regulations, industry and organisational codes and standards
- appropriate computer resources for online searching
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCOM601 Research compliance requirements and issues

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to explore and investigate various aspects and issues associated with compliance requirements and a related compliance program/management system.

It applies to individuals in regulatory authorities or large organisations with responsibilities related to identifying and investigating impacts, issues and policy implications of various aspects of compliance. It also applies to internal or external consultants who carry out research activities for clients on various aspects of compliance as a compliance researcher or member of a compliance management team.

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

Unit Sector

Regulation, Licensing and Risk – Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Clarify the purpose and scope of the research	1.1 Confirm and clarify the purpose and scope of the required compliance related research in collaboration with the client/s and relevant internal and/or external personnel 1.2 Document the purpose and scope of the required research in accordance with organisational and/or client requirements

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ELEMENT	PERFORMANCE CRITERIA
2 Develop the research plan	2.1 Develop a suitable research methodology to enable sufficiently valid and reliable outcomes for the required research 2.2 Prepare the research plan for the proposed project 2.3 Obtain approval of plan from relevant internal and/or external personnel
3 Gather required research data	3.1 Collect relevant research data using appropriate research techniques and sources in accordance with the agreed research plan 3.2 Gather and interpret from appropriate sources, information on relevant Australian and international standards pertaining to compliance requirements and related systems 3.3 Organise, interpret and review collected data in terms of its relevance to the project's purpose and objectives 3.4 Discuss ambiguities, uncertainties and problems experienced while interpreting collected data and address appropriately in conjunction with relevant internal or external personnel 3.5 Organise interpreted research data for later analysis
4 Analyse collected data	4.1 Analyse data in accordance with planned methodology 4.2 Review and discuss outcomes of the analysis with relevant internal or external personnel
5 Determine research findings and outcomes	5.1 Interpret the outcomes of the data analysis in accordance with the project objectives 5.2 Develop and discuss preliminary findings, identified issues and related recommendations with relevant internal and/or external personnel 5.3 Undertake any additional data collection and analysis required to clarify aspects of findings, issues and related action options
6 Document and disseminate research outcomes	6.1 Prepare a draft report of the research outcomes, findings and recommendations in accordance with the agreed structure and format, and distribute to relevant internal and/or external personnel for comment and feedback 6.2 Edit the report based on the feedback obtained 6.3 Proofread the report prior to publication 6.4 Ensure the outcomes, findings and recommendations in the report are signed off by authorised personnel 6.5 Produce and disseminate the report to nominated internal

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ELEMENT	PERFORMANCE CRITERIA
	and/or external personnel in accordance with agreed arrangements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 3.1, 3.2, 3.4, 3.5, 4.1, 5.2, 6.2, 6.3	• Comprehends and analyses texts to identify key requirements • Identifies, analyses, reviews and extracts relevant information from complex texts • Proofreads draft texts to identify changes required
Writing	1.2, 2.1-2.3, 3.2-3.4, 4.2, 5.2, 6.1-6.3	• Collates, summarises and compiles information from a range of sources • Develops reports for a specific audience using clear and detailed language to convey findings and recommendations • Edits and incorporates amendments to ensure compliance with regulatory or organisational requirements
Oral Communication	1.1, 2.3, 3.4, 4.2, 5.2	• Conveys information, in a format and style appropriate to a specific audience • Elicits the views and opinions of others by listening and questioning
Navigate the world of work	3.2	• Identifies organisational implications of legislative requirements and considers these when planning and implementing work
Interact with others	1.1, 2.3, 3.4, 4.2, 5.2	• Collaborates with others using effective interpersonal skills to facilitate shared understanding • Identifies and uses appropriate conventions and practices when communicating with internal and external personnel
Get the work done	1.2, 2.1, 2.2, 3.1-3.5, 4.1, 4,2, 5.1-5.3, 6.1-6.5	• Sequences and schedules complex activities, monitors implementation and manages required communication with others • Gathers and analyses data and feedback to improve outcomes • Utilises features and functions of digital tools to

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		complete complex tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCOM601 Research compliance requirements and issues	BSBCOM601B Research compliance requirements and issues	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCOM601 Research compliance requirements and issues

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- access and interpret information on relevant Australian and international standards
- collaborate with others to identify and document the purpose and scope of the compliance research
- plan the research requirements including:
  - selecting an appropriate research methodology
  - preparing a research plan
  - getting approval for the plan from appropriate people
- carry out the research according to the approved plan including:
  - collecting, organising, analysing and interpreting data
  - reviewing and discussing analysis and preliminary outcomes with relevant l personnel
- prepare and distribute report of the research outcomes according to organisational requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain compliance requirements relevant to the organisational research methods
- explain elements of relevant compliance program/management systems
- describe quantitative and qualitative data analysis techniques relevant to compliance related research
- list relevant Australian and international standards
- identify relevant organisational policies and procedures
- identify sources of information relevant to compliance related research.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the compliance field of work and include access to:

- organisational information and Australian and international standards related to compliance requirements
- relevant personnel
- computer resources and business equipment
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCUS201 Deliver a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback.

It applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of customer service in a defined context under direct supervision or with limited individual responsibility.

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

Unit Sector

Stakeholder Relations – Customer Service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Establish contact with customers	1.1 Acknowledge and greet customer in a professional, courteous and concise manner according to organisational and legislative requirements 1.2 Maintain personal dress and presentation in line with organisational requirements 1.3 Communicate using appropriate interpersonal skills to facilitate accurate and relevant exchange of information

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Maintain sensitivity to customer specific needs and any cultural, family and individual differences 1.5 Establish rapport/relationship with customer and express a genuine interest in customer needs/requirements
2 Identify customer needs	2.1 Use appropriate questioning and active listening to determine customer needs 2.2 Assess customer needs for urgency to identify priorities for service delivery 2.3 Provide customer with information about available options for meeting customer needs and assist customer to identify preferred option/s 2.4 Identify personal limitations in addressing customer needs and seek assistance from designated persons where required
3 Deliver service to customers	3.1 Provide prompt customer service to meet identified needs according to organisational requirements 3.2 Provide information regarding problems and delays, and follow-up within appropriate timeframes as necessary 3.3 Communicate with customers in a clear, concise and courteous manner 3.4 Identify opportunities to enhance the quality of service and products, and take action to improve the service whenever possible
4 Process customer feedback	4.1 Promptly recognise customer feedback and handle sensitively according to organisational and legislative requirements 4.2 Accurately record any feedback and communication between customers and the organisation according to organisational standards, policies and procedures and legislative requirements 4.3 Identify any unmet customer needs and discuss suitability of other products/services 4.4 Support customers to make contact with other services according to organisational policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.1, 4.1, 4.2, 4.4	• Understands requirements in organisational policy and procedure documents • Interprets product and service information in a range of formats to provide customer advice
Writing	4.2	• Records customer information according to organisational requirements
Oral Communication	1.1, 1.3, 1.4, 1.5, 2.1-2.4, 3.2, 3.3, 4.3	• Provides information or advice using structure and language to suit the audience • Asks questions and listens to gain information or confirm understanding
Navigate the world of work	1.1, 1.2, 3.1, 4.1, 4.2, 4.4	• Follows organisational procedures and practices relevant to own role
Interact with others	1.1, 1.3-1.5, 2.1-2.4, 3.1, 3.2, 3.3, 4.1, 4.3, 4.4	• Uses accepted communication practices to establish connections, build rapport and develop professional working relationships • Adjusts personal communication style in response to the opinions, values and particular needs of others
Get the work done	3.2, 3.4, 4.1- 4.3	• Addresses routine problems in familiar work contexts • Recognises opportunities to enhance work practices and outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCUS201 Deliver a service to customers	BSBCUS201B Deliver a service to customers	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCUS201 Deliver a service to customers

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- greet customer and establish rapport/relationship in accordance with organisational requirements
- identify customer needs using appropriate interpersonal skills
- provide prompt service to address customer needs in accordance with organisational requirements
- identify and follow up opportunities to increase the quality of service and products
- respond to and record all customer feedback according to organisational standards, policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and briefly describe key provisions of relevant legislation from all forms of government that apply to provision of customer services
- identify and explain workplace organisational policies and procedures relating to customer service and the customer service process.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the customer service field of work and include access to:

- office equipment and technology
- workplace documents, organisational policies and procedures for customer service

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- examples of customer complaints and feedback
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCUS301 Deliver and monitor a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service.

It applies to individuals who apply a broad range of competencies in various work contexts. In this role, individuals often exercise discretion and judgement using appropriate theoretical knowledge of customer service to provide technical advice and support to customers over short or long term interactions.

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

Unit Sector

Stakeholder Relations – Customer Service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Identify customer needs	1.1 Use appropriate interpersonal skills to accurately identify and clarify customer needs and expectations 1.2 Assess customer needs for urgency to determine priorities for service delivery according to organisational and legislative requirements 1.3 Use effective communication to inform customers about available choices for meeting their needs and assist in the selection

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ELEMENT	PERFORMANCE CRITERIA
	of preferred options 1.4 Identify limitations in addressing customer needs and seek appropriate assistance from designated individuals
2 Deliver a service to customers	2.1 Provide prompt service to customers to meet identified needs in accordance with organisational and legislative requirements 2.2 Establish and maintain appropriate rapport with customers to ensure completion of quality service delivery 2.3 Sensitively and courteously handle customer complaints in accordance with organisational and legislative requirements 2.4 Provide assistance or respond to customers with specific needs according to organisational and legislative requirements 2.5 Identify and use available opportunities to promote and enhance services and products to customers
3 Monitor and report on service delivery	3.1 Regularly review customer satisfaction with service delivery using verifiable evidence according to organisational and legislative requirements 3.2 Identify opportunities to enhance the quality of service and products, and pursue within organisational and legislative requirements 3.3 Monitor procedural aspects of service delivery for effectiveness and suitability to customer requirements 3.4 Regularly seek customer feedback and use to improve the provision of products and services 3.5 Ensure reports are clear, detailed and contain recommendations focused on critical aspects of service delivery

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2 2.1, 2.3, 2.4, 3.1, 3.5	• Comprehends textual information to determine customer service requirements • Proofreads texts for clarity of meaning and accuracy of grammar and punctuation

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Writing	2.3, 3.5	• Completes responses to customer complaints in required format • Prepares reports using sequencing, format and words to communicate recommendations clearly and effectively
Oral Communication	1.1, 1.3, 1.4, 2.2, 2.3, 2.4	• Provides information or advice using structure and language to suit the audience • Asks questions and listens to gain information or confirm understanding
Navigate the world of work	1.2, 2.1-2.4, 3.1, 3.2	• Recognises, understands and applies organisational policies and procedures relevant to role
Interact with others	1.1, 1.3, 1.4, 2.2, 2.3, 2.4, 3.4	• Selects and uses appropriate communication conventions to establish connections, build rapport, seek information and develop professional working relationships • Adjusts personal communication style in response to the opinions, values and particular needs of others
Get the work done	1.2, 2.3, 2.5, 3.1-3.5	• Plans and implements systems to gather and organise information • Monitor actions and progress against goals and implements adjustments as appropriate • Uses problem-solving skills to analyse and respond to customer complaints or enquiries • Identifies and follows up on opportunities to improve work practices and outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCUS301 Deliver and monitor a service to customers	BSBCUS301B Deliver and monitor a service to customers	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for BSBCUS301 Deliver and monitor a service to customers

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use communication skills to establish rapport and build relationships with customers in accordance with organisational requirements
- identify customer needs using appropriate questioning and active listening skills
- provide customer service in accordance with organisational requirements
- respond to and record customer feedback and action taken according to organisational standards, policies and procedures
- produce a report which identifies and recommends ways to improve service delivery.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise key provisions of relevant legislation from all levels of government that may affect aspects of business operations
- explain organisational policy and procedures for customer service, including handling customer complaints
- provide examples of verifiable evidence that could be used to review customer satisfaction
- outline the interpersonal skills needed for serving customers, including customers with specific needs.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the customer service field of work and include access to:

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- office equipment and technology
- workplace documents, organisational policies and procedures for customer service
- examples of customer complaints and feedback
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCUS401 Coordinate implementation of customer service strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to advise, carry out and evaluate customer service strategies.

It applies to individuals who have well developed skills and a broad knowledge of customer service strategies for addressing customer needs and problems, and who may provide guidance or delegate work related tasks to others.

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

Unit Sector

Stakeholder Relations – Customer Service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Advise on customer service needs	1.1 Clarify and accurately assess customer needs using appropriate communication techniques 1.2 Diagnose problems matching service delivery to customers and develop options for improved service within organisational requirements 1.3 Provide relevant and constructive advice to promote the improvement of customer service delivery

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Use business technology and/or online services to structure and present information on customer service needs
2 Support implementation of customer service strategies	2.1 Ensure customer service strategies and opportunities are promoted to designated individuals and groups 2.2 Identify and allocate available budget resources to fulfil customer service objectives 2.3 Promptly action procedures to resolve customer difficulties and complaints within organisational requirements 2.4 Ensure that decisions to implement strategies are taken in consultation with designated individuals and groups
3 Evaluate and report on customer service	3.1 Review client satisfaction with service delivery using verifiable data in accordance with organisational requirements 3.2 Identify and report changes necessary to maintain service standards to designated individuals and groups 3.3 Prepare conclusions and recommendations from verifiable evidence and provide constructive advice on future directions of client service strategies 3.4 Maintain systems, records and reporting procedures to compare changes in customer satisfaction

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.4, 2.3, 3.1	• Reviews textual information and comprehends details that relate to the interests or requirements of the client and organisation
Writing	1.4, 3.3, 3.4	• Creates a range of formal texts using structure, grammar and clear and specialised language to describe customer needs, maintain information and support a particular position
Oral Communication	1.1, 1.3, 2.1, 2.4, 3.2	• Uses pace, intonation, intelligible pronunciation and listening and questioning techniques to interact effectively with others

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Numeracy	2.2	• Recognises and interprets numerical information and performs calculations on familiar mathematical information
Navigate the world of work	1.2, 2.3, 3.1, 3.2	• Recognises and applies organisational protocols and meets expectations associated with own work
Interact with others	1.1, 1.3, 2.1, 2.4, 3.2, 3.3	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Uses a range of strategies to establish a sense of connection and build rapport with customers • Collaborates with others contributing knowledge and skills to achieve joint outcomes
Get the work done	1.2, 1.4, 2.3, 3.1- 3.4	• Applies formal and logical processes when planning and implementing tasks • Applies standard procedures when responding to familiar problems within own work context • Uses digital technologies to access, organise, present and store information relevant to own role

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCUS401 Coordinate implementation of customer service strategies	BSBCUS401B Coordinate implementation of customer service strategies	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCUS401 Coordinate implementation of customer service strategies

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify the needs and priorities of the organisation in delivering services to customers
- diagnose problems in delivery of customer service
- respond to and report on customer feedback and complaints
- review client satisfaction using verifiable data
- consult and communicate effectively with relevant people
- develop and implement strategies and methods to improve customer service delivery including:
  - budgeting
  - promotion to staff
  - documentation and follow up.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the principles of customer service
- explain sources of information and techniques for identifying customer needs and reviewing customer satisfaction
- explain the organisational business structure, products and services related to customer service
- describe product and service standards and best practice models.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the customer service field of work and include access to:

- office equipment
- business technology
- organisational policies and procedures for customer service
- examples of customer complaints and feedback
- client satisfaction data
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCUS501 Manage quality customer service

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

It applies to individuals who supervise the provision of quality customer service within an organisation's procedures framework by others. At this level, individuals must exercise considerable discretion and judgement, using a range of problem solving and decision making strategies.

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

Unit Sector

Stakeholder Relations – Customer Service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan to meet internal and external customer requirements	1.1 Investigate, identify, assess, and include the needs of customers in planning processes 1.2 Ensure plans achieve the quality, time and cost specifications agreed with customers
2 Ensure delivery of quality products and	2.1 Deliver products and services to customer specifications within

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ELEMENT	PERFORMANCE CRITERIA
services	organisation's business plan 2.2 Monitor team performance to consistently meet the organisation's quality and delivery standards 2.3 Help colleagues overcome difficulties in meeting customer service standards
3 Monitor, adjust and review customer service	3.1 Develop and use strategies to monitor progress in achieving product and/or service targets and standards 3.2 Develop and use strategies to obtain customer feedback to improve the provision of products and services 3.3 Develop, procure and use resources effectively to provide quality products and services to customers 3.4 Make decisions to overcome problems and to adapt customer services, products and service delivery in consultation with appropriate individuals and groups 3.5 Manage records, reports and recommendations within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 3.5	• Interprets and analyses textual information from a variety of sources and applies the knowledge that has been gained to evaluate standards for organisation's products and services
Writing	1.2, 3.1, 3.2, 3.3, 3.5	• Produces a range of text types to convey information, requirements or recommendations matching style of writing to purpose and audience
Oral Communication	1.1, 1.2, 2.1, 2.3, 3.2	• Clearly articulates systems and standards in a team environment using language suitable to diverse audiences • Uses listening and questioning techniques to obtain feedback and confirm understanding
Numeracy	1.2	• Interprets and comprehends mathematical information in organisation's business and customer service plans.

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Navigate the world of work	2.1, 2.2, 3.1, 3.5	• Recognises and applies organisational protocols and meets expectations associated with own work
Interact with others	1.1, 2.3, 3.4	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and customers • Collaborates with others, taking into account their strengths and experience, to achieve desired outcomes • Provides support in field of expertise to team
Get the work done	1.1, 1.2, 2.1, 2.2, 3.1-3.5	• Develops and implements plans using logical processes and monitors and evaluates progress against stated goals • Accepts responsibility for addressing complex or non-routine difficulties, applying problem solving processes in determining a solution. • Uses digital technology to access, organise and present information in a format that meets requirements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCUS501 Manage quality customer service	BSBCUS501C Manage quality customer service	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCUS501 Manage quality customer service

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop and manage organisational systems for quality customer service
- develop and review plans, policies and procedures for delivering and monitoring quality customer service
- implement policies and procedures to ensure quality customer service
- solve complex customer complaints and system problems that lead to poor customer service
- monitor and assist teams to meet customer service requirements
- develop, procure and use human and physical resources to support quality customer service delivery.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legislative and regulatory context of the organisation relevant to customer service
- describe organisational policy and procedures for customer service including handling customer complaints
- identify service standards and best practice models
- summarise public relations and product promotion
- outline techniques for dealing with customers including customers with specific needs
- explain techniques for solving complaints including the principles and techniques involved in the management and organisation of:
  - customer behaviour
  - customer needs research

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- customer relations
- ongoing product and/or service quality
- problem identification and resolution
- quality customer service delivery
- record keeping and management methods
- strategies for monitoring, managing and introducing ways to improve customer service relationships
- strategies to obtain customer feedback.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the customer service field of work and include access to:

- legislation, regulations and codes of practice related to customer service
- business technology
- workplace documentation and resources
- complex customer complaints
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIA303 Process accounts payable and receivable

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes skills and knowledge required to maintain accounts payable and accounts receivable records, including processing payments to creditors and handling overdue accounts receivable.

It applies to individuals employed in a range of work environments supporting the accounting functions and aspects of an enterprise. They may provide administrative support within an enterprise, or may be members of staff who have been delegated accounting responsibilities.

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

Unit Sector

Finance – Financial Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Maintain financial journal systems	1.1 Check source documents for accuracy and appropriate authorisation 1.2 Refer errors and discrepancies in source documents for resolution in accordance with organisational policy and procedures 1.3 Enter transactions into cash and credit journal system in accordance with organisational policy and procedures and relevant

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ELEMENT	PERFORMANCE CRITERIA
	legislation and compliance requirements 1.4 Total credit journals in accordance with organisational policy and procedures
2 Prepare bank reconciliations	2.1 Check cash journals against bank statements to identify differences 2.2 Update cash journals with relevant data from bank statement/s 2.3 Identify discrepancies and refer to appropriate staff member, organisation or agency 2.4 Total cash journals in accordance with organisational policy and procedures 2.5 Prepare regular reconciliation reports within designated timelines
3 Maintain accounts payable and accounts receivable systems	3.1 Enter transactions into individual accounts payable and accounts receivable in accordance with organisational policy and procedures and accounting requirements 3.2 Prepare schedules of accounts payable and accounts receivable for reconciliation purposes and in accordance with organisational requirements 3.3 Reconcile accounts payable and accounts receivable schedules with journal data or general ledger and in accordance with organisational requirements
4 Process payments for accounts payable	4.1 Reconcile accounts payable statements with accounting records and in accordance with organisational policy and procedures 4.2 Check payment documentation for accuracy of information and discrepancies and rectify errors in accordance with organisational requirements
5 Prepare statements for accounts receivable	5.1 Produce and check accounts receivable statements for accuracy in accordance with organisational policy and procedures 5.2 Rectify discrepancies and statements despatched within designated timelines
6 Follow up outstanding accounts	6.1 Maintain accounts receivable ledger system in accordance with organisational requirements and to reflect current credit situation 6.2 Conduct aged-analysis of accounts receivable to identify outstanding accounts and to determine collection procedures in accordance with organisational requirements 6.3 Report or follow up outstanding accounts in accordance with

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ELEMENT	PERFORMANCE CRITERIA
	organisational policy and procedures 6.4 Monitor and review credit terms in accordance with credit policy and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 2.1-2.5, 3.1-3.3, 4.1, 4.2, 5.1, 5.2, 6.1-6.4	• Interprets textual information from a range of sources to confirm all necessary job requirements • Checks documents to identify errors or discrepancies
Writing	1.2-1.4, 2.1-2.5, 3.1-3.3, 4.1, 4.2, 5.2, 6.1-6.4	• Prepares a range of clear documentation using relevant format, grammatical structure and vocabulary suitable to audience
Oral Communication	1.2, 2.3, 6.3	• Uses questioning and listening techniques to clarify information • Explains information clearly using appropriate terminology and tone
Numeracy	1.1-1.4, 2.1-2.5, 3.1-3.3, 4.1, 4.2, 5.1, 5.2, 6.1-6.4	• Uses a limited range of mathematical calculations to reconcile amounts using whole numbers and decimals • Arranges/compares numerical information
Navigate the world of work	1.1-1.4, 2.4, 2.5, 3.1-3.3, 4.1, 4.2, 5.1, 5.2, 6.1-6.4	• Appreciates implications of legal and regulatory responsibilities related to own work
Interact with others	1.2, 2.3, 6.3	• Seeks the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Plays an active role in workgroup discussions, paying some attention to the perspective of others
Get the work done	1.2-1.4, 2.1-2.5, 3.1-3.3, 4.1-4.3, 5.1, 5.2, 6.1-6.4	• Plans a range of routine and non-routine tasks recognising stated goals and aiming to achieve them within specified timeframes • Recognises predictable problems and applies formal problem-solving processes or seeks advice from

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		others, as relevant • Automatically implements standard procedures for routine decisions • Uses digital technologies to access, record, store, organise and compile data and present reports as required

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFIA303 Process accounts payable and receivable	BSBFIA303 Process accounts payable and receivable	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIA303 Process accounts payable and receivable

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- accurately enter data into journal and subsidiary ledger system
- maintain journals and subsidiary ledger systems
- reconcile subsidiary ledger system with journal or general ledger data
- complete all tasks in accordance with legal and organisational responsibilities, within scope of own responsibility.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list key provisions of relevant legislation and regulations, standards and codes of practice that may affect aspects of financial operations
- briefly describe the organisational accounting systems and procedures
- explain how to check for errors or discrepancies
- list and describe tasks that are outside own scope of responsibility.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial administration field of work and include access to:

- office equipment and resources
- computer equipment and relevant software
- examples of cash journals, credit journals, accounts payable and accounts receivable subsidiary legers

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- workplace reference materials such procedural manuals and company policy
- case studies and, where possible, real situations..

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIM501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.

It applies to managers in a wide range of organisations and sectors who have responsibility for ensuring that work team financial resources are used effectively and are managed in line with financial objectives of the team and organisation.

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

Unit Sector

Finance - Financial Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan financial management approaches	1.1 Access budget/financial plans for the work team 1.2 Clarify budget/financial plans with relevant personnel within the organisation to ensure that documented outcomes are achievable, accurate and comprehensible 1.3 Negotiate any changes required to be made to budget/financial

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ELEMENT	PERFORMANCE CRITERIA
	plans with relevant personnel within the organisation 1.4 Prepare contingency plans in the event that initial plans need to be varied
2 Implement financial management approaches	2.1 Disseminate relevant details of the agreed budget/financial plans to team members 2.2 Provide support to ensure that team members can competently perform required roles associated with the management of finances 2.3 Determine and access resources and systems to manage financial management processes within the work team
3 Monitor and control finances	3.1 Implement processes to monitor actual expenditure and to control costs across the work team 3.2 Monitor expenditure and costs on an agreed cyclical basis to identify cost variations and expenditure overruns 3.3 Implement, monitor and modify contingency plans as required to maintain financial objectives 3.4 Report on budget and expenditure in accordance with organisational protocols
4 Review and evaluate financial management processes	4.1 Collect and collate for analysis, data and information on the effectiveness of financial management processes within the work team 4.2 Analyse data and information on the effectiveness of financial management processes within the work team and identify, document and recommend any improvements to existing processes 4.3 Implement and monitor agreed improvements in line with financial objectives of the work team and the organisation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.3, 3.1-3.4, 4.2, 4.3	• Interprets and analyses information to determine activities required

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Writing	1.1, 1.4, 4.1-4.3	• Records information in correct forms and prepares materials which convey detailed and factual content in accordance with internal procedures
Oral Communication	1.2, 1.3, 2.1-2.3	• Presents information about financial issues and requirements to a range of audiences using structure and language to suit the audience • Uses active listening and questioning to clarify information and to confirm understanding
Numeracy	1.1-1.3, 2.1-2.3, 3.1-3.4, 4.1-4.3	• Uses a wide range of mathematical calculations to analyse numeric information in budgets or financial plans
Navigate the world of work	2.2, 3.3, 3.4, 4.3	• Recognises, understands and adheres to organisational requirements in undertaking own work
Interact with others	1.2, 1.3, 2.1, 2.2, 3.1, 2.3, 4.2, 4.3	• Uses a range of strategies to connect, collaborate and cooperate with other work colleagues in activities requiring collective effort and diverse skills and knowledge
Get the work done	1.1, 1.4, 2.3, 3.1-3.4, 4.1-4.3	• Uses logical processes in planning, implementing and evaluating complex tasks and developing alternative strategies in achieving goals and timelines • Uses a range of digital technologies to access, filter, compile, integrate and logically present complex information from multiple sources

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFIM501 Manage budgets and financial plans	BSBFIM501A Manage budgets and financial plans	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIM501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use financial skills to work with and interpret budgets, ageing summaries, cash flow, petty cash, Goods and Services Tax (GST), and profit and loss statements
- communicate with relevant people to clarify budget/financial plans, negotiate changes and disseminate information
- prepare, implement and modify financial contingency plans
- monitor expenditure and control costs
- support and monitor team members
- report on budget and expenditure
- review and make recommendations for improvements to financial processes
- meet record keeping requirements for the Australian Taxation Office (ATO) and for auditing purposes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe basic accounting principles
- identify and explain the relevant legislation and current requirements of the Australian Taxation Office, including the Goods and Services Tax (GST)
- explain the key requirements for financiall record keeping and auditing
- describe the principles and techniques involved in managing:
  - budgeting
  - cash flows
  - electronic spreadsheets

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- GST
- ledgers and financial statements
- profit and loss statements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial management field of work and include access to:

- resources and documentation used in the workplace
- workplace policies and procedures
- workplace budgets and financial plans
- business technology
- case studies and, where available, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBHRM405 Support the recruitment, selection and induction of staff

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to execute tasks associated with the recruitment cycle and apply in-depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resources functions.

This unit applies to individuals who support recruitment, selection and induction functions under the direction of a human resource manager.

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

Unit Sector

Workforce Development – Human Resource Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan for recruitment	1.1 Obtain approval to fill position, clarify time lines and requirement for appointment 1.2 Assist in preparing job descriptions that accurately reflect the role requirements, according to organisational policies and procedures, legislation, codes, national standards and work health and safety (WHS) considerations 1.3 Consult with relevant personnel about job descriptions and

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ELEMENT	PERFORMANCE CRITERIA
	workforce strategy 1.4 Assist in ensuring that job descriptions comply with legislative requirements and reflect the organisation's requirements for a diverse workforce 1.5 Obtain approvals to advertise position
2 Plan for selection	2.1 Choose appropriate channels and technology to advertise vacancies and/or identify potential talent pool 2.2 Advertise vacancies for staffing requirements according to organisational policies and procedures 2.3 Consult with relevant personnel to convene selection panel and develop interview questions 2.4 Assist in ensuring that interview questions comply with legislative requirements 2.5 Assist in short-listing applicants 2.6 Schedule interviews and advise relevant people of times, dates and venues
3 Support selection process	3.1 Participate in interview process and assess candidates against agreed selection criteria 3.2 Discuss assessment with other selection panel members 3.3 Correct biases and deviations from agreed procedures and negotiate for preferred candidate 3.4 Contact referees for referee reports 3.5 Prepare selection report and make recommendations to senior personnel for appointment 3.6 Advise unsuccessful candidates of outcomes and respond to any queries 3.7 Secure preferred candidate's agreement 3.8 Complete necessary documentation according to organisational procedures, observing confidentiality and privacy requirements
4 Induct successful candidate	4.1 Provide successful candidate with employment contract and other documentation 4.2 Advise manager and work team of new appointment 4.3 Advise managers and staff of candidate's starting date and make necessary administrative arrangements for pay and employee record keeping 4.4 Arrange successful candidate's induction according to

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ELEMENT	PERFORMANCE CRITERIA
	organisational policy

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.4, 2.4, 2.5	• Synthesises ideas, concepts and specific information from workplace and regulatory texts to inform development of workplace documents • Evaluates information to make judgements
Writing	1.1, 1.2, 1.5, 2.2, 3.5, 3.6, 3.8, 4.2, 4.3	• Produces a range of text types using specific information, workplace conventions and templates
Oral communication	1.1, 1.3, 1.5, 2.3, 2.5, 3.1-3.5. 3.7	• Asks questions and listens carefully to gather, interpret or evaluate information • Uses appropriate vocabulary to present ideas or persuasive arguments
Navigate the world of work	1.2, 1.4, 2.4, 3.3, 3.8, 4.1, 4.4	• Applies workplace protocols, legislation or regulations relevant to own responsibilities
Interact with others	1.3, 2.3, 3.2, 3.3	• Selects and uses appropriate conventions and protocols when communicating with personnel, candidates or referees • Participates in conversations relevant to role responding, explaining, negotiating and persuading as required
Get the work done	2.1, 2.3, 2.6, 4.1, 4.3, 4.4	• Selects and uses digital technology to access, enter, store and retrieve information in accordance with security requirements • Takes responsibility for planning and implementing tasks for efficient and effective outcomes

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBHRM405 Support the recruitment, selection and induction of staff	BSBHRM405A Support the recruitment, selection and induction of staff	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBHRM405 Support the recruitment, selection and induction of staff

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare job descriptions
- use job descriptions to support sourcing, selecting and appointing suitable staff
- use different advertising channels to promote vacancies and/or establish a potential talent pool
- consult with managers to gain approvals
- develop selection criteria and interview questions in consultation with relevant personnel
- schedule interviews and advise relevant people of times, dates and venues
- participate in interviews and other selection techniques including assessing candidates against selection criteria to short list them
- obtain referees' reports
- prepare and distribute a selection report including feedback to give unsuccessful candidates
- advise unsuccessful candidates of the results
- secure preferred candidate’s agreement and provide an employment contract
- advise other staff of the successful candidate and arrange induction.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify documentation required for recruitment, selection and induction
- explain human resources life cycle and the place of recruitment and selection
- identify legislation relevant to recruitment, selection and induction of staff
- describe channels and technology to advertise vacancies

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- explain a range of interviewing techniques and other selection processes and their application.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – human resource development field of work and include access to:

- workplace policies and procedures
- business technology
- position descriptions
- legislation, regulations, Codes and Standards relevant to staff recruitment, selection and induction
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBHRM513 Manage workforce planning

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.

It applies to individuals who are human resource managers or staff members with a role in a policy or planning unit that focuses on workforce planning.

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

Unit Sector

Workforce Development – Human Resource Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Research workforce requirements	1.1 Review current data on staff turnover and demographics 1.2 Assess factors that may affect workforce supply 1.3 Establish the organisation's requirements for a skilled and diverse workforce
2 Develop workforce objectives and strategies	2.1 Review organisational strategy and establish aligned objectives for modification or retention of the workforce 2.2 Consider strategies to address unacceptable staff turnover, if

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ELEMENT	PERFORMANCE CRITERIA
	required 2.3 Define objectives to retain required skilled labour 2.4 Define objectives for workforce diversity and cross-cultural management 2.5 Define strategies to source skilled labour 2.6 Communicate objectives and rationale to relevant stakeholders 2.7 Obtain agreement and endorsement for objectives and establish targets 2.8 Develop contingency plans to cope with extreme situations
3 Implement initiatives to support workforce planning objectives	3.1 Implement action to support agreed objectives for recruitment, training, redeployment and redundancy 3.2 Develop and implement strategies to assist workforce to deal with organisational change 3.3 Develop and implement strategies to assist in meeting the organisation's workforce diversity goals 3.4 Implement succession planning system to ensure desirable workers are developed and retained 3.5 Implement programs to ensure workplace is an employer of choice
4 Monitor and evaluate workforce trends	4.1 Review workforce plan against patterns in exiting employee and workforce changes 4.2 Monitor labour supply trends for areas of over- or under-supply in the external environment 4.3 Monitor effects of labour trends on demand for labour 4.4 Survey organisational climate to gauge worker satisfaction 4.5 Refine objectives and strategies in response to internal and external changes and make recommendations in response to global trends and incidents 4.6 Regularly review government policy on labour demand and supply 4.7 Evaluate effectiveness of change processes against agreed objectives

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 4.6	• Interprets and critically analyses organisational strategy and data on staff turnover and demographics
Writing	1.3, 2.1, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.2, 3.3, 4.5	• Uses broad vocabulary, grammatical structure and conventions appropriate to audience and context to develop strategies, plans or reports
Oral communication	2.6, 2.7	• Conveys information using language, format and style appropriate to a specific audience
Numeracy	4.2, 4.3, 4.4	• Extracts and evaluates the mathematical information and applies mathematical and problem-solving strategies when monitoring labour trends and surveying organisational climate
Navigate the world of work	2.1, 2.7, 3.2, 3.3	• Understands and interprets organisational goals r to develop processes, objectives or strategies relevant to own role requirements
Interact with others	2.6, 2.7	• Selects and implements appropriate communication protocols to liaise with personnel in a range of work contexts
Get the work done	1.1, 2.1, 2.8, 3.1 -3.5, 4.1- 4.7	• Sequences and schedules complex activities, monitors implementation and manages relevant communication when researching requirements and developing workforce objectives and strategies • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account when assessing factors affecting workforce supply • Anticipates potential problems and uses analytical or lateral thinking processes to formulate contingency plans • Uses a range of digital tools to collect data, and to extract, organise and share information

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBHRM513 Manage workforce planning	BSBHRM513A Manage workforce planning	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBHRM513 Manage workforce planning

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- review and interpret information from a range of internal and external sources to identify:
  - current staff turnover and demographics
  - labour supply trends factors that may affect workforce supply
  - organisation's workforce requirements objectives and strategies
- manage workforce planning including developing, implementing, monitoring and reviewing strategies to meet workforce needs
- review relevant trends and supply and demand factors that will impact on an organisation's workforce
- develop a workforce plan that includes relevant research and specific strategies to ensure access to a skilled and diverse workforce.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain current information about external labour supply relevant to the specific industry or skill requirements of the organisation
- outline industrial relations relevant to the specific industry
- describe labour force analysis and forecasting techniques.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – human resource development field of work and include access to:

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- an appropriate range of documentation and resources normally used in the workplace
- organisational strategic and operational plans
- organisational policies and procedures
- business technology.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM401 Implement workplace information system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement and review the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information which plays a significant part in the organisation's effectiveness.

It applies to individuals whose work will normally be carried out within routine and non-routine methods and procedures which require planning and evaluation, leadership and guidance of others, and some discretion and judgement.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Identify and source information needs	1.1 Determine and locate information required by teams 1.2 Acquire and review information held by the organisation to determine suitability, accessibility, currency and reliability according to organisational policies
2 Collect, analyse and report information	2.1 Collect information, which is adequate and relevant to the needs of teams, in a timely manner

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Ensure information is in a format suitable for analysis, interpretation and dissemination 2.3 Analyse information to identify and report relevant trends and developments in terms of the needs for which it was acquired
3 Implement information systems	3.1 Implement management information systems effectively to store, retrieve and regularly review data for decision making purposes 3.2 Use technology available in the work area to manage information effectively 3.3 Submit recommendations for improving the information system to designated persons and/or groups
4 Prepare for information system changes	4.1 Collect information about information system future needs in consultation with colleagues, including those who have a specialist role in resource management 4.2 Ensure estimates of information system future needs reflect the organisation's business plans, and customer and supplier requirements 4.3 Support proposals to secure resources by clearly presenting submissions that describe realistic options, benefits, costs and outcomes 4.4 Prepare team members to work with new technology and information system changes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4	• Critically analyses complex documentation from a variety of sources and consolidates information relating to specific criteria to determine requirements
Writing	1.2, 2.1, 2.3, 3.1, 3.3, 4.1, 4.2, 4.3, 4.4	• Develops material for a specific audience using clear and detailed language in order to convey explicit information, requirements and recommendations
Oral	1.1, 3.3, 4.1, 4.3, 4.4	• Uses active listening and questioning and reading of verbal and non-verbal signals to convey and clarify

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Communication		information and to confirm understanding
Numeracy	4.1-4.3	• Selects from and uses a variety of developing mathematical and problem solving strategies to ensure estimates of information reflect the business plan and staff requirements
Navigate the world of work	1.2	• Takes responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulation
Interact with others	1.1, 3.3, 4.1, 4.3, 4.4	• Selects and uses appropriate conventions and protocols when communicating with clients and co-workers in a range of work contexts • Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	1.1, 1.2, 2.1, 2.3, 3.1, 3.2, 4.1, 4.2	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Contributes to continuous improvement of current work practices by applying basic principles of analytical thinking • Uses familiar digital technologies and systems to access, enter, present and communicate data and information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM401 Implement workplace information system	BSBINM401A Implement workplace information system	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM401 Implement workplace information system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify, source and analyse information to determine
  - information system needs
  - whether it is fit for purpose
  - trends and developments
- implement and review the workplace information system
- review a workplace information system and prepare and present a submission recommending improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the information systems that are, or should be, available in the workplace
- explain the information management systems and technology typically associated with the workplace including:
  - budgets and financial management systems
  - customer information software or records
  - databases
  - personal digital assistant (PDA)
  - product and service information
  - project management software
  - record management systems
  - spreadsheets.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- business technology
- a workplace information system
- workplace policies and procedures.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM501 Manage an information or knowledge management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to organise training for others for an information or knowledge management system and to manage the use of the system.

It applies to individuals who are responsible for seeing that key information and corporate knowledge are retained, accessible to others and improve business outcomes.

The unit applies to information or knowledge management systems which comprise policies, protocols, procedures and practices to manage information or knowledge within the organisation and among relevant stakeholders.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Organise learning to use information or knowledge management system	1.1 Identify learning needs of relevant personnel and stakeholders for input into and use of an information or knowledge management system 1.2 Identify and secure human, financial and physical resources

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ELEMENT	PERFORMANCE CRITERIA
	required for learning activities to use an information or knowledge management system 1.3 Organise and facilitate learning activities 1.4 Promote and support use of the system throughout the organisation 1.5 Monitor and document effectiveness of learning activities
2 Manage use of information or knowledge management system	2.1 Ensure implementation of policies and procedures for the information or knowledge management system are monitored for compliance, effectiveness and efficiency 2.2 Address implementation issues and problems as they arise 2.3 Monitor integration and alignment with data and information systems 2.4 Collect information on achievement of performance measures 2.5 Manage contingencies such as system failure or technical difficulties by accessing technical specialist help as required
3 Review use of information or knowledge management system	3.1 Analyse effectiveness of system and report on strengths and limitations of the system 3.2 Review business and operational plan and determine how effectively the system is contributing to intended outcomes 3.3 Make recommendations for improvement to system, policy or work practices

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.5, 2.1-2.5, 3.1-3.3	• Researches and critically analyses documentation from a variety of sources to determine requirements
Writing	1.1-1.5, 2.1-2.4, 3.2, 3.3	• Prepares and produces documentation for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations

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Oral Communication	1.1, 1.2, 1.3, 1.4, 2.2, 2.5, 3.3	• Presents information using structure and language to suit the audience • Uses active listening and questioning and reading of verbal and non-verbal signals to clarify information and to confirm understanding
Navigate the world of work	2.1, 3.3	• Takes full responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulation • Modifies or develops organisational policies and procedures to comply with legislative requirements and organisation goals
Interact with others	1.1-1.4, 2.5, 3.3	• Implements strategies for a diverse range of colleagues and clients in order to build rapport and foster strong relationships • Collaborates with others sharing information to build strong work groups and avoid behaviours that are not conducive to a productive environment • Elicits feedback and provides feedback to others in order to improve self or workgroup behaviours
Get the work done	1.1-1.5, 2.1-2.5, 3.1, 3.2	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness • Monitors progress of plans and schedules and reviews and changes them to meet new demands and priorities • Applies systematic and analytical processes to address problems and make decisions in complex situations • Investigates new and innovative ideas as a means to continuously improve, work practices and processes • Uses and investigates new digital technologies and applications to manage and manipulate data and communicate effectively with others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM501 Manage an information or knowledge	BSBINM501A Manage an information or knowledge	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
management system	management system		

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM501 Manage an information or knowledge management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify learning needs and plan and implement learning activities to enable personnel to use information or knowledge management system including
  - providing human, financial and physical resources as required
  - use of coaching, mentoring, information sessions, workshops, training programs and e-learning as appropriate
- monitor performance and address issues and contingencies as they arise including
  - accessing technical specialists as required
  - correct application of policies and procedures for the information or knowledge management system
  - alignment and effectiveness of the policies and procedures
  - effectiveness of information or knowledge management system for intended outcomes
- recommend improvements to systems, policies and practices as appropriate.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline relevant legislation, codes of practice and national standards relevant to privacy, freedom of information and knowledge management
- explain organisational policies and procedures including:
  - records management
  - information management
  - customer service
  - commercial confidentiality

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- describe the organisational operations and existing data and information systems.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- relevant legislation, regulation, standards and codes
- relevant workplace systems, documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINN502 Build and sustain an innovative work environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to create an environment that enables and supports the application of innovative practice focusing on a holistic approach to the integration of innovation across all areas of work practice.

It applies to individuals working in leadership or management roles in any industry or community context. The individual could be employed by the organisation, but may also be an external contractor, the leader of a cross organisation team or of a self-formed team of individuals. The work group could be permanent or temporary in nature.

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

Unit Sector

Creativity and Innovation – Innovation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Lead innovation by example	1.1 Make innovation an integral part of leadership and management activities 1.2 Demonstrate positive reception of ideas from others and provide constructive advice 1.3 Establish and maintain relationships based on mutual respect and trust

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Take considered risks to open up opportunities for innovation 1.5 Regularly evaluate own approaches for consistency with the wider organisational or project context
2 Establish work practices that support innovation	2.1 Consult on and establish working conditions that reflect and encourage innovative practice 2.2 Introduce and maintain workplace procedures that foster innovation and allow for rigorous evaluation of innovative ideas 2.3 Facilitate and participate in collaborative work arrangements to foster innovation 2.4 Build and lead teams to work in ways that maximise opportunities for innovation
3 Promote innovation	3.1 Acknowledge suggestions, improvements and innovations from all colleagues 3.2 Find appropriate ways of celebrating and promoting innovation 3.3 Promote and reinforce the value of innovation according to the vision and objectives of the organisation or project 3.4 Promote and support the evaluation of innovative ideas within the wider organisational or project context
4 Create a physical environment which supports innovation	4.1 Evaluate the impact of the physical environment in relation to innovation 4.2 Collaborate with colleagues about ideas for enhancing the physical work environment before taking action 4.3 Consider potential for supporting innovation when selecting physical resources and equipment 4.4 Design, fit-out and decorate workspaces to encourage creative mindsets, collaborative working and the development of positive workplace relationships
5 Provide learning opportunities	5.1 Pro-actively share relevant information, knowledge and skills with colleagues 5.2 Provide or encourage formal and informal learning opportunities to help develop the skills needed for innovation 5.3 Create opportunities in which individuals can learn from the experience of others

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.5, 2.2, 4.1, 5.1	• Interprets and evaluates information that may deal with complex ideas related to issues both within and outside a given workplace context
Writing	3.3, 3.4, 5.1	• Develops information for others using language to suit the context and audience
Oral Communication	1.2, 2.1, 2.3, 3.1, 3.3, 3.4, 5.1	• Presents ideas and concepts to a range of audiences using structure and language to suit the audience • Uses active listening and questioning to discuss and clarify information and to confirm understanding
Navigate the world of work	1.1, 1.5, 2.1, 2.2, 3.3, 5.1, 5.2	• Takes responsibility for implementing practices and procedures to achieve organisational objectives in innovation according to role requirements • Stays up to date with professional development options to provide relevant information to staff
Interact with others	1.2, 1.3, 2.3, 2.4, 3.1-3.4, 4.2, 5.1, 5.3	• Uses appropriate communication techniques to build rapport and foster strong relationships with co-workers in a range of work contexts • Uses inclusive and collaborative techniques to share, promote and convey complex information about new ideas and systems within the workplace
Get the work done	1.1, 1.4, 1.5, 2.1, 3.2, 3.3, 4.1, 4.3, 4.4, 5.2, 5.3	• Accepts responsibility for planning and implementing tasks and practices to achieve organisational goals, negotiating key aspects with others and taking into account current capabilities and needs • Develops new and innovative ideas through exploration, evaluation, analysis and critical thinking • Facilitates a climate where people feel comfortable suggesting and discussing improvements or new ideas • Uses problem solving processes to identify, assess and respond to challenges and risks around innovation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINN502 Build and sustain an innovative work environment	BSBINN502A Build and sustain an innovative work environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINN502 Build and sustain an innovative work environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to maximise opportunities for innovation by:

- establishing procedures and practices that foster innovation including:
  - collaborative work arrangements
  - building team capacity to contribute to innovation
  - providing formal and informal learning opportunities
  - evaluating ideas
  - celebration and promotion of innovation
  - consultation
  - respectful communications and sharing of ideas and feedback
- reinforcing the value of innovation to the vision and objectives of the organisation,
- model ling behaviour including being receptive to ideas, giving constructive advice, evaluating own work, establishing and maintaining relationships based on mutual respect and trust, taking considered risks that provide opportunities for innovation
- evaluating how the physical environment can be enhanced to support innovation and collaboration and collaborating on ideas to make improvements including in the selection of physical resources and equipment, and the design, fit-out and decoration of the workspaces
- making changes to a workspace that will encourage innovation in at least one of
  - design
  - fit-out
  - decoration.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

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Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the concepts and theories of innovation and how these link to innovation in practice
- explain the context for innovation in the workplace including core business values, overall objectives, broader environmental context and the need to ensure the value and benefit of innovative ideas and projects
- discuss the factors and tools that can motivate individuals to use creative thinking and apply innovative work practices
- research the legislative framework that impacts on operations in the relevant workplace context
- explain how different approaches to management and leadership can support or hinder innovation
- discuss typical challenges and barriers to innovation within teams and organisations and ways of overcoming these including rewarding and celebrating innovation, coaching and learning, modelling behaviour and managing the physical environment.
-

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation and include access to:

- workplace documents
- case studies and, where possible, real situations
- office equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBITU101 Operate a personal computer

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to start up and use a range of basic functions on a personal computer or business computer terminal.

It applies to individuals who perform a range of routine computer tasks in the various sectors of the business services industry and generally work under direct supervision.

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

Unit Sector

Information and Communications Technology – IT Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Start computer, system information and features	1.1 Adjust workspace, furniture and equipment to suit user ergonomic requirements 1.2 Ensure work meets organisational and work health and safety (WHS) requirements for computer operation 1.3 Start computer or log on according to user procedures 1.4 Identify basic functions and features using system information 1.5 Customise desktop configuration, if necessary, with assistance from appropriate persons

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ELEMENT	PERFORMANCE CRITERIA
	1.6 Use help functions as required
2 Navigate and manipulate desktop environment	2.1 Open, close and access features by selecting correct desktop icons 2.2 Open, resize and close desktop windows by using correct window functions 2.3 Create shortcuts onto the desktop, if necessary, with assistance from appropriate persons
3 Organise files using basic directory and folder structures	3.1 Create folders/subfolders with suitable names 3.2 Save files with suitable names in appropriate folders 3.3 Rename and move folders/subfolders and files as required 3.4 Identify folder/subfolder and file attributes 3.5 Move folders/subfolders and files using cut and paste, and drag and drop techniques 3.6 Save folders/subfolders and files to appropriate media where necessary 3.7 Search for folders/subfolders and files using appropriate software tools 3.8 Restore deleted folder/subfolders and files as necessary
4 Print information	4.1 Print information from installed printer 4.2 View progress of print jobs and delete as required 4.3 Change default printer, if installed
5 Shut down computer	5.1 Close all open applications 5.2 Shut down computer according to user procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 1.5, 1.6, 3.1-3.8, 4.1-4.3, 5.1, 5.2	• Recognises textual information within internal procedures and technical documents to determine and complete work requirements

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Writing	1.3, 3.1-3.3, 3.7	• Inputs information using familiar text types and records numerical and textual information for file naming conventions
Oral Communication	1.5, 2.3	• Asks simple questions and comprehends answers that contain short and explicit information
Navigate the world of work	1.1-1.3, 5.2	• Recognises and follows organisational procedures and legislative responsibilities, with particular reference to health and safety
Interact with others	1.5, 2.3	• Uses appropriate communication practices to seek guidance from more experienced work colleagues
Get the work done	1.3-1.6, 2.1-2.3, 3.1-3.8, 4.1-4.3, 5.1, 5.2	• With guidance, is beginning to understand and use the specific functions and features of digital systems and tools

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBITU101 Operate a personal computer	BSBITU101A Operate a personal computer	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBITU101 Operate a personal computer

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- adjust equipment, furniture and workspace to suit individual ergonomic requirements
- follow organisational and WHS requirements when operating a computer
- follow user procedures and system information when using the basic functions on a computer, seeking assistance when necessary
- use desktop icons and create shortcuts
- create and manipulate folders and subfolders
- check and delete print jobs and change default printer
- correctly shut down software applications and the computer.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the main work health and safety requirements for working with a computer
- list the main points to consider when setting up an ergonomic work environment
- list the main components of the computer system, and briefly explain what each one does
- briefly explain the functions of the operating system
- outline the organisation’s conventions for naming files

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

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- organisational policies and procedures
- information about work health and safety requirements.
- computer user and system information
- suitable workspace including a personal computer or computer terminal with relevant software and printer.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBITU102 Develop keyboard skills

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop basic keyboard skills using touch typing techniques in a broad range of settings.

It applies to individuals who perform a range of mainly routine tasks and generally work under direct supervision using limited practical skills and fundamental knowledge.

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

Unit Sector

Information and Communications Technology – IT Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Use safe work practices	1.1 Adjust workspace, furniture and equipment to suit user ergonomic requirements 1.2 Ensure work meets organisational and work health and safety (WHS) requirements for computer operation
2. Identify and develop keyboard skills	2.1 Identify and apply keyboard functions for both alpha and numeric keyboard functions 2.2 Apply touch typing technique to complete a task 2.3 Develop speed and accuracy in accordance with workplace

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ELEMENT	PERFORMANCE CRITERIA
	requirements for level of responsibility
3. Check accuracy	3.1 Proofread document carefully to identify errors 3.2 Amend document, correct errors and complete a final accuracy check

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.3, 3.1, 3.2	• Comprehends textual information in workplace documents to confirm work requirements • Checks own work to identify errors
Writing	2.2, 2.3, 3.2	• Enters and edits numerical and textual information according to a defined format
Navigate the world of work	1.1, 1.2, 2.3	• Complies with organisational and legislative requirements and meets expectations associated with own role
Get the work done	2.1-2.3, 3.1, 3.2	• Understands the specific functions and features of digital tools and uses these to perform work tasks

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Speed and accuracy must be:	• consistent with degree of experience of operator • relevant to level of responsibility.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU102 Develop keyboard skills	BSBITU102A Develop keyboard skills	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBITU102 Develop keyboard skills

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow ergonomic and organisational and work health and safety (WHS) requirements
- use keyboard functions to enter alpha and numeric data
- develop touch-typing techniques and speed and accuracy
- proofread and edit documents.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify key provisions of relevant legislation from all forms of government that may affect aspects of business operations, such as WHS
- identify organisational benchmarks for keyboarding.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- industry software packages
- organisational policies and procedures
- relevant legislation
- relevant workplace documentation and resources.

Assessors must satisfy NVR/AQTF assessor requirements.

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BSBLDR403 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion.

It applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams.

Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.

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

Unit Sector

Management and Leadership - Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan to achieve team outcomes	1.1 Lead the team to identify, establish and document team purpose, roles, responsibilities, goals, plans and objectives in consultation with team members 1.2 Engage team members to incorporate innovation and

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ELEMENT	PERFORMANCE CRITERIA
	productivity measures in work plans 1.3 Lead and support team members in meeting expected outcomes
2. Lead team to develop cohesion	2.1 Provide opportunities for input of team members into planning, decision making and operational aspects of work team 2.2 Encourage and support team members to take responsibility for own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members to encourage, value and reward individual and team efforts and contributions 2.4 Recognise and address issues, concerns and problems identified by team members or refer to relevant persons as required 2.5 Model expected behaviours and approaches
3. Participate in and facilitate work team	3.1 Actively encourage team members to participate in and take responsibility for team activities and communication processes 3.2 Give the team support to identify and resolve problems which impede its performance 3.3 Ensure own contribution to work team serves as a role model for others and enhances the organisation's image within the work team, the organisation and with clients/customers
4. Liaise with management	4.1 Maintain open communication with line manager/management at all times 4.2 Communicate information from line manager/management to the team 4.3 Communicate unresolved issues, concerns and problems raised by the team/team members to line manager/management and ensure follow-up action is taken 4.4 Communicate unresolved issues, concerns and problems related to the team/team members raised by line managers/management to the team and ensure follow-up to action is taken

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance	Description

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	Criteria	
Writing	1.1, 4.2	• Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
Oral communication	1.1, 1.3, 2.2, 2.3, 3.1, 3.2, 4.2-4.4	• Engages in discussions or provides information using structure and language appropriate to the audience and situation
Interact with others	1.1-1.3, 2.1-2.5, 3.1, 3.3, 4.1	• Selects and uses appropriate conventions and protocols when communicating with team members • Adapts personal communication style to model required behaviours, build trust and positive working relationships and to show respect for the opinions and values of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others
Get the work done	1.1-1.3, 3.2	• Develops, implements and monitors plans and processes to ensure team engagement and effectiveness • Uses formal analytical thinking techniques to identify issues and generate possible solutions, seeking input from others as required

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLDR403 Lead team effectiveness	BSBWOR402A Promote team effectiveness	Updated to meet Standards for Training Packages Title change Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR403 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- apply knowledge of organisational goals, objectives and plans
- develop a team work plan including documentation of how it was generated and how it will be monitored
- identify and incorporate innovation and productivity measures into a team work plan
- communicate with team members and management to identify and establish the team purpose, roles, responsibilities, goals plans and objectives and resolve problems
- use techniques to consult, encourage, support and provide feedback to team members
- model team leadership behaviours and approaches
- liaise with management to develop the teamwork plan, resolve issues and ensure follow-up action is taken.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must explain principles and techniques associated with:

- delegation and work allocation
- goal setting
- group dynamics and processes
- individual behaviour and difference
- leadership styles
- motivation
- negotiation
- problem solving
- planning

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- workplace innovation
- workplace productivity.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- information about the organisation, including organisational structure, goals, objectives and plans
- case studies, and where possible, real situations
- workplace equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT401 Show leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.

It applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These managers have a strong influence on the work culture, values and ethics of the teams they supervise.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Model high standards of management performance and behaviour	1.1 Ensure management performance and behaviour meets the organisation’s requirements 1.2 Ensure management performance and behaviour serves as a positive role model for others 1.3 Develop and implement performance plans in accordance with organisation’s goals and objectives 1.4 Establish and use key performance indicators to meet

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ELEMENT	PERFORMANCE CRITERIA
	organisation's goals and objectives
2. Enhance organisation's image	2.1 Use organisation's standards and values in conducting business 2.2 Question, through established communication channels, standards and values considered to be damaging to the organisation 2.3 Ensure personal performance contributes to developing an organisation which has integrity and credibility
3. Make informed decisions	3.1 Gather and organise information relevant to the issue/s under consideration 3.2 Facilitate individual's and team's active participation in decision-making processes 3.3 Examine options and assess associated risks to determine preferred course/s of action 3.4 Ensure decisions are timely and communicate them clearly to individuals and teams 3.5 Prepare plans to implement decisions and ensure they are agreed by relevant individuals and teams 3.6 Use feedback processes effectively to monitor the implementation and impact of decisions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.4, 2.1, 3.1, 3.3, 3.5, 3.6	• Gathers, interprets and analyses text relating to organisational goals, standards and values to aid planning and decision making
Writing	1.3, 1.4, 3.1, 3.3, 3.5, 3.6	• Records and reports key information related to the organisational goals, standards and objectives • Researches, plans and prepares documentation for relevant stakeholders
Oral Communication	1.2, 1.3, 2.2, 2.3, 3.2, 3.4, 3.5, 3.6	• Uses appropriate structure and language when developing performance plans, or when seeking and providing information about organisational goals and

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		objectives
Numeracy	1.4	• Identifies and comprehends mathematical information in familiar texts to establish key performance indicators
Navigate the world of work	1.1, 1.2, 1.3, 1.4, 2.1, 2.3	• Understands how own role meshes with others and contributes to broader work goals • Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.2, 1.3, 2.2, 2.3, 3.2, 3.4, 3.5, 3.6	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective outcomes • Recognises the importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate with whom, why and how
Get the work done	1.1, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6	• Develops plans to manage relatively complex, non-routine tasks with an awareness of how they contribute to longer term operational and strategic goals • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria • Evaluates effectiveness of decisions in terms of how well they meet stated goals

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Organisation's standards and values must be identified by considering:	• explicitly stated values • values that are implied by the way the organisation conducts its business.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT401 Show leadership in the workplace	BSBMGT401A Show leadership in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT401 Show leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify the organisation's standards and values, whether stated or implied by the way the organisation conducts its business
- evaluate own behaviour and performance against these and adjust to achieve required standards
- develop and implement performance plans and key performance indicators (KPIs) to meet organisation's goals and objectives
- use established communication channels to raise questions about standards and values that may be damaging to the organisation
- ensure own behaviour and performance contributes to the integrity and credibility of the organisation
- facilitate processes to make decisions that are based on:
  - relevant information
  - examination of options and associated risks
  - input from relevant people
- communicate about making and implementing decisions including:
  - facilitating agreement on the preferred course of action and implementation plans
  - monitoring and feedback on the implementation and impact of decisions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how to identify an organisation's standards and values when they are:
  - stated

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  - implied
- articulate organisational values and expectations of behaviour
- explain basic theory of group behaviour
- outline the organisation's process for raising questions about standards and values
- give examples of behaviours and performance that would typically be considered damaging to an organisation
- explain concepts including:
  - organisational values
  - role modelling
  - integrity and credibility
  - leadership.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT402 Implement operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required.

It applies to individuals who plan activities to achieve the measurable, stated objectives of the team and the organisation. At this level work will normally be carried out within routine and non-routine methods and procedures which require planning, evaluation, leadership and guidance of others.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement operational plan	1.1 Collate, analyse and organise details of resource requirements in consultation with relevant personnel, colleagues and specialist resource managers 1.2 Implement operational plans to contribute to the achievement of organisation's performance/business plan 1.3 Identify and use key performance indicators (KPIs) to monitor

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ELEMENT	PERFORMANCE CRITERIA
	operational performance 1.4 Manage contingencies by adjusting the implementation of the operational plan in consultation with others 1.5 Provide assistance in the development and presentation of proposals for resource requirements in line with operational planning processes
2. Implement resource acquisition	2.1 Recruit and induct employees within organisation's policies, practices and procedures 2.2 Implement plans for acquisition of physical resources and services within organisation's policies, practices and procedures and in consultation with relevant personnel
3. Monitor operational performance	3.1 Monitor performance systems and processes to assess progress in achieving profit/productivity plans and targets 3.2 Analyse and use budget and actual financial information to monitor profit/productivity performance 3.3 Identify unsatisfactory performance and take prompt action to rectify the situation according to organisational policies 3.4 Provide mentoring, coaching and supervision to support individuals and teams to use resources effectively, economically and safely 3.5 Present recommendations for variation to operational plans to the designated persons/groups and gain approval 3.6 Implement systems, procedures and records associated with performance in accordance with organisation's requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.4	• Actively reinforces learning by applying new knowledge and skills in mentoring, coaching and supervising others
Reading	1.1-1.5, 2.1, 2.2, 3.1, 3.2, 3.6	• Identifies, interprets, analyses and reviews textual information related to the operational plan and

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		monitoring of operational performance
Writing	1.1-1.5, 2.1, 2.2, 3.2-3.6	• Communicates relationships between ideas and information, matching style of writing to purpose and audience • Researches, plans and prepares workplace documentation for relevant stakeholders using organisational formats
Oral Communication	1.1, 1.4, 1.5, 2.1, 2.2, 3.3, 3.4, 3.5	• Participates in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience
Numeracy	1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3	• Selects and uses familiar mathematical techniques to organise timely supply of adequate resources for the operational plan and to use budgetary information to monitor performance
Navigate the world of work	1.5, 2.1, 2.2, 3.3, 3.4, 3.6	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.1, 1.4, 1.5, 2.1, 2.2, 3.3, 3.4, 3.5	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to build rapport, seek or present information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3, 3.6	• Takes responsibility for planning, organising, implementing and monitoring tasks required to achieve required outcomes • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria • Evaluates effectiveness of decisions in terms of how well they met stated goals • Recognises and addresses an increasing range of familiar problems by implementing contingency plans

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT402 Implement	BSBMGT402A Implement	Updated to meet Standards for	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
operational plan	operational plan	Training Packages. Edits to clarify intent of Performance Criteria.	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT402 Implement operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- interact with a range of people/groups to identify resource requirements, performance objectives, systems, procedures and records relating to the operational plan
- vary the operational plan and gain approval to deal with contingencies
- monitor operational performance against the performance objectives and budgets and take action to rectify unsatisfactory performance
- plan and acquire physical and human resources using organisation's systems and procedures
- manage and support personnel to achieve performance objectives. including inducting new employees and providing mentoring and coaching
- present information and recommendations to support implementation and variation of the operational plan
- document and provide reports on performance as required by the organisation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe performance monitoring systems and processes
- describe methods for problem solving
- explain how organisational policies and procedures relate to the operational plan.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- organisational operational plans, policies and procedures
- workplace documentation and resources including budgets, physical and human resource procurement documentation, employee induction and performance monitoring procedures
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT403 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement the organisation's continuous improvement systems and processes. It covers using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

It applies to managers who have an active role in implementing the continuous improvement process to achieve the organisation's objectives. Their position is closely associated with the creation and delivery of products and services which means that they have an important role in influencing the ongoing development of the organisation.

At this level, work will normally be carried out within routine and non-routine methods and procedures, which require planning, evaluation, leadership and guidance of others.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement continuous improvement systems and	1.1 Implement systems to ensure that individuals and teams are actively encouraged and supported to participate in decision

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ELEMENT	PERFORMANCE CRITERIA
processes	making processes, assume responsibility and exercise initiative 1.2 Communicate the organisation's continuous improvement processes to individuals and teams, and obtain feedback 1.3 Ensure effective mentoring and coaching allows individuals and teams to implement the organisation's continuous improvement processes
2. Monitor and review performance	2.1 Use the organisation's systems and technology to monitor and review progress and to identify ways in which planning and operations could be improved 2.2 Improve customer service through continuous improvement techniques and processes 2.3 Formulate and communicate recommendations for adjustments to those who have a role in their development and implementation
3. Provide opportunities for further improvement	3.1 Implement processes to ensure that team members are informed of savings and productivity/service improvements in achieving the business plan 3.2 Document work performance to aid the identification of further opportunities for improvement 3.3 Manage records, reports and recommendations for improvement within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.2, 3.3	• Evaluates and integrates facts and ideas to construct meaning from a range of text types in an effort to implement continuous improvement systems and processes
Writing	1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3	• Selects vocabulary, grammatical structures and conventions appropriate to text • Researches, plans and prepares continuous improvement documentation for relevant stakeholders
Oral	1.2, 1.3, 2.3	• Participates in a variety of spoken exchanges with a range of audiences using structure and language to suit

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Communication		the audience
Navigate the world of work	2.1	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Interact the work of others	1.2, 1.3, 2.3, 3.1	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to seek or share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Get the work done	1.1, 1.3, 2.1, 2.2, 3.1, 3.2, 3.3	• Takes responsibility for planning and organising own workload to achieve required outcomes • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria • Evaluates effectiveness of decisions in terms of how well they meet stated goals • Uses digital applications to access and filter data, extract, organise, integrate and share relevant information • Recognises the potential of new approaches to enhance work practices and outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT403 Implement continuous improvement	BSBMGT403A Implement continuous improvement	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT403 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- implement continuous improvement systems and provide mentoring and coaching support to enable individuals and teams to participate in decisions, take responsibility, show initiative and implement improvement processes
- implement processes to inform team members about savings and productivity/service improvements achievements
- communicate effectively to support the continuous improvement system and implementation of improvements
- apply continuous improvement to customer services including internal and external customers
- implement, monitor and adjust improvement plans, processes and procedures to improve performance
- document performance to identify further opportunities for improvement
- manage records and reports within the organisation's systems and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- give examples of continuous improvement processes
- list typical areas of need for coaching and mentoring to support continuous improvement
- explain how change management techniques can support continuous improvement and initiative
- identify the organisation's systems and data that can be used for benchmarking and monitoring performance for continuous improvement.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT502 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

It applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement.

The unit makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Allocate work	1.1 Consult relevant groups and individuals on work to be allocated and resources available

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ELEMENT	PERFORMANCE CRITERIA
	1.2 Develop work plans in accordance with operational plans 1.3 Allocate work in a way that is efficient, cost effective and outcome focussed 1.4 Confirm performance standards, Code of Conduct and work outputs with relevant teams and individuals 1.5 Develop and agree performance indicators with relevant staff prior to commencement of work 1.6 Conduct risk analysis in accordance with the organisational risk management plan and legal requirements
2. Assess performance	2.1 Design performance management and review processes to ensure consistency with organisational objectives and policies 2.2 Train participants in the performance management and review process 2.3 Conduct performance management in accordance with organisational protocols and time lines 2.4 Monitor and evaluate performance on a continuous basis
3. Provide feedback	3.1 Provide informal feedback to staff on a regular basis 3.2 Advise relevant people where there is poor performance and take necessary actions 3.3 Provide on-the-job coaching when necessary to improve performance and to confirm excellence in performance 3.4 Document performance in accordance with the organisational performance management system 3.5 Conduct formal structured feedback sessions as necessary and in accordance with organisational policy
4. Manage follow up	4.1 Write and agree on performance improvement and development plans in accordance with organisational policies 4.2 Seek assistance from human resources specialists, where appropriate 4.3 Reinforce excellence in performance through recognition and continuous feedback 4.4 Monitor and coach individuals with poor performance 4.5 Provide support services where necessary 4.6 Counsel individuals who continue to perform below expectations and implement the disciplinary process if necessary 4.7 Terminate staff in accordance with legal and organisational

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ELEMENT	PERFORMANCE CRITERIA
	requirements where serious misconduct occurs or ongoing poor-performance continues

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	2.2, 3.3, 4.4	• Consolidates and improves own knowledge and skills by coaching, mentoring or training others
Reading	1.2, 1.6, 2.4	• Gathers, interprets and analyses texts in organisational documents to facilitate performance management
Writing	1.2, 1.4, 1.5, 1.6, 2.1, 2.3, 2.4, 3.4, 3.5, 4.1, 4.7	• Plans and prepares documents for allocating work and managing performance suitable for the target audience and in accordance with organisational requirements
Oral Communication	1.1, 1.4, 1.5, 2.2, 2.3, 3.1, 3.2, 3.3, 3.5, 4.2-4.7	• Uses language and structure appropriate to context and audience to explain expected standards of performance, provide feedback and coach staff
Numeracy	1.3, 1.4, 1.5, 1.6, 2.1, 2.4, 3.4, 4.1	• Extracts and evaluates mathematical information embedded in a range of tasks and text relating to performance standards and risk analysis
Navigate the world of work	1.2, 1.6, 2.1, 2.3, 3.4, 3.5, 4.1, 4.7	• Appreciates the implications of legal and regulatory responsibilities related to own work and the organisation as a whole • Monitors adherence to organisational policies and procedures
Interact with others	1.1, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3, 4.2-4.6	• Recognises and applies the protocols governing what to communicate to whom and how in a range of work contexts • Collaborates with others to achieve joint outcomes, influencing direction and taking a leadership role on occasion
Get the work done	1.2, 1.3, 1.5, 1.6, 2.1, 2.4, 4.1, 4.2	• Sequences and schedules complex activities, monitors implementation and manages relevant communication • Seeks advice, feedback and support as required to assist in the decision-making process • Uses experiences to reflect on the ways in which

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		variables impact on performance

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT502 Manage people performance	BSBMGT502B Manage people performance	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT502 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- consult with relevant stakeholders to identify work requirements, performance standards and agreed performance indicators
- develop work plans and allocate work to achieve outcomes efficiently and within organisational and legal requirements
- monitor, evaluate and provide feedback on performance and provide coaching or training, as needed
- reinforce excellence in performance through recognition and continuous feedback
- seek assistance from human resources specialists where appropriate
- keep records and documentation in accordance with the organisational performance management system.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline relevant legislative and regulatory requirements
- outline relevant awards and certified agreements
- explain performance measurement systems utilised within the organisation
- explain unlawful dismissal rules and due process
- describe staff development options and information.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT516 Facilitate continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

It applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives.

At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.

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

Unit Sector

Management and leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Lead continuous improvement systems and processes	1.1 Develop strategies to ensure that team members are actively encouraged and supported to participate in decision-making processes, assume responsibility and exercise initiative as

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ELEMENT	PERFORMANCE CRITERIA
	appropriate 1.2 Establish systems to ensure that the organisation's continuous improvement processes are communicated to stakeholders 1.3 Ensure that change and improvement processes meet sustainability requirements 1.4 Develop effective mentoring and coaching processes to ensure that individuals and teams are able to implement and support the organisation's continuous improvement processes 1.5 Ensure that insights and experiences from business activities are captured and accessible through knowledge management systems
2. Monitor and adjust performance strategies	2.1 Develop strategies to ensure that systems and processes are used to monitor operational progress and to identify ways in which planning and operations could be improved 2.2 Adjust and communicate strategies to stakeholders according to organisational procedures
3. Manage opportunities for further improvement	3.1 Establish processes to ensure that team members are informed of outcomes of continuous improvement efforts 3.2 Ensure processes include recording of work team performance to assist in identifying further opportunities for improvement 3.3 Consider areas identified for further improvement when undertaking future planning

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.3	• Identifies and extracts relevant information from a range of complex texts • Locates, interprets and analyses workplace documentation to gather information relating to continuous improvement
Writing	1.1, 1.2, 1.4, 1.5, 2.1, 2.2, 3.1-3.3	• Develops complex texts related to continuous improvement processes according to organisational requirements

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		• Ensures the vocabulary, grammatical structures and conventions are appropriate for the context and target audience
Oral Communication	1.1, 1.2, 1.4, 2.2	• Presents information to a range of audiences using appropriate structure and language • Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders • Confirms understanding through questioning and active listening
Navigate the world of work	1.1-1.3, 2.1, 2.2	• Develops strategies to enable compliance with legislative requirements and achievement of the organisation's goals • Monitors adherence to organisational policies, procedures and protocols and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.1, 1.2, 1.4, 2.2	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and external stakeholders • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and influencing direction
Get the work done	1.1, 1.2, 1.4, 1.5, 2.1, 3.1, 3.2, 3.3	• Takes responsibility for developing, implementing and monitoring systems and processes to achieve organisational outcomes • Uses analytical and lateral thinking to review current practices and develop ideas for improvement • Reflects on the ways in which digital systems and tools are used, or could be used, to achieve work goals

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT516 Facilitate continuous improvement	BSBMGT516C Facilitate continuous improvement	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for BSBMGT516 Facilitate continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to establish systems and processes for continuous improvement that:

- facilitate effective contributions to and communications about continuous improvement processes and outcomes
- address sustainability requirements
- incorporate mentoring, coaching and other support to enable people to participate effectively in continuous improvement processes
- capture insights, experiences and ideas for improvements and incorporate them into the organisation's knowledge management systems and future planning.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how systems and procedures can support effective continuous improvement
- explain how continuous improvement systems and processes relate to other business systems and requirements including, knowledge management, quality, performance management and sustainability.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT517 Manage operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.

This unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plan.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop operational plan	1.1 Research, analyse and document resource requirements and develop an operational plan in consultation with relevant personnel, colleagues and specialist resource managers 1.2 Develop and/or implement consultation processes as an

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ELEMENT	PERFORMANCE CRITERIA
	integral part of the operational planning process 1.3 Ensure the operational plan includes key performance indicators to measure organisational performance 1.4 Develop and implement contingency plans for the operational plan 1.5 Ensure the development and presentation of proposals for resource requirements is supported by a variety of information sources and seek specialist advice as required 1.6 Obtain approval for the plan from relevant parties and explain the plan to relevant work teams
2. Plan and manage resource acquisition	2.1 Develop and implement strategies to ensure that employees are recruited and/or inducted within the organisation's human resources management policies, practices and procedures 2.2 Develop and implement strategies to ensure that physical resources and services are acquired in accordance with the organisation's policies, practices and procedures 2.3 Recognise and incorporate requirements for intellectual property rights and responsibilities in recruitment and acquisition of resources and services
3. Monitor and review operational performance	3.1 Develop, monitor and review performance systems and processes to assess progress in achieving profit and productivity plans and targets 3.2 Analyse and interpret budget and actual financial information to monitor and review profit and productivity performance 3.3 Identify areas of under-performance, recommend solutions and take prompt action to rectify the situation 3.4 Plan and implement systems to ensure that mentoring and coaching are provided to support individuals and teams to effectively, economically and safely use resources 3.5 Negotiate recommendations for variations to operational plans and gain approval from designated persons/groups 3.6 Develop and implement systems to ensure that procedures and records associated with documenting performance are managed in accordance with organisational requirements

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 3.6	• Identifies and extracts relevant information from a range of complex texts • Gathers, interprets and analyses workplace documentation to determine requirements for the operational plan
Writing	1.1-1.5, 2.1, 2.2, 3.1-3.6	• Develops and documents a range of detailed texts relating to the management of an operational plan according to organisational requirements • Ensures the vocabulary, grammatical structures and conventions are appropriate for the context and target audience
Oral Communication	1.1, 1.2, 1.5, 1.6, 3.4, 3.5	• Presents information to a range of audiences using appropriate register, vocabulary and paralinguistic features • Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders • Confirms understanding through questioning and active listening
Numeracy	1.1, 1.3, 1.4, 3.1-3.4	• Selects and uses mathematical problem-solving strategies to organise resource requirements, performance benchmarks and financial viability of the operational plan
Navigate the world of work	2.1, 2.2, 3.4, 3.6	• Monitors adherence to organisational policies, procedures and considers own role in terms of its contribution to broader goals of the work environment • Appreciates the implications of legal responsibilities with specific reference to health and safety
Interact with others	1.1, 1.2, 1.5, 1.6, 3.5	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and external stakeholders • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Get the work done	1.1-1.5, 2.1, 2.2, 3.1, 3.3, 3.4, 3.6	• Takes responsibility for developing and implementing systems and processes to achieve organisational objectives, seeking advice, feedback and support as

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		required to assist in the development and planning phase • Sequences and schedules complex activities, monitors implementation, and manages relevant communication • Uses systematic analytical processes to aid decision making, identify potential problems and generate contingency plans or solutions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT517 Manage operational plan	BSBMGT515A Manage operational plan	Updated to meet Standards for Training Packages. Edits to clarify intent of Performance Criteria. Additional performance criterion and evidence for intellectual property.	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT517 Manage operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop and implement an operational plan using a variety of information sources and consultation (including using specialist advice if required) which includes:
  - resource requirements
  - key performance indicators
  - monitoring processes
  - contingency plans
- communicate effectively with relevant stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams
- develop and implement strategies to achieve the operational plan within the organisation's policies, practices and procedures including:
  - recruiting, inducting and developing personnel
  - acquiring physical resources and services
  - protecting intellectual property
  - making variations to the plan
  - monitoring and documenting performance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe models and methods for operational plans
- explain the role of an operational plan in achieving the organisation's objectives
- explain budgeting processes

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- list alternative approaches to developing key performance indicators to meet business objectives
- outline the legislative and regulatory context relevant to the operational plan of the organisation
- outline the organisation's policies, practices and procedures that directly relate to the operational plan.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation and regulations
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT605 Provide leadership across the organisation

Modification History

Release	Comments
Version 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.

It applies to individuals who have a role in inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation and industry. Leadership is seen in the context of the organisational mission.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Communicate organisational mission and goals	1.1 Clarify objectives, values and standards in accordance with organisation's strategic direction 1.2 Establish linkages between organisational objectives, values and standards and the responsibilities of relevant groups and individuals 1.3 Ensure media and language used is appropriate to individuals and group circumstances

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ELEMENT	PERFORMANCE CRITERIA
	1.4 State clear expectations of internal groups and individuals and explain in a manner which builds commitment to the organisation 1.5 Address expectations of the organisation 1.6 Investigate incidents promptly and communicate results clearly to relevant groups and individuals
2. Influence groups and individuals	2.1 Build trust, confidence and respect of diverse groups and individuals through positive role modelling and effective communication and consultation 2.2 Embrace, resource and effectively implement improvements to organisational and workplace culture 2.3 Demonstrate understanding of the global environment and new technology in work activities 2.4 Ensure actions convey flexibility and adaptability to change and accessibility 2.5 Ensure consultation and participation in decision making occurs with relevant groups and individuals where appropriate 2.6 Ensure decision making takes into account needs and expectations of both internal and external groups 2.7 Ensure decision making occurs in accordance with risk management plans for all options, and within appropriate timeframes 2.8 Ensure that the organisation is represented positively in the media and community
3. Build and support teams	3.1 Assign accountabilities and responsibilities to teams consistent with their competencies and operational plans 3.2 Ensure teams are resourced to allow them to achieve their objectives 3.3 Empower teams and individuals through effective delegation and support for their initiatives 3.4 Create and maintain a positive work environment 3.5 Encourage teams and individuals to develop innovative approaches to the performance of work
4. Demonstrate personal and professional competence	4.1 Model ethical conduct in all areas of work and encourage others to adopt business ethics 4.2 Adapt appropriate interpersonal and leadership styles to meet particular circumstances and situations 4.3 Set and achieve personal objectives and work program

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ELEMENT	PERFORMANCE CRITERIA
	outcomes 4.4 Ensure self-performance and professional competence is continuously improved through engagement in a range of professional development activities 4.5 Participate regularly in industry/professional networks and groups

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	4.3, 4.4, 4.5	• Actively looks for and accepts ways to maintain and improve own skills and knowledge
Reading	1.2, 1.3, 1.6, 2.7, 4.4, 4.5	• Evaluates and integrates facts and ideas to construct meaning from a range of text types
Writing	1.1, 1.2, 1.3, 1.4, 1.6, 3.1, 4.3	• Records and reports key information related to the outcomes of the job to interact effectively and appropriately with the team • Researches, plans and prepares documentation using format and language appropriate to the audience
Oral Communication	1.1, 1.2, 1.4, 1.5, 1.6, 2.1, 2.5, 3.1, 3.3, 3.4, 3.5, 4.1, 4.2	• Participates in a variety of spoken exchanges with clients, co-workers and stakeholders using structure and language appropriate to context and audience
Navigate the world of work	1.1, 1.2, 1.5, 1.6, 2.8, 3.1, 4.1	• Works autonomously making high level decisions related to the achievement of organisational goals • Reflects on designation of roles and responsibilities and how everyone's role contributes to broader organisational goals • Appreciates the implications of ethical and other organisational responsibilities in carrying out own role
Interact with others	1.3, 1.4, 1.6, 2.1, 2.4, 3.1, 3.3, 3.4, 3.5, 4.1, 4.2	• Demonstrates sophisticated control over oral, visual and/or written formats, drawing on a range of communication practices to achieve goals • Identifies strengths and limitations of own interpersonal skills and addresses areas that would benefit from further development

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		• Recognises the importance of building rapport in order to establish effective working relationships and inspire trust and confidence • Collaborates and cooperates with others, playing an active role in leading and facilitating effective group interaction and influencing direction • Facilitates a climate in which others feel comfortable to identify, explore and build on a variety of perspectives in order to achieve shared outcomes
Get the work done	1.1, 1.2, 1.6, 2.2-2.7, 3.1, 3.2, 3.5	• Accepts responsibility for planning and sequencing complex tasks and workload of self and others, negotiating key aspects with others taking into account capabilities, efficiencies and effectiveness • Applies problem solving processes to identify risks, evaluate options and determine solutions • Facilitates a climate in which creativity and innovation are accepted as an integral part of achieving outcomes • Actively identifies systems, devices and applications with potential to meet current and/or future needs

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT605 Provide leadership across the organisation	BSBMGT605B Provide leadership across the organisation	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT605 Provide leadership across the organisation

Modification History

Release	Comments
Version 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to use interpersonal and risk management skills to:

- clearly communicate the organisation's objectives, values and standards to a range of stakeholders using appropriate media and language
- influence, support and provide resources for individuals and groups to:
  - participate in consultations and decision making processes
  - contribute to innovation and improvements
  - achieve their responsibilities and objectives
- facilitate consultative decision making processes with relevant internal and external stakeholders
- demonstrate ethical conduct and professional competence and continuing professional development
- encourage others to adopt business ethics and build their commitment to the organisation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain business ethics and their application to leadership
- outline leadership styles and their application in supporting the organisation's mission, objectives and values
- explain the impact of legislation in providing leadership in the organisation
- explain the organisation's mission, purpose and values
- describe organisation objectives, plans and strategies
- explain organisational change processes.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation, regulation, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT616 Develop and implement strategic plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to establish the strategic direction of the organisation, sustain competitive advantage and enhance competitiveness. It covers analysis and interpretation of relevant markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies. It also covers implementation of the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.

It applies to individuals working in senior roles in the organisation who have responsibility for ensuring that the organisation is positioned to ensure its long-term viability and success.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm organisational vision and mission	1.1 Check with stakeholders that organisational vision and mission are still held to be current and are supported 1.2 Make any changes or refinements to vision or mission statement as required 1.3 Review or develop organisational values to support the vision

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ELEMENT	PERFORMANCE CRITERIA
	and mission statement 1.4 Gain support for strategic planning process from all relevant stakeholders
2. Analyse the internal and external environment	2.1 Determine information requirements and undertake or commission research to deliver relevant information 2.2 Analyse political, economic, social, and technological developments in a global context 2.3 Seek advice from appropriate experts wherever necessary 2.4 Identify and consider strengths and weaknesses of existing and potential competitors and allies 2.5 Analyse organisation's strengths, weaknesses, opportunities and threats 2.6 Consider cooperative ventures that are supported by risk and cost benefit analyses, are consistent with the organisational vision, mission and values and provide for due diligence 2.7 Check that analysis of internal and external environment is consistent with the perspectives of other informed people
3. Write strategic plan	3.1 Document relevant research and background for inclusion in the strategic plan 3.2 Formulate strategic objectives and strategies needed for the future 3.3 Detail each strategy with an assigned priority, a timeframe, responsible parties and measurable performance indicators 3.4 Circulate strategic plan for comment, support and endorsement
4. Implement strategic plan	4.1 Communicate strategic plan to all relevant parties 4.2 Brief people with a specific role in relation to strategies 4.3 Use performance indicators to monitor progress in implementing plan 4.4 Make necessary refinements to plan 4.5 Evaluate achievement of objectives at agreed milestones 4.6 Review effectiveness of plan and consider methods for improving strategic planning processes

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1, 2.2, 2.4-2.6, 3.1, 3.3, 4.4-4.6	• Identifies and analyses complex organisational texts to determine business requirements • Reviews, evaluates, interprets and applies content from a range of sources to aid in development of strategies
Writing	1.2, 1.3, 2.1, 2.2, 2.4-2.6, 3.1-3.3, 4.3-4.6	• Prepares strategic plans for relevant stakeholders incorporating appropriate vocabulary, grammatical structure and conventions • Incorporates amendments to documents according to organisational requirements • Collates and compiles data to convey specific information, requirements and recommendations
Oral Communication	1.1, 1.4, 2.3, 4.1, 4.2	• Presents information and seeks advice using language and register appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	2.6, 3.2, 3.3, 4.5, 4.6	• Interprets and analyses statistical data and mathematical information to consider trends and resource implications of proposed strategies
Navigate the world of work	1.1-1.3	• Works autonomously making high level decisions to achieve and improve organisational goals • Takes a lead role in the development of strategies to achieve organisational goals
Interact with others	1.1, 1.4, 2.3, 3.4, 4.1, 4.2	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role • Seeks feedback or expert advice where required
Get the work done	1.3, 2.1, 2.2, 2.4-2.7, 3.2, 4.3-4.6	• Develops flexible plans for complex, high impact activities with strategic implications, taking into account capabilities, efficiencies and effectiveness • Systematically gathers and analyses all relevant information and evaluates options to inform decisions about organisational strategies • Evaluates outcomes to identify opportunities for

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		improvement • Applies problem solving processes to identify risks, evaluate options and determine solutions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT616 Develop and implement strategic plans	BSBMGT616A Develop and implement strategic plans	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT616 Develop and implement strategic plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- consult and communicate effectively with relevant stakeholders to:
  - confirm or revise the organisation's mission, vision and values
  - validate findings of research and analysis
  - get input to and endorsement of strategic plans
  - brief relevant parties about the plan
- analyse organisation's internal and external environment to formulate strategic plans including:
  - background and research relevant to the plan
  - legislation, regulations and codes of practice, including for intellectual property
  - objectives, strategies and priorities
  - roles and responsibilities
  - performance indicators
  - timeframes
  - consideration of co-operative ventures
  - cost-benefit and risk analysis
- seek advice from appropriate experts wherever necessary
- monitor and evaluate the implementation of the plan and make refinements as appropriate
- review effectiveness of planning processes and identify opportunities for improvement.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

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- outline the legislation, regulations and codes of practice relevant to the organisation's strategic plan.
- give examples of risks and risk management strategies relevant to strategic planning including:
  - intellectual property rights and responsibilities
  - other risks
- outline strategic planning methodologies including political, economic, social and technological (PEST) analysis and strengths, weaknesses, opportunities and threats analysis (SWOT)
- identify internal and external sources of information relevant to the organisation's market, competitors, customer base, vision, values and capabilities
- outline techniques for developing organisational values.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation, regulations, standards and codes
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT617 Develop and implement a business plan

Modification History

Release	Comments
Version 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.

It applies to individuals who are running an organisation or who take a senior role in determining the effective functioning and success of the organisation. As such, they may oversee the work of a number of teams and other managers.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop business plan	1.1 Review and evaluate pre-existing strategic, business and operational plan, if available 1.2 Analyse and interpret business vision, mission, values and objectives 1.3 Consult with key stakeholders 1.4 Review market requirements for the product or service, profile customer needs and research pricing options

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ELEMENT	PERFORMANCE CRITERIA
	1.5 Develop performance objectives and measures through consultation with key stakeholders 1.6 Identify financial, human and physical resource requirements for the business 1.7 Consider any permits or licences that may be required for new activity 1.8 Write business plan
2. Monitor performance	2.1 Communicate business plan to all relevant parties and ensure understanding of performance requirements and timeframes 2.2 Ensure skilled labour is available to implement plan 2.3 Test performance measurement systems and refine, if necessary 2.4 Ensure timely reports on all key aspects of the business are available, user-friendly and balanced in terms of financial and non-financial performance 2.5 Report system failures, product failures and variances to the business plan as they occur
3. Respond to performance data	3.1 Analyse performance reports against planned objectives 3.2 Review performance indicators and refine if necessary 3.3 Ensure groups and individuals contributing to under-performance are coached, and provide training where appropriate 3.4 Review system processes and work methods regularly as part of continuous improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.4, 1.7, 2.3, 3.1, 3.2, 3.4	• Gathers, interprets and analyses textual information when developing the business plan and monitoring operational performance • Utilises understanding of distinguishing structures and features of a range of text as well as recognising and

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		reflecting on context, purpose and audience
Writing	1.1, 1.2, 1.4, 1.5, 1.8, 2.3, 2.5, 3.2, 3.3, 3.4	• Communicates relationships between ideas and information, matching style of writing to purpose and audience • Researches, plans and prepares business plan for relevant stakeholders
Oral Communication	1.3, 1.5, 2.1, 3.3	• Presents information and seeks advice using language and features appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	1.1, 1.4, 1.5, 1.6, 1.8, 2.3, 2.4, 3.1, 3.2	• Extracts and evaluates mathematical information to review the market, research competitors and review pricing structures
Navigate the world of work	1.7	• Takes full responsibility for identifying and complying with legislative requirements applicable to self and the organisation
Interact with others	1.3, 1.5, 2.1, 3.3	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role • Provides support in field of expertise to colleagues, as required
Get the work done	1.2, 1.4, 1.5, 1.6, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4	• Sequences and schedules complex activities, monitors implementation and manages relevant communication • Systematically gathers and analyses all relevant information and evaluates options in order to monitor performance and identify opportunities for improvement

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT617Develop and implement a business plan	BSBMGT617A Develop and implement a business plan	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT617 Develop and implement a business plan

Modification History

Release	Comments
Version 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- analyse and research business vision, mission, values, objectives, goals, competitors, financial targets, management arrangements, marketing approaches and strategic, business and operational plans
- write a business plan which includes a description of the business, products and services, financial, physical and human resource requirements, permit and licence requirements, marketing activity, financial indicators, productivity and performance targets for key result areas
- implement a business plan including ensuring skilled labour is available, and that training is provided where appropriate
- monitor and respond to business performance including evaluation of performance against key results indicators including profit and loss, community awareness or branding, environmental impact, governance, quality, sales, triple bottom line and the workforce
- consult, communicate with and report to key stakeholders including business partners, financiers, customers, staff and technical advisers
- provide an analysis of the strengths and weaknesses of a business plan.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline processes for developing business plans
- describe performance objectives and measures including key performance indicators
- identify key stakeholders.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- appropriate documentation and resources normally used in the workplace
- strategic, business and operational plans
- business information and data
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMKG513 Promote products and services to international markets

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to promote products and/or services of the business within specified international markets.

It applies to individuals with managerial responsibility including planning, coordinating, reviewing and reporting on promotional activities. Management of promotional activities may involve geographic separation from these activities.

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

Unit Sector

Business Development – Marketing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan promotional activities	1.1 Access marketing plan for international business activity to inform planning of promotional activities 1.2 Access relevant information sources to support planning of promotional activities 1.3 Identify and assess promotional activities to ensure cultural appropriateness and compatibility with organisational requirements

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Plan and schedule promotional activities according to marketing needs of the organisation 1.5 Determine overall promotional objectives in consultation with designated individuals and groups both in international and domestic settings 1.6 Ensure timelines and costs for promotion of activities are realistic and consistent with budget resources 1.7 Develop action plans to provide details of products and/or services being promoted
2. Coordinate promotional activities	2.1 Identify and prepare personnel and resources to support promotional activities, both in international and domestic settings, to facilitate achievement of promotional goals 2.2 Identify, agree on and allocate roles and responsibilities of overseas and domestic personnel for delivery of promotional activities 2.3 Establish and conduct relationships with targeted groups in overseas settings in a manner which enhances the positive image of the organisation 2.4 Supervise and support roles and responsibilities of overseas personnel involved in promotional activities 2.5 Use international business networks to assist in implementing promotional activities
3. Review and report on promotional activities	3.1 Analyse audience feedback and data to determine impact of promotional activity on delivery of products and/or services 3.2 Assess effectiveness of planning processes to identify possible improvements for future international promotional activities 3.3 Collect and provide feedback to personnel and agencies involved in promotional activity both in international and domestic settings 3.4 Analyse costs and timelines to evaluate benefits accruing from internationally based promotional activities 3.5 Prepare conclusions and recommendations from verifiable evidence and provide constructive advice on future directions for internationally based promotional activities

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 1.6, 3.1, 3.4	• Identifies, analyses and evaluates complex textual information including audience feedback to determine business achievements
Writing	1.4, 1.7, 3.3, 3.5	• Produces action plans, complex reports and other documentation using clear, accurate and relevant language and appropriate grammatical structure
Oral Communication	1.5, 2.1-2.5, 3.1, 3.3, 3.5	• Articulates ideas and recommendations clearly using language and technical references suitable to audience • Uses active listening and questioning to confirm understanding
Numeracy	1.6, 3.4	• Uses mathematical formulas to interpret expenditure and business timelines
Navigate the world of work	1.1, 1.3, 1.4	• Monitors adherence to organisational policies and objectives and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	2.1, 2.3-2.5, 3.3, 3.5	• Begins to cultivate relationships with people with the knowledge, skills and influence to get things done or provide support, building formal and informal networks within and beyond immediate work context • Recognises importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate with whom, why and how
Get the work done	1.1-1.7, 2.1, 2.2, 3.1, 3.2, 3.4	• Develops plans and uses effective time management and organisational skills to complete tasks with an awareness of how they may contribute to longer-term operational and strategic goals • In more complex, non-routine situations, uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating several choices against a limited set of criteria • When dealing with complex issues identifies cause of the problem, and uses analytical processes to generate possible solutions • Monitors outcomes, considering results from a range of perspectives and identifying key concepts and principles that may be adaptable to future situations

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMKG513 Promote products and services to international markets	BSBMKG513A Promote products and services to international markets	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMKG513 Promote products and services to international markets

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- plan, coordinate and review promotional activities undertaken in an international context
- produce a report detailing activities and recommendations to inform and guide future promotional work.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify available overseas media
- summarise cultural characteristics of groups within target market
- list relevant international business networks
- outline marketing strategies and promotional activities suitable for international markets.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the business development – marketing field of work and include access to:

- office equipment and resources
- feedback on activity from overseas personnel/clients
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG409 Apply project scope management techniques

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to contribute to the control of a project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.

It applies to individuals who are project practitioners working in a project support role.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to defining project scope	1.1 Review project initiation documentation and assist in identifying project objectives and requirements 1.2 Contribute to identifying project deliverables 1.3 Contribute to identifying measurable outcomes to enable evaluation of project performance 1.4 Contribute to developing and documenting the scope management plan 1.5 Assist in obtaining agreement to scope from relevant project

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ELEMENT	PERFORMANCE CRITERIA
	authority
2. Apply project scope controls	2.1 Undertake work according to agreed project scope management plan and by using established change control procedures and performance measurement procedures 2.2 Communicate instances of non-compliance with overall scope to the project manager and other team members
3. Contribute to review of scope controls	3.1 Measure progress to determine potential, perceived and actual scope changes 3.2 Appropriately report scope changes 3.3 Assist in review of project outcomes to determine effectiveness of initial and subsequent scope management approaches

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1	• Interprets and analyses complex texts
Writing	1.4, 1.5, 3.2	• Develops and amends plans and associated documentation using appropriate organisational formats and vocabulary
Oral Communication	1.2-1.5, 2.2	• Interacts effectively in verbal exchanges, using clear language to convey information, and active listening and questioning to clarify understanding
Numeracy	1.3, 3.1	• Selects and applies a range of mathematical and problem-solving strategies to develop timelines and monitor progress
Interact with others	1.2-1.5, 2.2	• Uses appropriate communication practices in a range of work contexts • Collaborates and cooperates with others to achieve shared goals
Get the work done	2.1, 3.1, 3.2, 3.3	• Plans and organises tasks required to monitor and report on project implementation • Analyses outcomes to identify future

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		improvements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG409 Apply project scope management techniques	BSBPMG409A Apply project scope-management	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG409 Apply project scope management techniques

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- contribute to delineating and controlling project scope
- record project scope management plan
- interpret and follow project initiation documentation for purposes of documenting project scope.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list components of a project scope management plan
- identify and describe factors likely to impact project scope
- outline formal change-control processes
- identify and discuss methods for measuring work outcomes and progress against plans
- identify and discuss methods for segmenting and documenting a work breakdown structure
- explain procedures for reporting a change in scope
- describe types of project initiation documentation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- project documentation which includes information about project scope
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG416 Apply project procurement procedures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

It applies to individuals who are project practitioners working in a project support role. The individual may be operating in a large or small organisation, and applying skills in the context of enterprise projects.

The project practitioner may be part of a project team under the direction of a project manager, or may work as part of a smaller scale, self-directed team.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with procurement planning	1.1 Contribute to establishing procurement requirements to achieve project objectives 1.2 Act under delegated authority to contribute to development of

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ELEMENT	PERFORMANCE CRITERIA
	procurement-management plan 1.3 Contribute to developing procurement documentation
2. Contribute to supplier selection process	2.1 Gather and evaluate information on potential suppliers 2.2 Make recommendations to assist in selection of preferred suppliers 2.3 Contribute to establishing agreed terms and conditions with preferred suppliers 2.4 Identify and act in line with probity and project governance constraints 2.5 Assist in developing contractual documentation
3. Conduct procurement activities	3.1 Test and accept supplies to ensure they are fit for purpose in both quality and suitability 3.2 Undertake procurement activities and maintain information in line with reporting, confidentiality and audit requirements 3.3 Receive, reconcile and register supplies according to established procedures 3.4 Monitor and control suppliers according to contractual supply documentation
4. Assist in finalising procurement activities	4.1 Assist in finalising procurement agreements 4.2 Assist in review of project outcomes using available records to determine effectiveness of procurement activities 4.3 Contribute to identifying lessons learned and possible improvements to procurement management

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1, 2.4, 3.2, 3.3, 3.4, 4.2	• Applies appropriate strategies to construct meaning from a variety of texts
Writing	1.1, 1.3, 2.2, 2.3,	• Develops informative project documents using vocabulary and structure appropriate to audience,

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	2.5, 3.2, 3.3, 4.1, 4.2	context and purpose • Completes project documentation using required formats and structure
Oral Communication	1.1, 1.3, 2.2, 2.3, 2.5	• Participates verbal exchanges using clear language and appropriate non-verbal features to provide and seek information • Uses questioning and listening skills to check and confirm understanding
Numeracy	1.3, 2.5, 3.2, 3.3	• Uses basic mathematical formula to calculate whole numbers and decimals to ensure financial accounts match purchased items
Navigate the world of work	1.2, 2.4, 3.2-3.4	• Understands responsibilities and boundaries associated with own role • Adheres to organisational policies and procedures when planning and undertaking work
Interact with others	1.1, 1.3, 2.2, 2.3, 2.5	• Uses accepted communication practices and protocols to share or provide information • Collaborates with others to achieve project outcomes
Get the work done	1.2, 2.1, 3.1, 3.2, 3.4, 4.2, 4.3	• Plans, organises and implements tasks required to achieve outcomes according to organisational requirements • Reflects on outcomes to gain insights into future improvements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG416 Apply project procurement procedures	BSBPMG416A Apply project procurement procedures	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG416 Apply project procurement procedures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- document procurement requirements for a workplace project, including clear descriptions of product and service, quality specifications, resource identification, supply and delivery requirements and supply and engagement metrics
- apply procurement-management procedures to a workplace project, including selection criteria, testing and accepting, monitoring and receiving supplies
- finalise procurement agreements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and describe procurement-management policy, processes and procedures
- explain the procurement documentation requirements
- describe the components of contractual documentation and the legal obligations of all parties
- explain the process used to select preferred contractors
- identify and describe project procurement-management tools and techniques.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- examples of project procurement documentation
- examples of procurement tasks and activities

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- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBPMG512 Manage project time

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule, and assessing time management outcomes.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine project schedule	1.1 Develop work breakdown structure with sufficient detail to enable effective planning and control 1.2 Estimate duration and effort, sequence and dependencies of tasks, to achieve project deliverables 1.3 Use project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks 1.4 Contribute to achieving an agreed schedule baseline and

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ELEMENT	PERFORMANCE CRITERIA
	communication of the schedule to stakeholders
2. Implement project schedule	2.1 Implement mechanisms to measure, record and report progress of activities according to agreed schedule 2.2 Conduct ongoing analysis to identify baseline variance 2.3 Analyse and forecast impact of changes to the schedule 2.4 Review progress throughout project life cycle and implement agreed schedule changes 2.5 Develop responses to potential or actual schedule changes and implement them to maintain project objectives
3. Assess time management outcomes	3.1 Review schedule performance records to determine effectiveness of time management activities 3.2 Identify and document time management issues and recommend improvements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1-2.4, 3.1	• Identifies, interprets and analyses textual information obtained from a range of sources
Writing	1.1, 2.1, 2.4, 2.5, 3.2	• Drafts and develops documentation required for project scheduling and reporting using appropriate formats and language
Oral Communication	1.4, 2.5	• Participates in a verbal exchanges using clear and detailed language and appropriate non-verbal features to convey expectations and advise others on progress
Numeracy	1.1, 1.2, 1.3, 1.4, 2.1-2.5	• Calculates time requirements for project scheduling • Uses basic mathematical formula to determine costs and other necessary resources
Interact with others	1.4, 2.5	• Actively identifies requirements of important communication exchanges, selecting appropriate channels, format, tone and content to suit purpose and audience
Get the work	1.1-1.4, 2.1-2.5, 3.1,	• Plans and schedules complex activities, monitors

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done	3.2	implementation and manages relevant communication • Monitors actions against goals, adjusting plans and resources where necessary • Uses analytical skills to review and evaluate process and decide on future improvements • Uses digital applications to access, organise, integrate and share relevant information in effective ways

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG512 Manage project time	BSBPMG512A Manage project time	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG512 Manage project time

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop a project schedule using project management tools and techniques
- implement, analyse and monitor a project schedule
- conduct a review of project scheduling and recommend improvements for the future.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain estimation techniques to determine task duration and resource effort
- explain procedures for identifying critical path
- explain procedures for managing project baselines, establishment and variance
- summarise project life cycle phases and describe each phase
- explain best-practice time management methodologies, their capabilities, limitations, applications and outcomes
- summarise key tools for project scheduling
- explain work breakdown structures and application to project schedules.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to workplace documentation, including:

- examples of project schedules, reports and feedback from project stakeholders regarding time management
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG514 Manage project cost

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine project costs	1.1 Determine resource requirements for individual tasks identified in the work breakdown structure, with input from stakeholders and guidance from others 1.2 Estimate project costs to enable project budget to be prepared within agreed tolerances 1.3 Develop a project budget 1.4 Develop a cost-management plan, within delegated authority, to ensure clarity of understanding and ongoing management of

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ELEMENT	PERFORMANCE CRITERIA
	project finances
2. Monitor and control project costs	2.1 Implement agreed financial-management processes and procedures to monitor actual expenditure against budget 2.2 Select and use cost-analysis methods and tools to identify cost variations and evaluate alternative actions 2.3 Implement and monitor agreed actions to maintain financial objectives 2.4 Provide accurate and timely financial reports
3. Complete cost-management processes	3.1 Conduct appropriate activities to signify financial completion 3.2 Review project outcomes using available records to determine effectiveness of project cost management 3.3 Review cost-management issues and document improvements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.2, 3.2, 3.3	• Interprets and analyses textual information from a range of sources • Reviews, compares and contrasts information related to budget
Writing	1.3, 1.4, 2.4, 3.3	• Drafts and develops documents using appropriate format and language for context
Oral Communication	1.1	• Participates in verbal exchanges using clear language and appropriate tone and syntax to provide relevant information • Uses active listening and questioning to elicit views and opinions of others
Numeracy	1.1-1.4, 2.1, 2.2, 2.4, 3.1, 3.2	• Uses mathematical formulae to calculate resources against predetermined budgets, solve variances and finalise project costs
Navigate the world of work	1.4, 2.1	• Adheres to organisational policies and procedures and understands responsibilities of own role

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Interact with others	1.1	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to confirm requirements, seek guidance or share information
Get the work done	1.1, 1.3, 1.4, 2.2, 2.3, 2.4, 3.2, 3.3	• Plans and schedules complex activities, monitors implementation and manages relevant communication • Monitors actions against goals, adjusting plans and resources where necessary • Uses analytical skills to review and evaluate process and decide on future improvements • Uses digital applications to access, organise, integrate and share relevant information in effective ways

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG514 Manage project cost	BSBPMG514A Manage project cost	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG514 Manage project cost

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- work closely with others to determine resources against budgetary frameworks
- prepare a budget and cost-management plan for a project
- monitor costs across a project's life cycle including solving cost variations and analysing possible alternatives
- record expenditure, create accurate financial reports and review cost-management processes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain appropriate budgeting processes, tools and techniques
- describe methods and tools for costing and cost analysis
- explain strategies for managing costs and their application in different situations
- outline processes for reviewing costs against outcomes
- summarise key organisational policies and procedures applicable to this role.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- workplace documentation, including budgets and other financial documents
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG515 Manage project human resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan human resources relevant to projects	1.1 Determine resource requirements for individual tasks to determine required project personnel levels and competencies 1.2 Establish project organisation and structure to align individual and group competencies with project tasks 1.3 Allocate personnel to the project to meet planned work outputs throughout project timeline 1.4 Apply human resources management (HRM) methods, techniques and tools to support engagement and performance of

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ELEMENT	PERFORMANCE CRITERIA
	personnel
2. Implement project personnel training and development	2.1 Negotiate, define and communicate clear project role descriptions 2.2 Identify, plan and implement ongoing development and training of project team members to support personnel and project performance 2.3 Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance
3. Lead project team	3.1 Implement processes and take action to improve individual performance and overall project effectiveness 3.2 Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale 3.3 Implement procedures for interpersonal communication, counselling, and conflict resolution to maintain a positive work environment 3.4 Identify and manage inter-project and intra-project resource conflict to minimise impact on achievement of project objectives
4. Finalise human resource activities related to projects	4.1 Disband project team according to organisational policies and procedures 4.2 Identify and document human resource issues and recommended improvements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.3, 3.3, 4.1	• Interprets textual information obtained from a range of sources and determines how content may be applied to requirements
Writing	1.1-1.3, 2.1-2.3, 3.1, 3.2, 4.2	• Develops plans, role descriptions and reports using clear, specific and industry-related terminology, appropriate structures and conventions • Documents personnel requirements, results of performance measurements and improvement

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		recommendations
Oral Communication	1.3, 1.4, 2.1, 3.1, 3.3, 3.4	• Participates in verbal exchanges using clear language and appropriate non-verbal features • Uses active listening and questioning to elicit views and opinions of others and confirm understanding
Numeracy	1.1, 2.3, 3.4	• Uses mathematical formulae to calculate resources against project requirements and to measure work output against predetermined criteria
Navigate the world of work	3.3, 4.1	• Understands and adheres to organisational policies and procedures
Interact with others	1.3, 1.4, 2.1, 2.3, 3.1, 3.3, 3.4	• Collaborates with co-workers to negotiate and facilitate shared understanding of individual roles and group objectives • Manages workplace conflict by recognising contributing factors and implementing resolution strategies
Get the work done	1.1-1.4, 2.2, 2.3, 3.1, 3.2, 3.4, 4.2	• Develops plans to identify project responsibilities and needs, and allocate project personnel, with an awareness of how this contributes to overall project goals • Uses analytical skills to review performance and decide on actions needed • Reflects on how variables impact outcomes to gain insights into concepts that may be adapted in future situations

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG515 Manage project human resources	BSBPMG515A Manage project human resources	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG515 Manage project human resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- plan and allocate human resources to a project
- identify and organise project personnel training and development
- manage project personnel to achieve project outcomes
- apply human resource management (HRM) methods, techniques and tools to the project.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise human resource management (HRM) methods, techniques and tools
- explain strategies for managing project human resources and their application to different situations
- explain processes used to measure individuals' performance against agreed criteria
- explain techniques for managing and improving performance.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- project documentation
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG516 Manage project information and communication

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan information and communication processes	1.1 Identify, analyse and document information requirements, with input from stakeholders, as the basis for communication planning 1.2 Develop, within delegated authority, an agreed communication management plan to support achievement of project objectives 1.3 Establish and maintain a designated project-management information system to ensure quality, validity, timeliness and integrity of information and communication

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ELEMENT	PERFORMANCE CRITERIA
2. Implement project information and communication processes	2.1 Manage generation, gathering, storage, retrieval, analysis and dissemination of information by project staff and stakeholders 2.2 Implement, modify, monitor and control designated information-validation processes to optimise quality and accuracy of data 2.3 Implement and maintain appropriate communication networks 2.4 Identify and resolve communication and information-management system issues
3. Assess information and communication outcomes	3.1 Finalise and archive records according to agreed project information ownership and control requirements 3.2.Review project outcomes to determine effectiveness of management information and communication processes and procedures 3.3 Identify and document lessons learned and recommended improvements for application in future projects

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 3.1, 3.2	• Interprets and analyses complex texts from a range of sources
Writing	1.1-1.3, 2.1, 2.2, 3.1, 3.3	• Develops project documents using vocabulary, structure and conventions appropriate to text
Oral Communication	1.1, 1.2	• Participates in verbal exchanges using clear language and appropriate non-verbal features • Uses active listening and questioning to confirm understanding and agreement
Navigate the world of work	1.2	• Understands responsibilities and boundaries of own role
Interact with others	1.1, 1.2	• Actively identifies requirements of important communication exchanges, selecting appropriate channels, format and content to suit purpose and audience

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Get the work done	1.1-1.3, 2.1, 2.2, 2.3, 2.4, 3.2	• Sequences and schedules complex activities, monitors implementation and manages relevant communication • Uses problem-solving techniques to analyse and resolve issues • Evaluates outcomes of decisions to identify opportunities for improvement • Uses digital tools to access, organise and analyse complex data

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG516 Manage project information and communication	BSBPMG516A Manage project information and communication	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG516 Manage project information and communication

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop a communication management plan and an information system for a specific project
- implement a project information system with a systematic approach to storage, searching, retrieval and archiving of relevant information
- implement and maintain communication processes
- review project outcomes and document suggestions for improvements to managing project information and communication for future projects.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain alternative communication methods and media and their application on various projects
- identify effective project-management information systems and their various applications
- explain methods used to evaluate information systems and communication processes.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- project communication and information management documentation
- examples of how communication was managed on projects
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG518 Manage project procurement

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.2. Version created to correct missing elements
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake procurement in projects.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine procurement requirements	1.1 Identify procurement requirements with input from stakeholders as basis for procurement planning 1.2 Establish and maintain, within delegated authority, agreed procurement management plan
2. Establish agreed	2.1 Obtain information from suppliers capable of fulfilling

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ELEMENT	PERFORMANCE CRITERIA
procurement processes	procurement requirements 2.2 Determine or adopt established selection processes and selection criteria, and communicate to vendors to ensure transparency 2.3 Obtain relevant approvals for procurement processes to be used
3. Conduct procurement activities	3.1. Identify and act according to ***probity and project governance constraints*** 3.2. Communicate agreed proposals and/or specifications to prospective vendors to ensure clarity of understanding of project objectives 3.3. Solicit vendor responses according to proposal requirements 3.4. Evaluate responses and select preferred vendors according to current legal requirements and agreed selection criteria 3.5. Negotiate with preferred contractor or supplier, to agree on terms and conditions of supply
4. Implement and monitor procurement	4.1. Implement established procurement management plan and make ***modifications*** in line with agreed delegations 4.2. Review progress and manage agreed variations to ensure timely completion of tasks and resolution of conflict within the legal framework of the supply agreement 4.3. Identify and report procurement management issues and implement agreed remedial actions to ensure project objectives are met
5. Manage procurement finalisation procedures	5.1. Conduct finalisation activities to ensure vendor deliverables meet contracted requirements 5.2. Review project outcomes using available procurement records and information to determine effectiveness of procurement processes and procedures 5.3. Document lessons learned and recommended improvements for application to future projects

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 2.1, 3.1, 3.4, 4.1, 5.2	• Interprets, evaluates and critiques ideas and information from a range of complex texts
Writing	1.2, 2.2, 2.3, 3.2, 3.4, 4.1, 4.2, 4.3, 5.2, 5.3	• Develops plans using vocabulary, structure and conventions appropriate to text • Creates documents for internal and external use, using vocabulary and structure suitable for audience and context • Drafts requests for approvals using organisational formats
Oral Communication	1.1, 2.1, 2.2, 2.3, 3.2, 3.5, 4.2	• Participates in verbal exchanges using clear language to seek and provide information, or request approvals • Uses active listening and questioning techniques to confirm understanding
Numeracy	1.1, 4.2	• Recognises cost parameters and interprets numerical information accordingly • Calculates changes to timelines resulting from changes to plan
Navigate the world of work	1.2, 3.1, 3.4, 4.1	• Understands responsibilities and boundaries of own role
Interact with others	1.1, 2.1, 2.2, 2.3, 3.2, 3.3, 3.5, 4.2	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information • Uses interpersonal skills to negotiate acceptable outcomes
Get the work done	1.1,1.2, 2.1, 3.1, 3.3, 3.4, 4.1, 4.2, 4.3, 5.1, 5.2	• Plans and organises complex activities, monitors implementation and manages relevant communication • Resolves problems and makes decisions based on analysis of options against set criteria and targets

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG518 Manage project	BSBPMG518 Manage project	Updated to correct missing	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
procurement Release 2	procurement Release 1	elements	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG518 Manage project procurement

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.2. Version created to correct missing elements
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- work with others to determine procurement requirements and produce a procurement management plan for a project
- carry out procurement and contracting activities according to agreed processes
- monitor activities across a project's life cycle and resolve issues that could affect achievement of project objectives
- create and maintain procurement records and documentation according to requirements of project and organisation
- document a review of procurement management processes and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the general features of a procurement management plan
- summarise procurement procedures and required documentation
- identify criteria that could be used to select vendors or suppliers
- explain the general conditions and legal obligations of contracts as they relate to project procurement
- explain probity and project governance constraints that relate to project procurement in a project and industry context.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- workplace documentation relevant to procurement and contracts
- case studies or, where possible, real situations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG522 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

The unit does not apply to specialist project managers. For specialist project managers, the other units of competency in the project management field (BSBPMG) will be applicable.

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define project	1.1 Access project scope and other relevant documentation 1.2 Define project stakeholders 1.3 Seek clarification from delegating authority of issues related to

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ELEMENT	PERFORMANCE CRITERIA
	project and project parameters 1.4 Identify limits of own responsibility and reporting requirements 1.5 Clarify relationship of project to other projects and to the organisation's objectives 1.6 Determine and access available resources to undertake project
2. Develop project plan	2.1 Develop project plan in line with the project parameters 2.2 Identify and access appropriate project management tools 2.3 Formulate risk management plan for project, including Work Health and Safety (WHS) 2.4 Develop and approve project budget 2.5 Consult team members and take their views into account in planning the project 2.6 Finalise project plan and gain necessary approvals to commence project according to documented plan
3. Administer and monitor project	3.1 Take action to ensure project team members are clear about their responsibilities and the project requirements 3.2 Provide support for project team members, especially with regard to specific needs, to ensure that the quality of the expected outcomes of the project and documented time lines are met 3.3 Establish and maintain required recordkeeping systems throughout the project 3.4 Implement and monitor plans for managing project finances, resources and quality 3.5 Complete and forward project reports as required to stakeholders 3.6 Undertake risk management as required to ensure project outcomes are met 3.7 Achieve project deliverables
4. Finalise project	4.1 Complete financial recordkeeping associated with project and check for accuracy 4.2 Ensure transition of staff involved in project to new roles or reassignment to previous roles 4.3 Complete project documentation and obtain necessary sign-offs for concluding project
5. Review project	5.1 Review project outcomes and processes against the project scope and plan

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ELEMENT	PERFORMANCE CRITERIA
	5.2 Involve team members in the project review 5.3 Document lessons learned from the project and report within the organisation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 3.4, 3.5, 4.1, 4.3, 5.1	• Organises, evaluates and critiques ideas and information from a range of complex texts
Writing	2.1, 2.3, 2.6, 3.3, 3.5, 4.1, 4.3, 5.3	• Develops plans, reports and recommendations using vocabulary, structure and conventions appropriate to text • Establishes and maintains records according to organisational requirements
Numeracy	1.6, 2.4, 3.4, 4.1	• Uses formal and some informal, oral and written mathematical language and representation to prepare and communicate budgetary and financial information
Oral communication	2.5, 5.2	• Participates in verbal discussions using clear language and appropriate features to present or seek information • Using listening and questioning skills to seek information and confirm understanding
Navigate the world of work	1.3, 1.4, 2.3, 3.1, 4.3	• Recognises and responds to organisational and legislative/regulatory requirements
Interact with others	2.5, 3.1, 3.2, 4.2, 5.2	• Selects and uses appropriate communication protocols and practices to ensure shared understanding of project roles and expectations • Uses collaborative techniques to engage stakeholders in consultations and negotiations
Get the work done	1.2, 1.5, 1.6, 2.1, 2.2, 2.3, 2.6, 3.1-3.7, 4.1, 4.2, 4.3, 5.1, 5.3	• Develops and implements plans to manage projects that involve diverse stakeholders with potentially competing demands • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify

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		opportunities for improvement • Uses digital technologies and applications to access, organise and share information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG522 Undertake project work	BSBPMG522A Undertake project work	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG522 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- define the parameters of the project including:
  - project scope
  - project stakeholders, including own responsibilities
  - relationship of project to organisational objectives and other projects
  - reporting requirements
  - resource requirements
- use project management tools to develop and implement a project plan including:
  - deliverables
  - work breakdown
  - budget and allocation of resources
  - timelines
  - risk management
  - recordkeeping and reporting
- consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project
- provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project
- finalise the project including documentation, sign-offs and reporting
- review and document the project outcomes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

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- give examples of project management tools and how they contribute to a project
- outline types of documents and other sources of information commonly used in defining the parameters of a project
- explain processes for identifying and managing risk in a project
- outline the organisation's mission, goals, objectives and operations and how the project relates to them
- explain the organisation's procedures and processes that are relevant to managing a project including:
  - lines of authority and approvals
  - quality assurance
  - human resources
  - budgets and finance
  - recordkeeping
  - reporting
- outline the legislative and regulatory context of the organisation in relation to project work, including work health and safety (WHS) requirements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG604 Direct cost management of a project program

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to analyse, coordinate, and refine budgets of multiple projects contributing to an overall program budget. It covers directing project budget development, managing program costs and directing financial completion of projects.

It applies to individuals who are program managers, managing a suite of projects (a program).

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Direct project budget development	1.1 Direct project managers to determine resource requirements for individual tasks, in consultation with appropriate stakeholders, to develop project budgets which contribute to the program budget 1.2 Direct project cost estimations to enable budgets and cost management processes to be developed for project life cycles 1.3 Direct and authorise cost strategies and cost management plans to ensure clarity of understanding and ongoing management of project finances and the program budget

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ELEMENT	PERFORMANCE CRITERIA
2. Manage program costs	2.1 Develop and maintain cost management systems to direct monitoring of actual expenditure and to control costs throughout multiple project life cycles and for the program 2.2 Conduct analysis, evaluate options and implement responses to project cost variations to maintain control over changing financial and program objectives 2.3 Monitor internal and external influences on program costs and, where necessary, seek approval from business management for changes to the approved program budget
3. Direct financial completion	3.1 Provide direction for project finalisation activities to achieve integrated financial and physical project completion within program expectations 3.2 Review project outcomes from available records at the finalisation of each project, and analyse information to determine effectiveness of cost management systems 3.3 File program lessons learnt as a resource for future reference and, where necessary, refer to higher project authority for application in planning strategic direction changes and business outcomes for future projects

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.2, 3.1, 3.2	• Organises, evaluates and critiques ideas and information from a range of complex texts
Writing	1.3, 2.1-2.3, 3.2, 3.3	• Develops a range of project related documents using appropriate format, vocabulary and structure
Oral Communication	1.1, 1.2, 1.3, 3.1	• Participates in discussions and presents information using language and features appropriate to the audience
Numeracy	1.1-1.3, 2.1-2.3, 3.1, 3.2	• Analyses and synthesises highly embedded mathematical information • Selects from, and flexibly applies, a wide range of highly developed mathematical and problem-solving strategies and techniques

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Interact with others	1.1-1.3, 3.1	• Collaborates with others to achieve joint outcomes, playing a lead role in facilitating successful outcomes and influencing direction
Get the work done	1.1-1.3, 2.1-2.3, 3.2, 3.3	• Develops and implements plans for complex activities that contribute to overall project goals • Reviews priorities and performance during implementation, identifying and addressing issues and reallocating resources • Monitors outcomes of decisions, considering results from a range of perspectives, and identifying key concepts and principles that may be adaptable to future situations • Uses digital tools to access and organise complex data and analyse multiple sources of information for strategic purposes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG604 Direct cost management of a project program	BSBPMG604A Direct cost management of a project program	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG604 Direct cost management of a project program

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- direct project budget development, including:
  - directing project managers to develop project budgets which contribute to program budget
  - directing project cost estimation
  - directing and authorising cost strategies and cost management plans
- manage program costs, including:
  - developing and maintaining cost management systems
  - conducting analysis, evaluating options and implementing responses to project cost variations
  - monitoring internal and external influences on program costs and seeking approval for budget changes
- direct financial completion, including:
  - providing direction for project finalisation activities
  - reviewing and analysing project outcomes
  - filing and referring program lessons learnt to higher program authority for future application.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain regulatory and legislative financial reporting requirements
- explain methods for costing and estimating project resources
- explain methods for monitoring and controlling project expenditure.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- financial documentation and files
- feedback from project teams and other stakeholders as to how program costs were managed.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG606 Direct human resources management of a project program

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to direct human resource organisation and staffing across a program, direct project managers in relation to staff performance, and to provide leadership within the program.

It applies to individuals who are program managers, managing a suite of projects (a program).

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Direct human resources management planning	1.1 Direct human resource requirement analysis for projects to determine numbers and skill levels required for overall program 1.2 Direct stakeholder assessment to establish a basis for stakeholder management within projects and overall program 1.3 Direct responsibility assignment for project activities and tasks, and establish authorisation protocols
2. Manage program	2.1 Determine resource requirements for projects in consultation

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ELEMENT	PERFORMANCE CRITERIA
organisation and staffing	with project managers and appropriate stakeholders, to establish program staffing levels, allocation to projects and required competencies 2.2 Direct project organisation and structure to optimise alignment of individual and group competencies within projects 2.3 Direct recruitment of staff for allocation to projects or reallocation within the organisation, within agreed delegated authority, to meet competency requirements throughout the program 2.4 Direct project managers' use of human resources management (HRM) methods, techniques and tools, and modify for program requirements 2.5 Utilise organisational HRM system and HRM processes across projects
3. Direct project staff performance management	3.1 Obtain agreement on performance measurement criteria for clarity of roles and responsibilities and ongoing assessment 3.2 Ensure systems for ongoing development and training of personnel across the program are established and implemented by project managers 3.3 Measure individuals' performance against agreed criteria and authorise actions to overcome shortfalls in performance and encourage career progression
4. Provide overall leadership to project teams	4.1 Manage a system of continuous improvement of staff to enhance program effectiveness 4.2 Analyse individual and team performance and morale levels and take action where necessary 4.3 Direct procedures for interpersonal communication, counselling and conflict resolution by project managers, and review results to maintain and promote a positive working environment 4.4 Identify and positively manage intra-organisational and intra-project conflict to maximise achievement of program objectives 4.5 Aggregate HRM lessons learnt for application in planning and, where appropriate, pass on information to others for consideration in strategic planning and direction

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 3.3	• Organises, evaluates and critiques ideas and information from complex texts • Draws on a broad range of strategies to build and maintain understanding throughout complex texts
Writing	1.3, 2.1, 2.2, 2.3, 3.1, 3.3, 4.5	• Develops a range of project related documents using appropriate format, vocabulary and structure
Oral Communication	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 4.2, 4.3, 4.4	• Provides information using language and features appropriate to the audience • Use listening and questioning skills to confirm or clarify understanding
Numeracy	1.1, 2.1, 2.2, 3.1, 4.2	• Extracts, interprets and evaluates mathematical information in organisational and project documentation • Compares and contrasts performance against criteria
Interact with others	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 4.2, 4.3, 4.4	• Actively identifies requirements of important communication exchanges, selecting appropriate channels, format and content to suit purpose and audience • Plays a lead role in situations requiring effective collaborative skills, demonstrating ability to influence and motivate others • Recognises potential for conflict and takes steps to stop an issue from escalating
Get the work done	1.1-1.3, 2.2-2.5, 3.1, 3.3, 4.1, 4.2	• Develops plans for complex activities that contribute to overall project goals and involve multiple stakeholders • Regularly reviews priorities and performance during implementation, identifying and addressing issues, and reallocating resources • Identifies issues and uses analytical techniques to generate and evaluate possible solutions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG606 Direct human resources management of a project program	BSBPMG606A Direct human resources management of a project program	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG606 Direct human resources management of a project program

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- direct human resources management (HRM) planning, including:
  - directing project analysis to determine program requirements
  - directing stakeholder assessment
  - directing responsibility assignment and establishing authorisation protocols
- manage program organisation and staffing, including:
  - determining project resource requirements
  - directing project organisation and structure
  - directing staff recruitment
  - directing project managers' use of HRM methods, techniques and tools
  - utilising organisational HRM system and processes across projects
- direct project staff performance management, including:
  - obtaining agreement on measurement criteria
  - ensuring systems for ongoing development and training
  - measuring individuals' performance and authorising relevant actions
- provide overall leadership to project teams, including:
  - managing a continuous improvement system
  - analysing and taking action on individual and team performance and morale levels
  - directing procedures for interpersonal communication, counselling and conflict resolution by project managers, and reviewing results
  - identifying and positively managing intra-organisational and intra-project conflict
  - aggregating and passing on HRM lessons learnt.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

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Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain human resource management methods, techniques and tools
- identify relevant legislation
- describe models of performance management and performance development.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- workplace HRM documentation
- feedback from project teams and stakeholders as to how human resource management was handled.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG609 Direct procurement and contracting for a project program

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to direct the management of contracting and procurement activities across projects and programs. It covers setting up the contracting process, directing management of contract and procurement processes, and finalising contracts for projects across the program.

It applies to individuals who are program managers, managing a suite of projects (a program).

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

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Direct planning for project contracting and procurement	1.1 Direct identification of product specifications and procurement requirements for procurement and contract planning, in consultation with appropriate stakeholders 1.2 Direct development of procurement strategies, methods and management plans in line with project objectives across the program
2. Direct set up of	2.1 Direct project managers to source organisations that meet

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ELEMENT	PERFORMANCE CRITERIA
contract and procurement process	procurement requirements 2.2 Establish selection processes and selection criteria, in consultation with stakeholders, and arrange for communication to prospective contractors 2.3 Ensure contract and procurement actions accord with organisation and program objectives
3. Direct management of contract and procurement process	3.1 Provide direction for identification of requirements of proposals and arrange communication to prospective contractors 3.2 Ensure responses are evaluated and preferred contractors are selected in accordance with agreed selection processes 3.3 Direct negotiation of contract terms and conditions between client and preferred contractor
4. Direct management of contracts	4.1 Direct management of contract and procurement activities in accordance with program contract and procurement management guidelines 4.2 Provide direction for regular reviews from available records and information, and ensure variances are analysed and changes for implementation agreed on 4.3 Ensure project managers work within legal and organisational framework for contracts 4.4 Identify potential, perceived and actual contractual conflicts and approve remedial actions to minimise disruption
5. Direct finalisation of contracts	5.1 Direct finalisation activities for management of contract deliverables in accordance with contractual project and program requirements 5.2 Direct review and analysis of project outcomes to determine effectiveness of contract and procurement processes and procedures 5.3 Aggregate and use lessons learnt for application in planning and implementation of later projects within the program and, where appropriate, pass on to organisational management for use in strategic planning

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	2.3, 4.1, 4.3, 5.2	• Identifies, interprets and analyses information from complex sources, including legislation
Writing	1.2, 2.2, 3.1, 3.2, 4.2, 4.4, 5.2, 5.3	• Develops and documents strategies and plans using organisational format and specific terminology • Documents outcomes according to organisational requirements
Oral Communication	1.1, 1.2, 2.1, 2.2, 3.3, 4.4, 5.2	• Provides direction and contributes to discussions using language and features appropriate to the audience
Numeracy	1.2, 4.1, 4.2, 5.2	• Interprets and evaluates mathematical information in a broad range of texts • Selects from, and flexibly applies, a range of mathematical and problem-solving strategies and techniques to compare and contrast effectiveness of processes
Navigate the world of work	2.3, 4.3	• Monitors adherence to organisational, legal and regulatory requirements
Interact with others	1.1, 1.2, 2.1, 2.2, 3.3, 4.4, 5.2	• Plays a lead role in situations requiring effective collaboration, demonstrating high-level influencing skills and ability to direct others • Uses negotiation skills to set up contracts, to agree prices and terms, and to resolve disputes
Get the work done	1.1, 2.1-2.3, 3.2, 4.1, 4.2, 5.1, 5.2	• Develops flexible plans for complex, high-impact activities with strategic implications, involving a diverse range of stakeholders with potentially competing demands • Uses analytical processes to decide on a course of action, establishing criteria for deciding between options, and seeking input and advice from others before taking action, when necessary • Monitors outcomes of decisions, considering results from a range of perspectives, and identifying key concepts and principles that may be adaptable to future situations

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Unit Mapping Information

Code and title **current version**	**Code and title** **previous version**	**Comments**	**Equivalence status**
BSBPMG609 Direct procurement and contracting for a project program	BSBPMG609A Direct procurement and contracting for a project program	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG609 Direct procurement and contracting for a project program

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- direct planning for project contracting and procurement, including:
  - directing identification of product specifications and procurement requirements
  - directing development of procurement strategies, methods and management plans
- direct set up of contract and procurement process, including:
  - directing project managers to source suitable organisations
  - establishing selection processes and selection criteria
  - ensuring contract and procurement actions accord with objectives
- direct management of contract and procurement process, including:
  - providing direction for identifying and arranging communication of proposal requirements
  - ensuring responses are evaluated and preferred contractors selected
  - directing negotiation of contract terms and conditions
- direct management of contracts, including:
  - directing management of contract and procurement
  - providing direction for regular reviews
  - ensuring project managers work within legal and organisational framework
  - identifying and approving remedial actions for potential, perceived and actual contractual conflicts
- direct finalisation of contracts, including:
  - directing finalisation activities for management of contract deliverables
  - directing review and analysis of project outcomes
  - aggregating and using lessons learnt.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

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Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain contract management and legal obligations of both parties
- describe procurement processes and options.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Project Management field of work and include access to:

- workplace contractual and procurement documentation
- feedback from project team and stakeholders as to how procurement and contractual processes were handled.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPUR301 Purchase goods and services

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to determine purchasing requirements and make and receive purchases.

It applies to individuals who work under a level of supervision and who conduct low risk, low expenditure purchasing for an organisation using established and documented purchasing strategies. Individuals may be working in a small organisation with general responsibility for conducting purchasing within an organisation, or they may be a purchasing specialist working in a large organisation. Some judgement may be required to make decisions about purchasing strategies.

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

Unit Sector

Administration – Purchasing and Contracting

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Understand purchasing and own requirements	1.1 Read, understand and clarify organisation's purchasing strategies as required 1.2 Determine own role and limits of authority in consultation with relevant personnel

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ELEMENT	PERFORMANCE CRITERIA
2. Make purchases	2.1 Receive purchase specifications from relevant personnel and clarify as required 2.2 Select purchasing methods most appropriate to particular purchases within limits of own role 2.3 Obtain approvals for purchases as required 2.4 Obtain quotations from suppliers as required 2.5 Select suppliers, place orders and make purchases
3. Receive purchases	3.1 Receive goods or make arrangements to receive services 3.2 Advise relevant personnel of receipt of purchase 3.3 Ensure goods received are checked for compliance with specifications 3.4 Take action to resolve non-compliance with specifications 3.5 Facilitate registration of new assets 3.6 File and store purchase records

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1, 2.2, 3.3, 3.4	• Gathers and interprets a range of textual information to identify relevant key information
Writing	1.1, 1.2, 2.1, 2.5, 3.1, 3.2, 3.5	• Creates everyday workplace documentation l using terminology and format relevant to audience and purpose
Oral Communication	1.1, 1.2, 2.1, 2.3-2.5, 3.1, 3.2, 3.4	• Uses suitable language to liaise with suppliers and clarify information within the organisation • Uses active questioning and listening techniques to confirm requirements
Numeracy	2.1, 2.4, 2.5	• Interprets simple numerical data and makes basic calculations to determine costs of goods and services
Navigate the world of work	1.1, 2.1, 3.3, 3.4	• Adheres to organisational procedures and policies • Understands how own role connects with others and contributes to broader work goals

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Interact with others	1.1, 1.2, 2.1, 2.3-2.5, 3.2	• Selects from a small range of communication modes, forms and channels to meet a specific purpose within the immediate work environment • Seeks to cooperate with others to achieve results in immediate work context
Get the work done	1.2, 2.2, 2.5, 3.4-3.6	• Takes responsibility for planning, sequencing and prioritising tasks for efficient and effective outcomes • Responds to predictable routine problems and implements standard or logical solutions • Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPUR301 Purchase goods and services	BSBPUR301B Purchase goods and services	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPUR301 Purchase goods and services

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- obtain quotes from prospective suppliers
- select appropriate purchasing methods
- receive, check and document purchases.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline organisation policy and procedures relating to:
  - purchasing strategies
  - recordkeeping systems related to purchasing and assets
  - standard contracting arrangements
- explain purchasing and procurement principles for:
  - accountability
  - probity and transparency
  - risk management
  - value for money.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the administration – purchasing and contracting field of work and include access to:

- organisation policies and procedures

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- purchasing strategies and relevant purchasing records
- office equipment and resources.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBREL401 Establish networks

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.

It applies to individuals with a broad knowledge of networking and negotiation who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of tasks to others.

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

Unit Sector

Stakeholder Relations – Relationship Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop and maintain business networks	1.1 Use appropriate network strategies to establish and maintain relationships that promote the development of business opportunities 1.2 Identify and pursue network opportunities to maximise a range of contacts 1.3 Communicate information regarding new networks to inform

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ELEMENT	PERFORMANCE CRITERIA
	individuals, colleagues and clients of potential benefits 1.4 Participate in professional networks and associations to obtain and maintain personal knowledge and skills
2. Establish and maintain business relationships	2.1 Develop and maintain relationships to promote benefits consistent with organisational/client requirements 2.2 Gain and maintain trust and confidence of contacts through demonstration of high standards of business practices 2.3 Use a high level of negotiation skills to encourage positive outcomes 2.4 Identify difficult situations and negotiate solutions using collaborative problem-solving techniques 2.5 Seek specialist advice in the development of contacts where appropriate
3. Promote the relationship	3.1 Develop strategies to represent and promote the interests and requirements of the relationship 3.2 Use appropriate presentation skills to communicate the goals and objectives of the relationship 3.3 Effectively communicate issues, policies and practices of the relationship to a range of audiences, in writing and verbally 3.4 Obtain feedback to identify and develop ways to improve promotional activities within available opportunities

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	1.4, 3.4	• Seeks opportunities to develop and extend expertise and identify areas for professional improvement
Reading	2.1	• Sources and analyses information to establish networks that consistently promote business opportunities
Writing	1.1-1.3, 2.1, 2.2, 2.5 3.1-3.4	• Uses appropriate vocabulary, layout and grammatical structure to convey ideas and information

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Oral Communication	1.1-1.4, 2.1-2.5, 3.2, 3.3, 3.4	• Utilises persuasive language and appropriate non-verbal features to achieve mutually acceptable outcomes • Uses active listening and questioning techniques to confirm understanding
Navigate the world of work	2.1	• Understands and adheres to organisational policies and procedures
Interact with others	1.1-1.4, 2.1-2.5, 3.1, 3.2	• Actively identifies the requirements of important communication exchanges, selecting appropriate channels, format, tone and content to suit purpose and audience • Looks for ways of establishing connections and building genuine understanding with a diverse range of people • Begins to cultivate relationships with people with the knowledge, skills and influence to get things done or provide support
Get the work done	1.1, 1.2, 2.1, 2.4	• Takes responsibility for planning, sequencing and implementing tasks required to build and maintain networks • Uses analytical processes to identify problems, gather relevant information, evaluate options and determine solutions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBREL401 Establish networks	BSBREL401A Establish networks	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBREL401 Establish networks

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify and use networking opportunities
- maintain records of relevant contacts
- use written and verbal communication skills to establish, cultivate and promote professional business relationships
- use feedback to improve promotional activities.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list and describe strategies for establishing and maintaining business relationships
- identify relevant networks, organisations, agencies, associations or individuals
- describe the principles and techniques needed to negotiate positive outcomes
- explain client or organisational policies, plans and procedures relevant to business relationships
- outline methods for obtaining feedback on promotional activities.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the stakeholder relations – relationship management field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBREL402 Build client relationships and business networks

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to establish, maintain and improve client relationships and to actively participate in networks to support attainment of key business outcomes.

It applies to individuals such as marketing and sales professionals who depend on excellent interpersonal relationships and communication skills to achieve outcomes but may also apply to other individuals working in any industry.

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

Unit Sector

Stakeholder Relations – Relationship Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Initiate interpersonal communication with clients	1.1 Identify and use preferred client communication styles and methods 1.2 Establish rapport with clients using verbal and non-verbal communication processes 1.3 Investigate and act upon opportunities to offer positive feedback to clients

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Use open questions to promote two-way communication 1.5 Identify and act upon potential barriers to effective communication with clients 1.6 Initiate communication processes which relate to client needs, preferences and expectations
2. Establish client relationship management strategies	2.1 Develop client loyalty objectives focusing on the development of long term business partnerships 2.2 Assess client profile information to determine approach 2.3 Develop client loyalty strategies to attract and retain clients in accordance with the business strategy 2.4 Identify and apply client care and client service standards
3. Maintain and improve ongoing relationships with clients	3.1 Develop strategies to obtain ongoing feedback from clients to monitor satisfaction levels 3.2 Develop strategies to elicit feedback which provide information in a form that can be used to improve relationships with clients 3.3 Obtain feedback to develop and implement strategies which maintain and improve relationships with clients
4. Build and maintain networks	4.1 Allocate time to establish and maintain business contacts 4.2 Participate in business associations and/or professional development activities to establish and maintain a network of support for the business and to enhance personal knowledge of the market 4.3 Establish communication channels to exchange information and ideas 4.4 Provide, seek and verify information to the network

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.5, 2.2, 2.3, 2.4, 3.1, 4.2- 4.4	• Interprets information from a range of sources to determine and adhere to communication and networking requirements

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Writing	1.1,1.5, 2.1, 2.3, 2.4, 3.1, 3.2, 4.2, 4.3	• Records notes from research and discussions for future reference • Develops materials for a specific audience according to organisational standards
Oral Communication	1.1-1.6, 2.3, 2.4, 3.3, 4.2-4.4	• Participates in spoken exchanges with a range of audiences using structure and language to suit the audience • Involves others in discussions using active listening and questioning techniques appropriately
Numeracy	2.4, 4.1	• Performs calculations to determine timeframes and measure actual performance against required standards
Navigate the world of work	2.3, 2.4	• Considers wider organisational goals when developing customer relationship strategies
Interact with others	1.1, 1.2, 1.5, 1.6, 3.3, 4.2-4.4	• Selects and uses appropriate conventions and protocols when communicating with clients or business contacts to build rapport, seek or present information • Recognises the need to alter personal communication style in response to the needs, values, beliefs and cultural expectations of others • Adapts personal communication style to build positive working relationships and show respect for the opinions, values and particular needs of others
Get the work done	1.1, 2.1-2.4, 3.1-3.3, 4.1-4.4	• Takes responsibility for planning, sequencing and implementing tasks and own workload to achieve business outcomes • Uses analytical processes to gather relevant information, identify and evaluate options and decide on appropriate systems and strategies • Actively monitors and evaluates effectiveness of decisions to identify and implement improvements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBREL402 Build client relationships and business networks	BSBREL402A Build client relationships and business networks	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for BSBREL402 Build client relationships and business networks

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify clients' preferred communication styles and methods and potential barriers to communications and use appropriate communication styles and strategies
- apply communication techniques to establish rapport and promote two-way communication
- develop and implement client loyalty strategies and service standards based on business objectives and client information
- develop and implement strategies to elicit feedback from clients and use it to improve relationships and customer satisfaction
- maintain contacts and participate in formal and informal networks that support the business and enhance personal knowledge of the market.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- give examples of strategies that can build client loyalty including those that focus on:
  - financial incentives and special offers
  - premium services and private/dedicated facilities
  - loyalty programs, rewards and recognition
- outline issues that are commonly addressed in client care/service standards in the industry
- outline typical barriers to communicating with clients and possible strategies to address them
- give examples of strategies for feedback
- describe the principles and techniques for effective communication and networking
- outline networking opportunities relevant to the business with reference to:

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  - government, industry and professional associations
  - trade shows, conferences, briefings and other professional development activities
  - existing groups or networks
  - businesses and individuals
- outline aspects of organisational policies, procedures and processes that are relevant to communicating with clients and participating in networks.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the stakeholder relations - relationship management field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBRKG304 Maintain business records

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to maintain the records of a business or records system in good order on a day-to-day basis.

It applies to individuals who follow established guidelines and processes to assist them to carry out their work. They work under supervision or in consultation with more senior staff or system users to support effective recordkeeping and governance practices across the organisation.

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

Unit Sector

Knowledge Management – Recordkeeping

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Collate business records	1.1 Identify individual records or information which should be incorporated into business or records system according to organisational criteria 1.2 Sort records in accordance with workplace requirements 1.3 Follow security and access requirements in accordance with organisational procedures

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ELEMENT	PERFORMANCE CRITERIA
2. Update business or records system	2.1 Identify and record control information for describing new records to be incorporated into business or records system 2.2 Update control information describing movement or use of records within business or records system 2.3 Accurately record and update control information in business or records system 2.4 Identify and remove records of completed business activities from current system for disposal
3. Prepare reports from the business or records system	3.1 Interpret requests for reports and clarify the content and frequency sought, where necessary 3.2 Prepare reports from business or records system in accordance with instructions or request 3.3 Prepare reports in accordance with organisational security and access procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 2.1, 2.4, 3.1	• Gathers and interprets textual information from different sources to determine how information may be applied to job requirements
Writing	2.1, 2.2, 2.3, 3.1	• Uses clear and industry related terminology to complete and update workplace information
Oral Communication	3.1	• Uses questioning and active listening techniques to confirm job requirements
Numeracy	1.1	• Recognises and uses numerical systems associated with recordkeeping systems
Navigate the world of work	1.3, 3.3	• Takes some personal responsibility for following organisational procedures
Get the work done	1.1, 1.2, 2.1, 2.3, 2.4, 3.2	• Takes responsibility for planning and organising own workload to ensure work deadlines are met • Takes responsibility for the outcomes of routine

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		decisions related directly to own role

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBRKG304 Maintain business records	BSBRKG304B Maintain business records	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBRKG304 Maintain business records

Modification History

Release	Comments
Release1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- collate business records in compliance with organisational procedures and workplace requirements
- record and update control information accurately in business records system.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the organisational requirements regarding the maintenance and security of business records
- describe the general principles and processes of records management and records management systems, such as:
  - systems of control
  - records continuum theory
  - mandate and ownership of business process
  - environmental context
  - records characteristics.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – recordkeeping field of work and include access to:

- relevant workplace documentation and resources

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- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBRSK401 Identify risk and apply risk management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.

It applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

In this unit, risks applicable within own work responsibilities and area of operation, may include projects being undertaken individually or by a team, or operations within a section of the organisation.

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

Unit Sector

Regulation, Licensing and Risk – Risk Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify risks	1.1 Identify the context for risk management 1.2 Identify risks using tools, ensuring all reasonable steps have

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ELEMENT	PERFORMANCE CRITERIA
	been taken to identify all risks 1.3 Document identified risks in accordance with relevant policies, procedures, legislation and standards
2. Analyse and evaluate risks	2.1 Analyse and document risks in consultation with relevant stakeholders 2.2 Undertake risk categorisation and determine level of risk 2.3 Document analysis processes and outcomes
3. Treat risks	3.1 Determine appropriate control measures for risks and assess for strengths and weaknesses 3.2 Identify control measures for all risks 3.3 Refer risks relevant to whole of organisation or having an impact beyond own work responsibilities and area of operation to others as per established policies and procedures 3.4 Choose and implement control measures for own area of operation and/or responsibilities 3.5 Prepare and implement treatment plans
4. Monitor and review effectiveness of risk treatment/s	4.1 Regularly review implemented treatment/s against measures of success 4.2 Use review results to improve the treatment of risks 4.3 Provide assistance to auditing risk in own area of operation 4.4 Monitor and review management of risk in own area of operation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2	• Comprehends documents and texts of varying complexity to extract and analyse relevant information
Writing	1.3, 2.1, 2.3, 3.5	• Uses specific, industry related terminology and logical organisational structure in workplace documents that identify and analyse risk and report management process outcomes

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Oral communication	2.1	• Participates effectively in interactions with stakeholders by using questioning and listening to elicit opinions and clarify understanding
Numeracy	1.2, 4.1	• Uses numerical tools to assess risk and uses numerical data to review plans
Navigate the world of work	1.1, 1.3, 3.3	• Complies with organisational and legislative requirements • Takes responsibility for identification and management of risk within own work context and refers matters to others as required
Interact with others	2.1	• Selects appropriate communication protocols and conventions when conferring with others to establish risk management requirements
Get the work done	1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.4, 3.5, 4.1, 4.2, 4.3, 4.4	• Determines job sequence and works logically and systematically to undertake defined tasks • Uses analysis and consultative processes to inform decisions about selection and implementation of risk control measures • Evaluates effectiveness of plans and results to inform improvement decisions • Uses familiar digital technologies and systems to access information, prepare plans and communicate with others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBRSK401 Identify risk and apply risk management processes	BSBRSK401A Identify risk and apply risk management processes	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBRSK401 Identify risk and apply risk management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to apply organisational policies, procedures and processes to:

- identify risks
- consult with relevant stakeholders to analyse and evaluate risks
- identify and evaluate control measures
- develop and implement treatment plans for own area or responsibility
- refer risks that are beyond own area of responsibility to others
- maintain risk management documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline techniques for identifying and evaluating risks
- outline organisational policies, procedures or processes for risk management
- give examples of areas where risks are commonly identified in an organisation
- outline the purpose and key elements of current risk management standards
- outline the legislative and regulatory context of the organisation in relation to risk management
- describe the organisation's auditing requirements relating to risk management.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk - risk management field of work and include access to:

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- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBRSK501 Manage risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

It applies to individuals who are working in positions of authority and are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.

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

Unit Sector

Regulation, Licensing and Risk – Risk Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish risk context	1.1 Review organisational processes, procedures and requirements for undertaking risk management in accordance with current risk management standards 1.2 Determine scope for risk management process 1.3 Identify internal and external stakeholders and their issues 1.4 Review political, economic, social, legal, technological and policy context

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ELEMENT	PERFORMANCE CRITERIA
	1.5 Review strengths and weaknesses of existing arrangements 1.6 Document critical success factors, goals or objectives for area included in scope 1.7 Obtain support for risk management activities 1.8 Communicate with relevant parties about the risk management process and invite participation
2. Identify risks	2.1 Invite relevant parties to assist in the identification of risks 2.2 Research risks that may apply to scope 2.3 Use tools and techniques to generate a list of risks that apply to the scope, in consultation with relevant parties
3. Analyse risks	3.1 Assess likelihood of risks occurring 3.2 Assess impact or consequence if risks occur 3.3 Evaluate and prioritise risks for treatment
4. Select and implement treatments	4.1 Determine and select most appropriate options for treating risks 4.2 Develop an action plan for implementing risk treatment 4.3 Communicate risk management processes to relevant parties 4.4 Ensure all documentation is in order and appropriately stored 4.5 Implement and monitor action plan 4.6 Evaluate risk management process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.4, 1.5, 2.2	• Comprehends a variety of relatively complex texts • Gathers, interprets and analyses textual information from a range of sources to identify relevant information
Writing	1.6, 1.8, 2.1, 2.3, 4.3	• Develops textual material and organises content in a manner that effectively documents

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		risk management analysis and assessment priorities and processes
Oral Communication	1.8, 2.1, 2.3, 4.3	• Participates in interactions with stakeholders using questioning and listening to elicit opinions, and to confirm and clarify understanding
Numeracy	2.2	• Uses numerical tools to assess risk and uses numerical data to review plans
Navigate the world of work	1.1, 2.1, 4.3	• Refers to organisational processes, procedures and requirements when making decisions about risk management
Interact with others	1.8, 2.1, 2.3, 4.3	• Establishes and uses appropriate conventions and protocols when communicating with stakeholders about risk management • Consults and negotiates with stakeholders about risk management processes and outcomes
Get the work done	1.2, 1.3, 1.5, 1.7, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.4, 4.5, 4.6	• Sequences and schedules a range of routine and complex activities, monitors implementation, evaluates processes and manages relevant communication • Systematically analyses information to decide on appropriate risk management treatments • Uses digital technologies and systems to access information, document plans and communicate with others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBRSK501 Manage risk	BSBRSK501B Manage risk	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBRSK501 Manage risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- analyse information from a range of sources to identify the scope and context of the risk management process including:
  - stakeholder analysis
  - political, economic, social, legal, technological and policy context
  - current arrangements
  - objectives and critical success factors for the area included in scope
  - risks that may apply to scope
- consult and communicate with relevant stakeholders to identify and assess risks, determine appropriate risk treatment actions and priorities and explain the risk management processes
- develop and implement an action plan to treat risks
- monitor and evaluate the action plan and risk management process
- maintain documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the purpose and key elements of current risk management standards
- outline the legislative and regulatory context of the organisation in relation to risk management
- outline organisational policies, procedures and processes for risk management.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk - risk management field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSUS501 Develop workplace policy and procedures for sustainability

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

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

Unit Sector

Industry Capability – Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop workplace sustainability policy	1.1 Define scope of sustainability policy 1.2 Gather information from a range of sources to plan and develop policy 1.3 Identify and consult stakeholders as a key component of the policy development process 1.4 Include appropriate strategies in policy at all stages of work for

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ELEMENT	PERFORMANCE CRITERIA
	minimising resource use, reducing toxic material and hazardous chemical use and employing life cycle management approaches 1.5 Make recommendations for policy options based on likely effectiveness, timeframes and cost 1.6 Develop policy that reflects the organisation's commitment to sustainability as an integral part of business planning and as a business opportunity 1.7 Agree to appropriate methods of implementation, outcomes and performance indicators
2. Communicate workplace sustainability policy	2.1 Promote workplace sustainability policy, including its expected outcome, to key stakeholders 2.2 Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities
3. Implement workplace sustainability policy	3.1 Develop and communicate procedures to help implement workplace sustainability policy 3.2 Implement strategies for continuous improvement in resource efficiency 3.3 Establish and assign responsibility for recording systems to track continuous improvements in sustainability approaches
4. Review workplace sustainability policy implementation	4.1 Document outcomes and provide feedback to key personnel and stakeholders 4.2 Investigate successes or otherwise of policy 4.3 Monitor records to identify trends that may require remedial action and use to promote continuous improvement of performance 4.4 Modify policy and or procedures as required to ensure improvements are made

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Reading	1.1, 1.2, 4.2, 4.3	• Identifies, analyses and evaluates complex textual information to determine legislative and regulatory requirements, trends and outcomes
Writing	1.2-1.7, 2.1, 2.2, 3.1, 3.3, 4.1, 4.3, 4.4	• Researches, plans and prepares documentation using format and language appropriate to context, organisational requirements and audience
Oral Communication	1.2, 1.3, 2.1, 2.2, 3.1, 4.1	• Presents information and seeks advice using language appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	1.5, 4.3	• Interprets and uses mathematical equations to calculate numerical information relating to time durations and costs
Navigate the world of work	1.1-1.6, 3.1, 4.4	• Develops, monitors and modifies organisational policies and procedures in accordance with legislative requirements and organisation goals
Interact with others	1.2, 1.3, 2.1, 2.2, 3.1, 3.3, 4.1, 4.3	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information • Plays a lead role in consulting and negotiating positive outcomes with a range of stakeholders
Get the work done	1.2, 1.4-1.7, 2.3, 2.4, 3.1, 3.2, 3.3, 3.5, 3.6, 4.1, 4.3, 4.4	• Plans, organises and implements work activities of self and others that ensure compliance with organisational policies and procedures, and legislative requirements • Sequences and schedules complex activities, monitors implementation, and manages relevant communication • Uses systematic, analytical processes in relatively complex, situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria • Evaluates outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSUS501 Develop workplace policy and	BSBSUS501A Develop workplace policy and procedures	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
procedures for sustainability	for sustainability	Minor edits to clarify performance criteria	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSUS501 Develop workplace policy and procedures for sustainability

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- scope and develop organisational policies and procedures that comply with legislative requirements and support the organisation's sustainability goals covering at a minimum:
  - minimising resource use
  - resource efficiency
  - reducing toxic material and hazardous chemical use
  - employing life cycle management approaches
  - continuous improvement
- plan and implement sustainability policy and procedures including:
  - agreed outcomes
  - performance indicators
  - activities to be undertaken
  - assigned responsibilities
  - record keeping, review and improvement processes
- consult and communicate with relevant stakeholders to generate engagement with sustainability policy development, implementation and continuous improvement
- review and improve sustainability policies.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the environmental or sustainability legislation, regulations and codes of practice applicable to the organisation identify internal and external sources of information and explain how they can be used to plan and develop the organisation's sustainability policy

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- explain policy development processes and practices
- outline organisational systems and procedures that relate to sustainability
- outline typical barriers to implementing policies and procedures in an organisation and possible strategies to address them.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the sustainability field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to maintain a healthy and safe workplace through participation in the process of identifying work health and safety (WHS) hazards and assessing and controlling WHS risks, and the promotion and support of worker consultation.

It applies to individuals who assist with the identification of workplace hazards and the assessment and control of WHS risks as part of their WHS responsibilities, which are in addition to their main duties.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1. Participate in workplace hazard identification	1.1 Participate in selecting hazard identification methods suitable for the workplace 1.2 Use selected methods to identify, report and record hazards according to workplace procedures and WHS Acts, regulations and codes of practice 1.3 Provide information and assistance to persons conducting hazard identification
2. Participate in WHS risk assessment	2.1 Participate in selecting suitable risk assessment methods for the workplace 2.2 Use selected methods to assess and record risks according to workplace procedures and WHS Acts, regulations and codes of practice 2.3 Provide information and assistance to persons conducting risk assessments
3. Promote and support worker consultation and participation in hazard identification and risk assessment	3.1 Advise workers of, and consult them about, hazard identification and risk assessment activities, according to workplace WHS consultation and participation policies, procedures and processes 3.2 Encourage workers to participate in these activities according to workplace WHS consultation and participation policies, procedures and processes 3.3 Advise workers of, and consult them about, the results and outcomes of these activities, according to workplace WHS consultation and participation policies, procedures and processes
4. Participate in developing, selecting and implementing WHS risk controls	4.1 Obtain workplace records of the outcomes of hazard identifications and risk assessments, and use them to participate in developing risk control options 4.2 Apply knowledge of WHS Acts, regulations, codes of practice, other information and guidelines, and workplace policies, procedures and processes to identify duty holders 4.3 Participate in selecting risk control options using appropriate criteria 4.4 Identify and report factors impeding successful implementation of selected risk controls 4.5 Participate in developing a risk control implementation and evaluation plan 4.6 Provide information about the implementation and evaluation plan to individuals and parties

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ELEMENT	PERFORMANCE CRITERIA
5. Support effective worker consultation and participation in the risk control process	5.1 Advise workers of, and consult them about, developing risk control options, and selecting and implementing risk controls, according to workplace WHS consultation and participation policies, procedures and processes 5.2 Encourage workers to participate in these activities according to workplace WHS consultation and participation policies, procedures and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 4.1, 4.3, 4.4	• Interprets and identifies information from WHS legislation, workplace policy and procedure and records
Writing	1.2, 1.3, 2.2, 2.3, 3.1-3.3, 4.5, 4.6, 5.1, 5.2	• Uses formats and language appropriate to audience and context in plans, reports and general advice
Oral communication	1.1-1.3, 2.1-2.3, 4.6	• Presents information or assistance using appropriate levels of industry specific vocabulary • Uses listening and questioning to clarify and confirm understanding
Navigate the world of work	1.2, 2.2, 3.1, 3.3, 4.2, 5.1, 5.2	• Follows legal and regulatory responsibilities and organisational policies and procedures in relation to WHS role • Keeps up to date on changes to WHS legislation or regulations and organisational policies and procedures
Interact with others	1.1, 1.3, 2.1, 2.3, 3.2, 3.3, 4.3, 4.5, 4.6, 5.1, 5.2	• Understands what to communicate and to whom in a range of contexts • Cooperates with others as part of WHS activities and contributes to specific activities requiring joint responsibility and accountability • Shares information and resources, offers assistance voluntarily and provides feedback when requested • Plays an active role in group discussions, paying attention to perspectives of others and encouraging

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		participation
Get the work done	1.1, 1.2, 2.1, 2.2, 4.3	• Plans and implements tasks to achieve required outcomes • Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria in the WHS risk-management process

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control	BSBWHS303A Participate in WHS hazard identification, risk assessment and risk control	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- participate in selection and use of required methods to identify, report and record hazards
- assess and record risks for identified hazards
- promote and support worker consultation and participation in hazard identification and risk assessment
- participate in developing, selecting and implementing risk control options and plans.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the relevant Commonwealth and state or territory Acts, regulations, codes of practice standards, guidance material and other relevant publications
- summarise work health and safety (WHS) legislative requirements about:
  - communication, consultation and participation
  - notification of incidents
  - recordkeeping
  - specific hazard identification and risk assessment and control methods
- list the basic principles of incident causation and injury processes
- explain the concept of hazards, risks and risk factors
- describe hazard identification and risk assessment methods
- identify internal and external sources of WHS information and data, and how to access them
- summarise organisational WHS policies, procedures, processes and systems

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- describe the range of WHS hazards that may be present in the workplace, the harm they can cause and how this harm occurs
- describe risk control options for different hazards and work situations
- identify types of hazard and risk registers
- describe the workplace communication processes for sharing information about hazard identification, and risk assessment and control.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- organisational policies, standard operating procedures and plans
- Acts, regulations, codes of practice, licensing requirements and standards
- relevant data files
- appropriate resources to manage the identification and rectification of breaches in compliance requirements.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package release 1.0

Application

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the	*Performance criteria describe the performance needed to*

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ELEMENT	PERFORMANCE CRITERIA
essential outcomes.	*demonstrate achievement of the element.*
1. Provide information to the work team about WHS policies and procedures	1.1 Accurately explain to the work team relevant provisions of WHS Acts, regulations and codes of practice 1.2 Provide information about the organisation's WHS policies, procedures and programs, and ensure it is readily accessible to, and understandable by the work team 1.3 Regularly provide and clearly explain to the work team information about identified hazards and the outcomes of risk assessment and control
2. Implement and monitor participation arrangements for managing WHS	2.1 Communicate to workplace parties the importance of effective consultation mechanisms in managing health and safety risks in the workplace 2.2 Apply consultation procedures to facilitate participation of the work team in managing work area hazards 2.3 Promptly deal with issues raised through consultation, according to organisational consultation procedures and WHS legislative and regulatory requirements 2.4 Promptly record and communicate to the work team the outcomes of consultation over WHS issues
3. Implement and monitor organisational procedures for providing WHS training	3.1 Identify WHS training needs according to organisational requirements and WHS legislative and regulatory requirements 3.2 Make arrangements to meet WHS training needs of team members in consultation with relevant individuals 3.3 Provide workplace learning opportunities and coaching and mentoring assistance to facilitate team and individual achievement of identified WHS training needs 3.4 Identify and report to management the costs associated with providing training for work team, for inclusion in financial and management plans
4. Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks	4.1 Identify and report on hazards in work area according to WHS policies and procedures and WHS legislative and regulatory requirements 4.2 Promptly action team member hazard reports according to organisational procedures and WHS legislative and regulatory requirements 4.3 Implement procedures to control risks using the hierarchy of control, according to organisational and WHS legislative requirements

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ELEMENT	PERFORMANCE CRITERIA
	4.4 Identify and report inadequacies in existing risk controls according to hierarchy of control and WHS legislative requirements 4.5 Monitor outcomes of reports on inadequacies, where appropriate, to ensure a prompt organisational response
5. Implement and monitor organisational procedures for maintaining WHS records for the team	5.1 Accurately complete and maintain WHS records of incidents of occupational injury and disease in work area, according to WHS policies, procedures and legislative requirements 5.2 Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 5.2	• Interprets and analyses complex WHS legislative and organisational texts
Writing	1.1-1.3, 2.3, 2.4, 3.1, 3.2, 3.4, 4.1, 4.4, 5.1	• Documents WHS legislative and organisational information using structure, layout and language suitable for audience • Records WHS issues and actions taken according to reporting requirements • Prepares and maintains required records using appropriate structure and vocabulary
Oral communication	1.1-1.3, 2.1, 2.4, 3.2, 3.3, 4.1, 4.4	• Provides WHS legislative and organisational information and advice using structure and language suitable for audience
Numeracy	3.4, 5.2	• Extracts, interprets and comprehends mathematical information in relation to training costs and risk management data
Navigate the world of work	1.1,1.2, 2.3, 3.1, 4.1-4.5, 5.1	• Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures in relation to WHS • Keeps up to date on changes to WHS legislation or regulations and organisational policies and procedures
Interact with	2.2, 3.2, 3.3	• Selects and uses appropriate conventions and protocols to facilitate consultation or provide feedback

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others		• Initiates and contributes to facilitating consultative role, responding, explaining, clarifying and expanding on ideas and information as required • Collaborates with others to achieve individual and team outcomes
Get the work done	2.2, 3.2, 3.3, 4.1-4.5, 5.1	• Uses combination of formal, logical planning and intuitive understanding of context to identify relevant information and risks, and identify and evaluate alternative strategies • Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria • Recognises and takes responsibility for reporting WHS risk control inadequacies • Uses formal and informal processes to monitor implementations of WHS solutions and reflect on outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- explain clearly and accurately to work team the relevant work health and safety (WHS) information including:
  - WHS legislative and organisational requirements
  - identified hazards and outcomes of risk assessment and control
- ensure that the team has access to information about WHS policies, procedures and programs in appropriate structure and language
- implement and monitor procedures according to organisational and legislative WHS requirements including:
  - consultation and communications to enable team members to participate in managing WHS risks and hazards
  - identifying WHS training needs and providing learning opportunities, coaching and mentoring as appropriate to needs
  - identifying, reporting and taking action on WHS hazards and risks
  - identifying and reporting inadequacies in existing risk controls and monitoring outcomes to ensure a prompt organisational response
  - reporting on the cost of WHS training
  - keeping WHS records
  - analysing aggregate WHS data to identify hazards and monitor risk control procedures in work area.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

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Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legal responsibilities and duties of managers, supervisors, persons conducting businesses or undertakings (PCBUs) and workers in relation to WHS risk management in the workplace
- identify key provisions of relevant WHS Acts, regulations and codes of practice that apply to the business and outline how they apply in the work area
- explain organisational policies and procedures relating to hazard identification, risk management, fire, emergency and evacuation, incident investigation and reporting
- explain the importance of effective consultation mechanisms in managing health and safety risks in the workplace
- explain how the hierarchy of control applies in the work area.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- an actual workplace or simulated environment
- workplace equipment and resources
- examples of documents relating to workplace safety, hazard identification and risk assessment
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS501 Ensure a safe workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

This unit applies to managers working in a range of contexts who have, or are likely to have responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS legislation, for example persons conducting a business or undertaking (PCBUs) or officers, as defined by relevant legislation.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1 Establish a WHS management system in a work area	1.1 Locate, adapt, adopt and communicate WHS policies that clearly define the organisation's commitment to complying with WHS legislation 1.2 Identify duty holders and define WHS responsibilities for all workplace personnel in the work area according to WHS legislation, policies, procedures and programs 1.3 Identify and approve financial and human resources required by the WHS management system (WHSMS)
2 Establish and maintain effective and compliant participation arrangements for managing WHS in a work area	2.1 Work with workers and their representatives to set up and maintain participation arrangements according to relevant WHS legislation 2.2 Appropriately resolve issues raised through participation and consultation arrangements according to relevant WHS legislation 2.3 Promptly provide information about the outcomes of participation and consultation to workers and ensure it is easy for them to access and understand
3 Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in a work area	3.1 Develop procedures for ongoing hazard identification, and assessment and control of associated risks 3.2 Include hazard identification at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created by the proposed changes and existing hazards are controlled 3.3 Develop and maintain procedures for selecting and implementing risk controls according to the hierarchy of control and WHS legislative requirements 3.4 Identify inadequacies in existing risk controls according to the hierarchy of control and WHS legislative requirements, and promptly provide resources to enable implementation of new measures 3.5 Identify requirements for expert WHS advice, and request this advice as required
4 Evaluate and maintain a work area WHS management system	4.1 Develop and provide a WHS induction and training program for all workers in a work area as part of the organisation's training program 4.2 Use a system for WHS record keeping to allow identification of patterns of occupational injury and disease in the organisation, and to maintain a record of WHS decisions made, including reasons for the decision 4.3 Measure and evaluate the WHSMS in line with the

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ELEMENT	PERFORMANCE CRITERIA
	organisation's quality systems framework 4.4 Develop and implement improvements to the WHSMS to achieve organisational WHS objectives 4.5 Ensure compliance with the WHS legislative framework to achieve, as a minimum, WHS legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 4.2, 4.3, 4.5	• Organises, evaluates and critiques ideas and information from WHS legislation, policies, procedures and programs
Writing	1.1, 2.3, 3.2, 3.5, 4.1, 4.2	• Produces WHS policies, procedures and programs • using appropriate vocabulary, grammatical structure and conventions to produce • Records WHS decisions according to organisational requirements
Oral communication	1.1, 2.1, 2.2, 2.3	• Presents and seeks information from others using structure and language suitable for the audience • Provides information on resolution of WHS issues varying level of technical vocabulary to suit audience
Numeracy	1.3	• Selects from, and applies, an expanding range of mathematical and problem solving strategies in identifying financial and human resources required
Navigate the world of work	1.1, 1.2, 2.1, 2.2, 3.3, 3.4, 4.5	• Monitors adherence to legal and regulatory rights and responsibilities for self and others in relation to WHS • Takes responsibility for developing, implementing and reviewing policies, procedures and processes in accordance with organisational and legislative requirements
Interact with others	1.1, 2.1, 2.3, 3.5	• Plays a lead role in situations requiring effective collaboration demonstrating the ability to guide discussions and negotiate agreeable outcomes • Provides feedback to others in forms they can

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		understand and use
Get the work done	1.1, 1.3, 2.1, 2.2, 2.3, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2 4.3, 4.4, 4.5	• Develops plans or processes to manage relatively complex, WHS management tasks with an awareness of how they contribute to operational and strategic goals • Uses systematic, analytical processes, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria • Considers whether, and how, others should be involved, using consultative or collaborative processes as an integral part of the decision-making process • Uses digital systems and tools to enter, store and retrieve relevant information

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

WHS legislation must include:	• applicable Commonwealth and state or territory WHS Acts, regulations and codes of practice.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS501 Ensure a safe workplace	BSBWHS501A Ensure a safe workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS501 Ensure a safe workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- establish, implement, maintain and evaluate a work health and safety (WHS) management system for a work area of an organisation in accordance with WHS legislation including policies, procedures and record keeping
- ensure organisational WHS compliance
- establish, implement, maintain and evaluate effective and compliant participation arrangements for managing WHS including identifying duty holders, identifying and approving the required resources and developing and implementing a training program
- establish, implement, maintain and evaluate procedures for effectively identifying hazards, and assessing and controlling risks using the hierarchy of risk control
- provide information and complete documentation for a WHS management system
- identify requirements for and request expert WHS advice.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and detail relevant WHS Acts, regulations and codes of practice
- specify relevant WHS organisational policies, procedures, programs and practices
- explain hazard identification and risk-management processes
- describe the hierarchy of risk control and how it is applied in the workplace
- specify in-house and WHS legislative reporting requirements.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- organisational WHS policies and procedures
- WHS legislation, regulations and codes of practice
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR201 Manage personal stress in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to understand signs and sources of stress within the broader framework of the job role and work environment.

It applies to individuals who usually work with some guidance and supervision in an environment where they are likely to encounter difficult customers and situations from time to time. It typically applies in a contact centre environment owing to the very measured, structured, high volume and potentially repetitive nature of the work, but can apply in any work environment.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop personal awareness of stress	1.1 Recognise signs and sources of stress 1.2 Acknowledge stress and difficult situations 1.3 Analyse and understand potential areas of stress in the work environment
2. Develop stress	2.1 Develop an effective understanding of a range of stress

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ELEMENT	PERFORMANCE CRITERIA
management techniques	management techniques 2.2 Use appropriate techniques to manage stressful situations effectively 2.3 Focus on areas of stress within personal control 2.4 Adopt strategies to effectively reduce, manage and deal with stress
3. Manage time	3.1 Develop and understand job role priorities 3.2 Develop techniques to support achievement of key performance indicators (KPIs) and priorities 3.3 Use appropriate time management tools and techniques 3.4 Regularly evaluate tools and techniques 3.5 Promptly identify and inform relevant personnel of any variations and difficulties affecting work requirements, through regular reviews
4. Recover from a stressful contact	4.1 Review the contact or situation 4.2 Analyse root cause/s of stressful contact or situation 4.3 Depersonalise context of contact or situation 4.4 Discuss outcomes with appropriate staff members 4.5 Prepare for next contact or situation positively 4.6 Follow up or take action where needed
5. Maintain personal stamina and resilience	5.1 Identify sources of fatigue in contact centre role 5.2 Adopt work routine and procedural strategies to minimise stress and fatigue 5.3 Monitor personal performance against performance requirements 5.4 Adapt stamina management strategies to maximise performance 5.5 Seek assistance from team members and management in managing stamina
6. Maintain work/life balance	6.1 Identify work/life priorities 6.2 Adopt strategies to support work/life priorities 6.3 Give high priority to health and wellbeing 6.4 Monitor work/life balance 6.5 Develop ability to effectively leave work behind at the end of

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ELEMENT	PERFORMANCE CRITERIA
	the day

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	3.1-3.5	• Recognises and interprets textual information to determine job role and requirements
Writing	3.3, 3.4, 3.5	• Completes time management documentation using organisational formats
Oral Communication	3.5, 4.4, 5.5	• Participates in discussions using clear language and features appropriate to audience • Uses listening and questioning techniques to request assistance and confirm understanding
Navigate the world of work	3.1, 3.2, 5.3	• Understands role requirements and identifies own responsibilities
Interact with others	3.5, 4.4, 5.5	• Establishes rapport and builds relationships with team members and others • Maintains awareness of own strengths and weaknesses to support an overall sense of wellbeing
Get the work done	1.3, 2.1, 2.4, 3.1-3.4, 4.1-4.3, 4.5, 4.6, 5.1-5.4, 6.1, 6.2, 6.4, 6.5	• Plans and organises tasks to achieve outcome within timeframes • Uses analytical skills to decide on effective techniques to manage stress and personal well-being • Uses problem-solving skills to address a range of issues, seeking advice of others, where necessary • Monitors implementation of solutions and reflects on outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWOR201 Manage personal stress in the workplace	BSBWOR201A Manage personal stress in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR201 Manage personal stress in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- recognise and understand potential stress in the work environment
- develop and use techniques and strategies to manage stress and stressful situations
- adopt and monitor potential sources of stress and fatigue, seeking assistance as required
- monitor own performance against performance requirements and key performance indicators (KPIs)
- use techniques to achieve work/life balance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe job role priorities and KPIs
- list internal and external sources of assistance, including escalation pathways
- outline signs and sources of existing and potential stress or difficult situations
- discuss stress management and reduction techniques
- describe time management tools and techniques.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – workplace effectiveness field of work and include access to:

- office equipment and resources
- time management tools

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- workplace documentation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR301 Organise personal work priorities and development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.

This unit applies to individuals who exercise discretion and judgement and apply a broad range of competencies in various work contexts.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise and complete own work schedule	1.1 Ensure that work goals, objectives or Key Performance Indicators (KPIs) are understood, negotiated and agreed in accordance with organisational requirements 1.2 Assess and prioritise workload to ensure tasks are completed within identified timeframes 1.3 Identify factors affecting the achievement of work objectives and incorporate contingencies into work plans 1.4 Use business technology efficiently and effectively to manage

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ELEMENT	PERFORMANCE CRITERIA
	and monitor scheduling and completion of tasks
2. Monitor own work performance	2.1 Accurately monitor and adjust personal work performance through self assessment to ensure achievement of tasks and compliance with legislation and work processes or KPIs 2.2 Ensure that feedback on performance is actively sought and evaluated from colleagues and clients in the context of individual and group requirements 2.3 Routinely identify and report on variations in the quality of and products and services according to organisational requirements 2.4 Identify signs of stress and effects on personal wellbeing 2.5 Identify sources of stress and access appropriate supports and resolution strategies
3. Co-ordinate personal skill development and learning	3.1 Identify personal learning and professional development needs and skill gaps using self assessment and advice from colleagues and clients in relation to role and organisational requirements 3.2 Identify, prioritise and plan opportunities for undertaking personal skill development activities in liaison with work groups and relevant personnel 3.3 Access, complete and record professional development opportunities to facilitate continuous learning and career development 3.4 Incorporate formal and informal feedback into review of further learning needs

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.1-3.4	• Employs a range of approaches and investigative techniques to source the knowledge necessary to arrange personal learning experiences
Reading	1.1, 1.2, 2.1	• Interprets textual information to determine organisation's procedures, own work performance and objectives

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Writing	1.3, 1.4, 2.3, 3.1, 3.2, 3.3	• Prepares written reports and workplace documents that communicate information clearly and effectively
Oral Communication	2.2, 2.3, 3.1, 3.2	• Clearly gives and receives feedback using specific and relevant language • Uses listening and questioning techniques to confirm understanding
Numeracy	1.1, 1.3	• Understands responsibilities and scope of role and complies with organisational policies, procedures and protocols
Interact with others	1.1, 2.2, 2.3, 3.1, 3.2	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Fosters and nurtures a culture of constructive and respectful feedback • Proactively collaborates with others to achieve specific goals
Get the work done	1.2, 1.3, 1.4, 2.4, 2.5, 3.2	• Plans and organises work commitments to ensure deadlines and objectives are met • Uses formal analytical thinking techniques to recognise and respond to routine problems • Uses digital systems and tools to enter, store and monitor information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR301 Organise personal work priorities and development	BSBWOR301B Organise personal work priorities and development	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR301 Organise personal work priorities and development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare a work plan according to organisational requirements and work objectives
- use business technology to schedule, prioritise and monitor completion of tasks in a work plan
- assess and prioritise own work load and deal with contingencies
- monitor and assess personal performance against job role requirements by seeking feedback from colleagues and clients
- identify personal development needs and access, complete and record skill development and learning.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline key provisions of legislation that relate to own work role
- describe goals, objectives or key performance indicators of own work role
- explain ways to elicit, analyse and interpret feedback when communicating with other people in the workplace
- explain the principles and techniques of goal setting, measuring performance, time management and personal assessment of learning and development needs
- explain signs and sources of stress and strategies to deal with stress in the workplace
- identify methods to identify and prioritise personal learning needs.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- office equipment and resources
- work schedules and performance improvement plans
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR501 Manage personal work priorities and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

It applies to individuals working in managerial positions who have excellent organisational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behaviour of others as managers at this level are role models in their work environment.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish personal work goals	1.1 Serve as a positive role model in the workplace through personal work planning 1.2 Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities 1.3 Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur

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ELEMENT	PERFORMANCE CRITERIA
2. Set and meet own work priorities	2.1 Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives 2.2 Use technology efficiently and effectively to manage work priorities and commitments 2.3 Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to
3. Develop and maintain professional competence	3.1 Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans 3.2 Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence 3.3 Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence 3.4 Participate in networks to enhance personal knowledge, skills and work relationships 3.5 Identify and develop new skills to achieve and maintain a competitive edge

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.1, 3.2, 3.3, 3.4, 3.5	• Investigates and uses a range of strategies to develop personal competence
Reading	1.2, 3.1, 3.2	• Analyses and interprets textual information from organisational policies and practices or feedback to inform personal development planning
Writing	3.2	• Uses feedback to prepare reports that summarise ways to improve competence
Oral Communication	3.2	• Uses active listening and questioning to seek and receive feedback
Navigate the world of work	1.2, 2.1	• Understands how own role contributes to broader organisational goals • Considers organisational protocols when planning own career development

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Interact with others	1.1, 3.2, 3.4	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to establish and build positive working relationships with others
Get the work done	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1	• Plans and prioritises tasks in order to meet deadlines, manage role responsibilities and to manage own personal welfare • Identifies and uses appropriate technology to improve work efficiency

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR501 Manage personal work priorities and professional development	BSBWOR501B Manage personal work priorities and professional development	Updated to meet Standards for Training Packages Minor edits to clarify Performance Criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR501 Manage personal work priorities and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use business technology to create and use systems and processes to organise and prioritise tasks and commitments
- measure and maintain personal work performance including assessing competency against competency standards and seeking feedback
- maintain an appropriate work-life balance to manage personal health and stress
- participate in networks
- develop a personal development plan which includes career objectives and an action plan
- develop new skills.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain principles and techniques involved in the management and organisation of:
  - performance measurement
  - personal behaviour, self-awareness and personality traits identification
  - a personal development plan
  - personal goal setting
  - time
- discuss management development opportunities and options for self
- describe methods for achieving a healthy work-life balance
- outline organisation’s policies, plans and procedures
- explain types of learning style/s and how they relate to the individual
- describe types of work methods and practices that can improve personal performance.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- workplace equipment and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR502 Lead and manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish team performance plan	1.1 Consult team members to establish a common understanding of team purpose, roles, responsibilities and accountabilities in accordance with organisational goals, plans and objectives 1.2 Develop performance plans to establish expected outcomes, outputs, key performance indicators (KPIs) and goals for work team 1.3 Support team members in meeting expected performance

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ELEMENT	PERFORMANCE CRITERIA
	outcomes
2. Develop and facilitate team cohesion	2.1 Develop strategies to ensure team members have input into planning, decision making and operational aspects of work team 2.2 Develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities 2.3 Provide feedback to team members to encourage, value and reward individual and team efforts and contributions 2.4 Develop processes to ensure that issues, concerns and problems identified by team members are recognised and addressed
3. Facilitate teamwork	3.1 Encourage team members and individuals to participate in and to take responsibility for team activities, including communication processes 3.2 Support the team in identifying and resolving work performance problems 3.3 Ensure own contribution to work team serves as a role model for others and enhances the organisation's image for all stakeholders
4. Liaise with stakeholders	4.1 Establish and maintain open communication processes with all stakeholders 4.2 Communicate information from line manager/management to the team 4.3 Communicate unresolved issues, concerns and problems raised by team members and follow-up with line manager/management and other relevant stakeholders 4.4 Evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Reading	1.1, 4.4	• Analyses and interprets textual information from the organisation's policies, goals and objectives to establish team goals or to determine corrective action
Writing	1.2, 2.1, 2.2, 2.4, 4.2, 4.3, 4.4	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	1.1, 2.3, 3.1, 4.1, 4.2, 4.3	• Engages in discussions or provides information using appropriate vocabulary and non-verbal features • Uses listening and questioning techniques to confirm understanding and to engage the audience
Navigate the world of work	1.1, 2.1, 2.2, 3.3	• Understands how own role contributes to broader organisational goals • Modifies or develops policies and procedures to achieve organisational goals
Interact with others	1.1, 1.3, 2.2, 2.3, 3.1, 3.2, 4.2, 4.3	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to gain trust and confidence of team and provides feedback to others in forms that they can understand and use • Adapts personal communication style to build positive working relationships and to show respect for the opinions, values and particular needs of others • Plays a lead role in situations requiring effective collaboration, demonstrating high level conflict resolution skills and ability to engage and motivate others
Get the work done	1.2, 2.1, 2.2, 2.4, 3.2, 4.1, 4.3, 4.4	• Develops, implements and monitors plans and processes to ensure team effectiveness • Monitors and actively supports processes and development activities to ensure the team is focused on work outcomes • Plans for unexpected outcomes and implements creative responses to overcome challenges

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR502 Lead and manage team effectiveness	BSBWOR502B Ensure team effectiveness	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Title change	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR502 Lead and manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use leadership techniques and strategies to facilitate team cohesion and work outcomes including:
  - encouraging and fostering shared understanding of purpose, roles and responsibilities
  - identifying and resolving problems
  - providing feedback to encourage, value and reward others
  - modelling desired behaviour and practices
- develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities
- establish processes to address issues and resolve performance issues
- support team to meet expected performance outcomes including providing formal and informal learning opportunities as needed
- develop performance plans with key performance indicators (KPIs), outputs and goals for individuals or the team which incorporate input from stakeholders
- communicate effectively with a range of stakeholders about team performance plans and team performance
- facilitate two-way flow of information between team and management relevant to team performance
- evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how group dynamics can support or hinder team performance

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- outline strategies that can support team cohesion, participation and performance
- explain strategies for gaining consensus
- explain issue resolution strategies.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- workplace documents
- case studies and, where possible, real situations
- office equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWRK411 Support employee and industrial relations procedures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to communicate and implement industrial relations policies and procedures to effectively represent organisations/employers.

It applies to individuals who work in support positions, assisting others in dealing with industrial relations conflicts and issues.

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

Unit Sector

Workforce Development – Workplace Relations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Communicate and implement organisation's industrial relations policies and procedures	1.1 Source and disseminate relevant legislation, agreements, policies and procedures to relevant persons and groups 1.2 Implement agreements, policies and procedures according to site, enterprise and statutory requirements 1.3 Support strategies to effectively communicate with relevant persons and groups on industrial relations matters 1.4 Promote the organisation's industrial relations procedures to

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ELEMENT	PERFORMANCE CRITERIA
	relevant persons and groups 1.5 Represent the organisation appropriately in discussions with key stakeholders
2. Assist in minimising industrial relations conflict	2.1 Monitor the implementation of industrial relations policies and procedures 2.2 Process documentation and report to management and other relevant parties about potential industrial relations conflicts 2.3 Support managers to contain industrial relations conflicts and deal with grievances and disputes, within limits of own authority 2.4 Work with employees to resolve personal grievances and prevent escalation of industrial relations conflicts 2.5 Work under supervision to source specialist industrial relations expertise
3. Enhance industrial relations	3.1 Trial and implement strategies to monitor the implementation of the organisation's industrial relations policies and procedures 3.2 Implement strategies to facilitate feedback on the industrial climate 3.3 Implement strategies to strengthen relationships with relevant persons and groups 3.4 Provide information and feedback to management on industrial relations 3.5 Provide information and advice to relevant persons and groups

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 3.1	• Comprehends and analyses complex texts from a variety of sources and records to determine relevance to requirements or review implementation of strategies
Writing	1.1, 1.2, 2.1, 2.2, 3.4, 3.5	• Prepares required documents using language and structure appropriate to purpose and audience

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Oral Communication	1.1-1.5, 2.2, 2.4, 2.5, 3.4, 3.5	• Presents information and seeks advice using language and non-verbal features appropriate to audience and context • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Navigate the world of work	1.2, 1.4, 1.5, 2.1, 2.3, 3.1	• Follows policies, procedures and legislative requirements and identifies implications of new legislation or regulation for self and others • Understands responsibilities and limits of own role
Interact with others	1.1, 1.3-1.5, 2.2-2.5, 3.2-3.5	• Selects and uses appropriate conventions and protocols when communicating with co-workers in a range of work contexts • Collaborates and cooperates with others to achieve required outcomes • Uses effective strategies to moderate conflict and negotiate solutions
Get the work done	1.1, 2.1-2.3, 2.5, 3.1, 3.4, 3.5	• Plans and organises tasks required to achieve required outcomes, seeking advice from others when necessary • Makes a range of critical and non-critical decisions in relatively complex situations

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWRK411 Support employee and industrial relations procedures	BSBWRK411A Support employee and industrial relations procedures	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWRK411 Support employee and industrial relations procedures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- locate information required to identify relevant legislation, agreements, policies and procedures in relation to industrial matters
- use effective communication techniques to support the resolution of workplace grievances and conflicts
- provide accurate written and oral advice about industrial matters
- use strategies to monitor and gather feedback on the implementation of industrial relations policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline relevant industrial relations policies and procedures
- summarise grievance resolution policy and procedures
- describe relevant legislation, codes of practice and national standards
- describe the relevant state/territory and federal industrial relations systems
- identify sources of expert advice.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – workplace relations field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace policies and procedures

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- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWRK510 Manage employee relations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage employee and industrial relations matters in an organisation. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations.

It applies to those who are authorised to oversee industrial relations and manage conflict and grievances in an organisation. They will have a sound theoretical knowledge base in human resources management and industrial relations as well as current knowledge of industrial relations trends and legislation.

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

Unit Sector

Workforce Development – Workplace Relations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop employee and industrial relations policies and plans	1.1 Analyse strategic plans and operational plans to determine long term employee relations 1.2 Analyse existing employee relations performance in relation to workforce objectives 1.3 Evaluate options in terms of cost-benefit, risk-analysis and current legislative requirements

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Work with the management team to develop industrial relations policies and plans 1.5 Identify the skills and knowledge needed by management and the workforce to effectively implement these strategies and policies
2. Implement employee relations policies and plans	2.1 Develop an implementation plan and a contingency plan for the employee relations policies and strategies 2.2 Make arrangements for training and development for identified needs to support the employee relations plan 2.3 Undertake associated employee relations activities to reach agreement on changes required by the organisational policies or implementation plan 2.4 Ensure procedures for addressing grievances and conflict are properly documented 2.5 Communicate key issues about procedures for addressing grievances and conflict to stakeholders 2.6 Review employee relations policies and plans to establish whether they are meeting their intended outcomes
3. Manage negotiations to resolve conflict	3.1 Train individuals in conflict-management techniques and procedures 3.2 Identify, and where possible alleviate or eliminate, sources of conflict or grievance according to legal requirements 3.3 Check documentation and other information sources to clarify issues in dispute 3.4 Obtain expert or specialist advice and/or refer to precedents, if required 3.5 Determine desired negotiation outcomes, negotiation strategy and negotiation timeframes 3.6 Advocate the organisation’s position in negotiation to obtain agreement 3.7 Document, and if necessary certify, the agreed outcomes with the relevant jurisdiction 3.8 Implement agreements 3.9 Take remedial action where groups or individuals fail to abide by agreements

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 3.3	• Interprets, critically analyses and applies appropriate strategies to construct meaning from complex texts
Writing	1.4, 2.1, 2.4, 2.5, 3.7	• Displays knowledge of required structure and layout, employing broad vocabulary, grammatical structure and conventions appropriate to purpose and audience
Oral communication	1,4, 2.5, 3.1, 3.6	• Conveys information using language and non-verbal features appropriate to the audience • Employs listening and questioning techniques to clarify and confirm understanding
Numeracy	1.2, 1.3	• Extracts and evaluates the mathematical information embedded in a range of tasks and texts
Navigate the world of work	1.3, 1.4, 2.3, 2.6, 3.2, 3.7	• Modifies or develops organisational policies to achieve organisational goals and comply with legislative requirements • Keeps up to date on changes to legislation or regulations relevant to own rights and responsibilities and considers implications of these
Interact with others	1.4, 2.3, 3.1, 3.2, 3.4, 3.6, 3.9	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Actively builds networks that include key people with expert skills and knowledge • Uses a range of strategies to facilitate an acceptable outcome for all parties where conflicts occur
Get the work done	1.3, 1.4, 1.5, 2.1, 2.2, 2.4, 2.5, 3.2, 3.5, 3.7, 3.8	• Sequences and schedules complex activities, monitors implementation and manages relevant communication • Uses analytical techniques to identify issues and generate possible solutions, seeking input from others as required, before making decisions or implementing solutions • Draws on the diverse perspectives of others to gain insights into current practices and opportunities for change

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWRK510 Manage employee relations	BSBWRK510A Manage employee relations	Updated to meet Standards for Training Packages Minor edits to clarify intent of Performance Criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWRK510 Manage employee relations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- analyse organisational documentation to determine long-term employee relations objectives and current employee relations performance
- collaborate with others to develop and review industrial relations policies and plans
- develop implementation and contingency plans for industrial relations policies
- identify the skills and knowledge needed to implement the plan and organise training and development for self and staff
- document and communicate strategies and procedures for eliminating and dealing with grievances and disputes
- train others in conflict-resolution techniques
- manage industrial relations conflicts, including advocating the organisation's position during negotiations and documenting, implementing and following up agreements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain relevant industrial relations legislation or regulations
- summarise enterprise and workplace bargaining processes
- summarise key entities in the current Australian industrial relations system, including courts and tribunals, trade unions and employer bodies
- identify sources of expert advice.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – workplace relations field of work and include access to:

- awards and enterprise bargaining agreements
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWRT301 Write simple documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, draft and finalise a basic document.

It applies to individuals who apply a broad range of competencies in various work contexts and may exercise some discretion and judgement to produce a range of workplace documentation.

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

Unit Sector

Communication – Writing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan document	1.1 Determine audience and purpose for the document 1.2 Determine the format and structure 1.3 Establish key points for inclusion 1.4 Identify organisational requirements 1.5 Establish method of communication 1.6 Establish means of communication

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ELEMENT	PERFORMANCE CRITERIA
2 Draft document	2.1 Develop draft document to communicate key points 2.2 Obtain and include any additional information that is required
3 Review document	3.1 Check draft for suitability of tone for audience, purpose, format and communication style 3.2 Check draft for readability, grammar, spelling, and sentence and paragraph construction 3.3 Check draft for sequencing and structure 3.4 Check draft to ensure it meets organisational requirements 3.5 Ensure draft is proofread, where appropriate, by supervisor or colleague
4 Write final document	4.1 Make and proofread necessary changes 4.2 Ensure document is sent to intended recipient 4.3 File copy of document in accordance with organisational policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 3.1-3.4, 4.1	• Recognises and interprets a variety of text to determine and confirm task requirements • Proofreads documents checking for grammar, spelling, structure, and suitability of style and format for audience
Writing	2.1, 2.2, 3.1-3.5, 4.1	• Produces and edits basic documents, according to organisational requirements, for a given audience and purpose
Oral Communication	2.2, 3.5	• Uses listening and questioning skills to seek additional information or confirmation of task completion
Navigate the world of work	1.4, 3.4, 4.3	• Understands and complies with organisational policies and procedures

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Interact with others	2.2, 3.5	• Follows accepted communication practices and protocols when seeking information or feedback from others
Get the work done	1.1-1.6, 2.1, 2.2, 3.4, 3.5, 4.1-4.3	• Takes responsibility for planning, sequencing and prioritising tasks to achieve required outcomes • Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWRT301 Write simple documents	BSBWRT301A Write simple documents	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWRT301 Write simple documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0

Performance Evidence

Evidence of the ability to:

- plan, draft and finalise three different simple documents that accurately convey the required basic information in a format suitable for the intended audience and in accordance with organisational policies and procedures for document production.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the process for checking basic grammar, spelling and punctuation
- describe different communication methods
- describe how audience, purpose and method of communication influence the tone of a document.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the communication – writing field of work and include access to:

- office equipment and resources to assist in document production
- organisational policies and procedures
- examples of documents to review.

Assessors must satisfy NVR/AQTF assessor requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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CHCCCS020 Respond effectively to behaviours of concern

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Minimal change to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Application

This unit describes the skills and knowledge required to respond effectively to behaviours of concern of people. Skills are associated with handling difficult incidents rather than managing ongoing behaviour difficulties.

The unit applies to workers in any context exposed to difficult and challenging behaviour.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
1. Identify behaviour and plan response	1.1 Identify behaviours of concern in line with work role and organisation policies and procedures 1.2 Identify appropriate response to potential instances of behaviours of concern 1.3 Ensure planned responses to behaviours of concern maximise the availability of other appropriate staff and resources 1.4 Give priority to safety of self and others in responding

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element* to behaviours of concern
2. Apply response	2.1 Ensure response to instances of behaviours of concern reflect organisation policies and procedures 2.2 Seek assistance as required 2.3 Deal with behaviours of concern promptly, firmly and diplomatically in accordance with organisation policy and procedure 2.4 Use communication effectively to achieve the desired outcomes in responding to behaviours of concern 2.5 Select appropriate strategies to suit particular instances of behaviours of concern
3. Report and review incidents	3.1 Report incidents according to organisation policies and procedures 3.2 Review incidents with appropriate staff and offer suggestions appropriate to area of responsibility 3.3 Access and participate in available debriefing mechanisms and associated support and/or development activities 3.4 Seek advice and assistance from legitimate sources as and when appropriate

Foundation Skills

The Foundation Skills describe those required skills (such as language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCCCS020 Respond effectively to behaviours of concern

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Minimal change to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- effectively dealt with at least 5 different behaviours of concern

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- different behaviours of concern:
  - aggression
  - confusion or other cognitive impairment
  - intoxication
  - intrusive behaviour
  - manipulation
  - noisiness
  - self-destructive behaviour
  - verbal offensiveness
  - wandering
- strategies for dealing with behaviours of concern
- issues needing to be referred to an appropriate professional

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- legal and ethical consideration relevant to recognising and responding to behaviours of concern, including:
  - duty of care
  - human rights
  - work health and safety
- organisation reporting processes

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources including organisation policies and procedures in relation to reporting behaviours of concern
- modelling of industry operating conditions and contingencies, including scenarios that reflect different behaviours of concern

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CPCCCM2007B Use explosive power tools

Modification History

Minor changes made to range statement, including addition of photovoltaic (solar) panels

Equivalent to CPCCCM2007A

Unit Descriptor

This unit of competency specifies the outcomes required to apply safe and effective operation of explosive power tools (EPT), used to fasten materials or fix fasteners to bases. It includes both direct action and indirect action explosive powered fastening tools.

Application of the Unit

This unit of competency supports achievement of skills to safely and effectively use a range of EPT used in the construction industry.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

1	Plan and prepare.	1.1	Work instructions, including plans, specifications, quality requirements and operational details, are obtained, confirmed and applied from relevant ***information*** for ***planning and preparation***.
		1.2	***Safety (OHS)*** requirements are followed in accordance with safety plans and policies.
		1.3	Signage and barricade requirements are identified and implemented.
		1.4	Plant, ***tools and equipment*** selected to carry out tasks are consistent with job requirements, checked for serviceability, and any faults are rectified or reported prior to commencement.
		1.5	Material quantity requirements are calculated in accordance with plans and specifications.
		1.6	***Materials*** appropriate to work application are identified, obtained, prepared, safely handled and located ready for use.
		1.7	***Environmental requirements*** are identified for the project in accordance with environmental plans and ***statutory and regulatory authority*** obligations, and are applied.
2	Set out fasteners.	2.1	***Minimum distances for set out*** from edge of substrate material are adhered to in accordance with legislation, regulations and codes of practice.
		2.2	Material is located and temporarily held or fixed into designed position according to detailed drawings.
3	Use EPT.	3.1	EPT is checked for operation according to manufacturer specifications and safety (OHS) requirements for ***use of EPT***.
		3.2	Fastener is selected according to requirements of job.
		3.3	Charge is selected to assessed requirements for material,

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			base and penetration.
		3.4	***Attachments*** and accessories are installed to EPT in accordance with manufacturer specifications and safety (OHS) requirements.
		3.5	***Fastener and charge*** in EPT are located to manufacturer specifications.
		3.6	EPT operation is carried out and fastener is fixed into place in accordance with manufacturer recommendations, legislation, regulations and codes of practice.
		3.7	Fastening penetration is checked and appropriate depth into material is applied.
		3.8	Power regulating device is adjusted for conditions.
		3.9	Misfire procedures are carried out according to manufacturer recommendations, legislation, regulations and codes of practice.
		3.10	Temporary holding and fixings are removed without damage to material.
4	Secure and store equipment and charges.	4.1	Charges are stored in designated container in accordance with legislation, regulations and codes of practice and used charges are recorded.
		4.2	Unused fasteners, the EPT and attachments are stored in a carry case in line with manufacturer recommendations.
		4.3	Logbook is checked and maintenance recorded according to manufacturer recommendations.
5	Maintain EPT and kit.	5.1	Safety features of tools are checked for serviceability in accordance with manufacturer operating manual.
		5.2	Tools are cleaned and lubricated to manufacturer recommendations.
		5.3	Periodic maintenance service is carried out to manufacturer specifications.
		5.4	Diminished stocks of charges and fasteners are

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			replenished to designed effectiveness of EPT kit.
6	Clean up.	6.1	Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.
		6.2	Plant, tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication skills to:
  - determine requirements
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - follow instructions
  - read and interpret:
    - documentation from a variety of sources
    - drawings and specifications
  - report faults
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
  - written skills to record maintenance in logbook
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- numeracy skills to apply measurements and make calculations
- organisational skills, including the ability to plan and set out work
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
  - use a range of mobile technology, such as two-way radio and mobile phones
  - voice and hand signals to access and understand site-specific instructions.

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Required knowledge

Required knowledge for this unit is:

- construction terminology
- EPT materials
- EPT charges and fasteners
- equipment safety manuals and instructions
- job safety analysis (JSA) and safe work method statements
- material safety data sheets (MSDS)
- materials storage and environmentally friendly waste management
- plans, specifications and drawings
- processes for the calculation of material requirements
- quality requirements
- relevant Acts, regulations and codes of practice
- security and storage procedures for equipment and charges
- types, characteristics, uses and limitations of plant, tools and equipment
- workplace and equipment safety requirements.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the ability to: • locate, interpret and apply relevant information, standards and specifications • comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • comply with organisational policies and

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procedures, including quality requirements
- safely and effectively use tools and equipment
- communicate and work effectively and safely with others
- fix metal or timber to a steel, concrete or masonry base on one project of each to job specifications, including:
  - completion of stripping and assembly of the tool
  - completing log of serviceability
  - maintaining and cleaning
  - selecting charges and fasteners applicable to base material and material being fixed
  - misfire procedures
  - using attachments
  - complying with storage and security regulations and OHS requirements for the working environment
  - selecting signage
  - test fire.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the mandatory task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities

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must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information includes:

- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions where specified
- memos
- MSDS
- organisation work specifications and requirements
- plans and specifications
- regulatory and legislative requirements pertaining to using EPT
- relevant Australian standards
- safe work procedures related to using EPT
- signage
- verbal or written and graphical instructions
- work bulletins
- work schedules.

Planning and preparation include:

- work site inspection
- equipment defect identification
- assessment of conditions and hazards
- determination of work requirements.

Safety (OHS) is to be in accordance with legislation, regulations, codes of practice, organisational safety policies and procedures, and project safety plan and may include:

- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- handling of materials
- hazard control
- hazardous materials and substances
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
  - earth leakage boxes

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- lighting
- photovoltaic (solar) panels
- power cables, including overhead service trays, cables and conduits
- restricted access barriers
- surrounding structures
- traffic control
- trip hazards
- work site visitors and the public
- working at heights
- working in confined spaces
- working in proximity to others
- working with dangerous materials

- organisational first aid
- personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices
- use of firefighting equipment
- use of tools and equipment
- workplace environment and safety.

Tools and equipment may include:

- direct action EPT
- indirect action EPT
- clamps and levels.

Materials include:

- timber
- metals
- patented fasteners.

Environmental requirements include:

- clean-up management
- noise and dust
- vibration
- waste management.

Statutory and regulatory authorities include:

- federal, state and local authorities administering applicable Acts, regulations and codes of practice.

Minimum distance for set out of

- regulated minimum distances
- bases, including concrete, masonry or steel.

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fasteners is to be in accordance with:

Use of EPT includes:

- stripping and assembling tools
- completing log of serviceability
- maintaining and cleaning tools
- selecting charges and fasteners applicable to the base material and material being fixed
- misfire procedures
- using attachments
- complying with storage and security regulations and OHS requirements for the working environment
- selecting signage
- test fire.

Attachments include:

- channel, rebate and other manufacturer attachments.

Fastener and charge include:

- firing a test shot with misfire procedures, complying with the regulated safety procedure for misfire.

Unit Sector(s)

Functional area

Unit sector Construction

Custom Content Section

Not applicable.

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CPCCCM2008B Erect and dismantle restricted height scaffolding

Modification History

Photovoltaic (solar) panels added to range statement

Equivalent to CPCCCM2008A

Unit Descriptor

This unit of competency specifies the outcomes required to erect and dismantle restricted height scaffolding to provide work platforms for various occupational applications. It includes placement of safety barriers and only involves modular scaffolding restricted to a height of 4 metres.

Application of the Unit

This unit of competency supports achievement of skills to handle, erect and dismantle a range of restricted height scaffolding systems, which may include working with others and as a member of a team.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of

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performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1	Plan and prepare.	1.1	Work instructions, including plans, specifications, quality requirements and operational details, are obtained from relevant sources of ***information***, confirmed and applied for ***planning and preparation*** purposes.
		1.2	***Workplace health and safety (WHS)*** requirements are followed in accordance with safety plans and policies.
		1.3	Signage and barricade requirements are identified and implemented.
		1.4	Plant, ***tools and equipment*** are selected to carry out tasks consistent with job requirements, are checked for serviceability, and any faults are rectified or reported prior to commencement.
		1.5	***Scaffolding*** quantity requirements are calculated in accordance with plans, specifications and ***quality requirements***.
		1.6	Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.
		1.7	***Environmental requirements*** are identified for the project in accordance with environmental plans and ***statutory and regulatory authority*** obligations, and are applied.
2	Erect scaffolding.	2.1	***Purpose for scaffolding*** is confirmed and associated work tasks are identified.
		2.2	Expected loading on scaffold and supporting structure is determined using load tables.
		2.3	Site access and egress routes are identified.
		2.4	Scaffolding and components are selected and inspected

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			with damaged components labelled and rejected or repaired.
		2.5	Adequate footing is established in accordance with Australian standard for scaffolding.
		2.6	Scaffolding is erected in accordance with regulations, planned hazard prevention and control measures, acceptable safe work practices and manufacturer requirements.
3	Inspect, repair and alter scaffolding.	3.1	Critical structural and safety areas of scaffolding are inspected for damage, corrosion and wear.
		3.2	Current use of scaffolding is checked for compliance with type of scaffolding equipment.
		3.3	Inspection log and handover are completed.
		3.4	Scaffolding is reviewed to determine if changes or modifications were scheduled as per original planning.
		3.5	Alteration or repair is carried out where specified.
4	Dismantle scaffolding.	4.1	Scaffolding is dismantled using reverse procedure as for erection.
5	Clean up.	5.1	Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.
		5.2	Plant, tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

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Required skills for this unit are:

- communication skills to:
  - determine requirements
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - follow instructions
  - read and interpret:
    - documentation from a variety of sources
    - drawings and specifications
  - report faults
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
  - written skills to record maintenance in logbooks
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- numeracy skills to apply measurements and make calculations
- organisational skills, including the ability to plan and set out work
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
  - use a range of mobile technology, such as two-way radio and mobile phones
  - voice and hand signals to access and understand site-specific instructions.

Required knowledge

Required knowledge for this unit is:

- general construction terminology
- job safety analysis (JSA) and safe work method statements
- material safety data sheets (MSDS)
- materials storage and environmentally friendly waste management
- plans, specifications and drawings
- processes for the calculation of material requirements
- quality requirements
- relevant Acts, regulations and codes of practice
- scaffolding equipment
- scaffolding techniques
- shifting devices
- types, characteristics, uses and limitations of plant, tools and equipment
- workplace and equipment safety requirements.

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Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- complete planning, erection and dismantling of a modular scaffolding system, in accordance with JSA and safe work method statements and regulations, including a minimum of:
  - three bays (one with a return)
  - one lift with ladder
  - fall and edge protection.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

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Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the mandatory task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further

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learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information includes:

- diagrams or sketches
- engineers' design specifications and manufacturer specifications and instructions, where specified
- instructions issued by authorised organisational or external personnel
- memos
- MSDS
- regulatory and legislative requirements pertaining to erecting and dismantling restricted height scaffolding
- relevant Australian standards
- safe work procedures related to erecting and dismantling restricted height scaffolding
- signage
- verbal or written and graphical instructions
- work bulletins
- work schedules, plans and specifications.

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Planning and preparation include:

- work site inspection, equipment defect identification, assessment of conditions and hazards, and determination of work requirements
- erection of scaffolding to a maximum height of 4 metres, including placement, sequencing, squaring, levelling and the reverse for dismantling
- establishment of footings, including review of JSAs to determine bearing capacity of ground or working surfaces
- alteration and repair, which may be required due to storm damage, accidents, misuse and process changes.

Workplace health and safety is to be in accordance with legislation, regulations, codes of practice, organisational safety policies and procedures, and project safety plan and may include:

- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- handling of materials
- hazard control
- hazardous materials and substances
  - safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
  - earth leakage boxes
  - lighting
  - photovoltaic (solar) panels
  - power cables, including overhead service trays, cables and conduits
  - restricted access barriers
  - surrounding structures
  - traffic control
  - trip hazards
  - work site visitors and the public
  - working at heights
  - working in confined spaces
  - working in proximity to others
  - working with dangerous materials
- organisational first aid
- personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices
- use of firefighting equipment
- use of tools and equipment

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	• workplace environment and safety.
Tools and equipment include:	• aluminium modular scaffolding equipment • hammers • ladders • scaffolding planks • shovels and spanners • spirit levels • steel box spanners • tape measures.
Scaffolding type and quantity requirements:	• types of restricted height scaffolding may include systems scaffolding, A frame, H frame, tube and coupler, and aluminium (and modular to a maximum height of 4 metres).
Quality requirements include relevant regulations, including:	• Australian standards • internal company quality policy and standards • manufacturer specifications, where specified • workplace operations and procedures.
Environmental requirements include:	• clean-up protection • noise and dust • waste management.
Statutory and regulatory authorities include:	• federal, state and local authorities administering applicable Acts, regulations and codes of practice.
Purpose for scaffolding includes:	• work platforms for various occupational applications.

Unit Sector(s)

Functional area

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Unit sector Construction

Custom Content Section

Not applicable.

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CPCCCM2010B Work safely at heights

Modification History

Photovoltaic (solar) panels added to range statement

Equivalent to CPCCCM2010A

Unit Descriptor

This unit of competency specifies the outcomes required to work safely on construction sites where the work activity involves working above 1.5 metres from ground level and where fall protection measures are required.

Application of the Unit

Construction work is undertaken on domestic and commercial work sites within new construction, renovation or refurbishment, and maintenance.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

1	Identify work area requirements.	1.1	Site of proposed ***work at heights*** is identified from relevant ***information***.
		1.2	Method of accessing work area is identified.
		1.3	Tasks to be completed are identified from work orders and supervisor instructions.
		1.4	Fall protection equipment is identified if required by site job ***workplace health and safety (WHS)*** analysis and ***statutory and regulatory*** requirements.
		1.5	Approved methods of moving tools and equipment to work area are identified to minimise potential of falling objects, removal of scaffold components, inappropriate carrying of materials on ladders, and excessive bending or twisting in pass-up situations.
2	Access work area.	2.1	Fall protection equipment where required is correctly fitted, adjusted and anchored.
		2.2	Arrangements are made to appropriately install required equipment taking account of all potential ***hazards***.
		2.3	Appropriate methods are used to access work area for self, ***tools and equipment***, and ***materials***.
		2.4	Tools and materials are placed to eliminate or at least minimise the risk of items being knocked down.
3	Conduct work tasks.	3.1	Work is conducted following workplace approved procedures.
		3.2	Fall protection equipment is kept in place and adjusted appropriately to cater for movement during work.
		3.3	Scaffold components and fall barriers are kept in place during work.
		3.4	Egress from work area is completed following work site supervisor approved methods for self, tools, materials

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and ***environmental requirements***.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
- organisational skills, including the ability to plan and set out work
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
  - use a range of mobile technology
  - voice and hand signals to access and understand site-specific instructions.

Required knowledge

Required knowledge for this unit is:

- construction terminology
- job safety analysis (JSA) and safe work method statements
- material safety data sheets (MSDS)
- quality requirements
- types, characteristics, uses and limitation of plant, tools and equipment
- workplace and equipment safety requirements.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment

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Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- select and use appropriate height access and fall protection equipment and work methods, including inspecting fall protection equipment, scaffold and fall barriers for faults
- apply knowledge of industry products to identify:
  - manual handling risks
  - types of lifting and support structures approved for use
- modify work activities to cater for variations in work site procedures, contexts and environment and use appropriate behaviour for safe work at heights
- use safe handling requirements, based on information provided, for equipment, products and materials.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement

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- realistic tasks or simulated tasks covering the mandatory task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning

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experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Work at heights includes:

- assessment of conditions and hazards
- determination of work requirements
- identification of equipment defects
- inspection of work sites.

Information includes:

- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- material safety data sheets (MSDS)
- memos
- signage
- verbal or written and graphical instructions
- work bulletins
- work schedules, plans and specifications.

Workplace health and safety is to be in accordance with state or territory legislation and regulations, organisational safety policies and procedures, and project safety plan

- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- handling of materials
- hazard control

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and may include:

- hazardous materials and substances
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
  - earth leakage boxes
  - lighting
  - photovoltaic (solar) panels
  - power cables, including overhead service trays, cables and conduits
  - restricted access barriers
  - surrounding structures
  - traffic control
  - trip hazards
  - work site visitors and the public
  - working in confined spaces
  - working in proximity to others
  - working with dangerous materials
- organisational first aid
- personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices
- relevant OHS legislation applying in the jurisdiction where work is carried out, including:
  - AS6001 - 1999 Working platforms for domestic application
  - AS1576 - Scaffolding
  - AS/NZS4576 - 1995 Guidelines for scaffolding
- use of tools and equipment
- workplace environment and safety.

Statutory and regulatory authorities include:

- federal, state and local authorities administering applicable Acts, regulations and codes of practice.

Hazards include:

- air temperature
- construction activity involving other workers and contractors
- dust and vapours
- electrical equipment
- energy sources
- equipment and materials
- hazardous materials

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- light
- manual handling
- moisture
- noise
- pholtovoltaic (solar) panels
- stationary and moving plant
- work at heights.

Tools and equipment include:

- air compressors and hoses
- hand and power tools
- nail guns
- power leads
- scaffolding.

Materials include:

- materials used on the construction work site.

Environmental requirements include:

- clean-up management
- noise and dust
- vibration
- waste management.

Unit Sector(s)

Functional area

Unit sector Construction

Custom Content Section

Not applicable.

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CPCCCM3003A Work safely around power sources, services and assets

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to work with or operate plant in or around close proximity of power sources, services and assets for the general safety of personnel and equipment. It includes all occupational areas that may require working near electricity.

Application of the Unit

Application of the unit	This unit of competency supports achievement of skills and knowledge to work safely around power sources when undertaking construction tasks.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry

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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare.	1.1. Work instructions, including plans, specifications, quality requirements and operational details, are obtained, confirmed and applied from relevant ***information*** for ***planning and preparation***. 1.2. ***Safety*** (***OHS***) requirements are followed in accordance with safety plans and policies. 1.3. Signage and barricade requirements are identified and implemented. 1.4. ***Plant***, ***tools and equipment*** are selected to carry out tasks are consistent with job requirements, checked for serviceability, and any faults are rectified or reported prior to commencement. 1.5. ***Environmental requirements*** are identified for the project in accordance with environmental plans and ***statutory and regulatory authority*** obligations, and are applied.
2. Apply safe work practices.	2.1. Relevant authorities are contacted to identify ***electrical sources*** and type. 2.2. Plant is positioned according to work method statement and job safety analyses (JSAs). 2.3. Plant procedures are followed to comply with work method statement and JSAs. 2.4. Work is conducted in or around the power source,

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ELEMENT	PERFORMANCE CRITERIA
	service or asset. 2.5. Personnel, plant and equipment are retracted from powered area following safe work method statement and JSAs.
3. Clean up.	3.1. Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification. 3.2. Plant, tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices. 3.3. Work completion procedures are applied and relevant personnel are notified that work is finished.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication skills to:
  - determine requirements
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - follow instructions
  - identify electrical source and type from relevant authorities
  - read and interpret:
    - documentation from a variety of sources
    - drawings and specifications
  - report faults
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- numeracy skills to apply measurements and make calculations
- organisational skills, including the ability to plan and set out work

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REQUIRED SKILLS AND KNOWLEDGE

- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
  - use a range of mobile technology, such as two-way radio and mobile phones
  - voice and hand signals to access and understand site-specific instructions.

Required knowledge

Required knowledge for this unit is:

- construction terminology
- electrical safety on construction work sites
- first aid including cardiopulmonary resuscitation (CPR)
- JSA and safe work method statements
- material safety data sheets (MSDS)
- materials storage and environmentally friendly waste management
- plans, specifications and drawings
- quality requirements
- site specific emergency procedures
- types, characteristics, uses and limitations of plant, tools and equipment
- working at heights
- working with electrical power techniques
- workplace and equipment safety requirements.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.
Critical aspects for assessment	A person who demonstrates competency in this

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EVIDENCE GUIDE

and evidence required to demonstrate competency in this unit	unit must be able to provide evidence of the ability to: • locate, interpret and apply relevant information, standards and specifications • comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • comply with organisational policies and procedures, including quality requirements • safely and effectively use tools, plant and equipment • communicate and work effectively and safely with others • contact relevant authorities • apply work method statements and JSAs to oversee plant positioning and operation for one project, including erection and/or placement of barriers and safeguards.
Context of and specific resources for assessment	This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints. Assessment of essential underpinning knowledge will usually be conducted in an off-site context. Assessment is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • an induction procedure and requirement • realistic tasks or simulated tasks covering the mandatory task requirements • relevant specifications and work instructions • tools and equipment appropriate to applying safe work practices • support materials appropriate to activity • workplace instructions relating to safe work practices and addressing hazards and emergencies • material safety data sheets • research resources, including industry related systems information. Reasonable adjustments for people with disabilities must be made to assessment processes

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EVIDENCE GUIDE

	where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.
Method of assessment	Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments. Validity and sufficiency of evidence requires that: • competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace • where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge • all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence. Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. Supplementary evidence of competency may be obtained from relevant authenticated

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EVIDENCE GUIDE

	documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information includes:	• verbal or written and graphical instructions • diagrams or sketches • instructions issued by authorised organisational or external personnel • manufacturer specifications and instructions where specified • memos • MSDS • organisation work specifications and requirements • plans and specifications • regulatory and legislative requirements pertaining to working safely around power • relevant Australian standards • safe work procedures related to working safely around power • signage • work bulletins • work schedules.
Planning and preparation include:	• work site inspection • equipment defect identification • assessment of conditions and hazards • determination of work requirements.
Safety (***OHS***) is to be in accordance with legislation,	• emergency procedures, including extinguishing fires, organisational first aid

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RANGE STATEMENT

regulations, codes of practice, organisational safety policies and procedures, and project safety plan and may include:	requirements and evacuation
	• handling of materials
	• hazard control
	• hazardous materials and substances
	• safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
	  • earth leakage boxes
	  • lighting
	  • power cables, including overhead service trays, cables and conduits
	  • restricted access barriers
	  • surrounding structures
	  • traffic control
	  • trip hazards
	  • work site visitors and the public
	  • working at heights
	  • working in confined spaces
	  • working in proximity to others
	  • working with dangerous materials
	• organisational first aid
	• personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices
	• use of firefighting equipment
	• use of tools and equipment
	• workplace environment and safety.

Signage and barricade requirements include:	• barricades • isolation • other physical barriers • site safety signage.
Plant includes:	• back hoes • booms • cranes • EWPs • excavators • scaffold.
Tools and equipment include:	• those associated with the task at hand.
Environmental requirements	• clean-up protection

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RANGE STATEMENT

include:	• noise and dust • vibration • waste management.
Statutory and regulatory authorities:	• include federal, state and local authorities administering applicable Acts, regulations and codes of practice • must include federal, state and local electrical authorities.
Electrical sources include:	• distribution towers • generators • poles • sub-stations • temporary services • train and tram assets • transmission towers • underground and overhead wires • underground conductors • all other services, sources and assets.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area

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CPCCCO3054A Operate concrete agitator trucks

Modification History

This version first released with CPC08 Construction, Plumbing and Services Training Package Version 9.

- Changes to unit title, performance criteria, required skills and knowledge, range statement, and methods of assessment
- Range of other minor editorial changes

Not equivalent to CPCCCO3034A Conduct concrete agitator truck operations

Unit Descriptor

This unit of competency specifies the outcomes required to operate concrete agitator trucks in support of construction projects.

The unit covers planning and preparing for work, conducting operational checks, safely and effectively operating a concrete agitator truck and associated equipment for a range of mandatory tasks, and conducting operator maintenance and work finalisation activities. The unit may include working with others and as a member of a team.

Application of the Unit

This unit of competency supports the role of those who operate concrete agitator trucks used to supply concrete for residential, commercial or civil construction sites.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to concreting work in different states and territories. Candidates are advised to consult with the relevant regulatory authorities.

Pre-Requisites

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1	Plan and prepare.	1.1	Work instructions, ***work health and safety (WHS) requirements*** and other ***information*** relevant to the work are identified, confirmed and applied for ***planning and preparation*** purposes.
		1.2	***Tools and equipment*** consistent with job requirements are selected and checked for serviceability, and faults are rectified and reported before work begins.
		1.3	Materials appropriate to the work application are obtained, prepared, safely handled and located ready for use.
		1.4	***Environmental requirements*** are identified for the project according to environmental plans and regulatory obligations.
2	Conduct machine pre-operational checks.	2.1	Pre-start, start-up, park and shut-down procedures, including emergency shut-down procedures, are carried out according to manufacturer and site-specific requirements.
		2.2	Vehicle controls and ***functions*** are checked for serviceability and faults are rectified and reported.
		2.3	***Agitator controls*** and functions are checked for serviceability, and faults are rectified and reported.
3	Operate the	3.1	Site hazards associated with truck operations are identified and safe operating techniques are used to

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	agitator truck.		minimise risk.
		3.2	Engine power is managed to ensure efficiency of concrete agitator truck movements and to minimise damage to the engine and gears.
		3.3	Engine power is coordinated with gear selection ensuring smooth transition and operation within torque range.
		3.4	Truck is operated to work instructions according to company operating procedures.
		3.5	Road and traffic conditions are monitored taking into account road standards, traffic flow, distance and load, and ensuring no injury to people or damage to property, equipment, loads and facilities.
		3.6	Truck is brought to a halt smoothly, using the engine retarder, gears and brakes and minimising the wear and tear on vehicle.
4	Load, transport and discharge concrete.	4.1	Concrete agitator truck is positioned at load and ***discharge points*** with a minimum of manoeuvres.
		4.2	Concrete agitator truck is loaded to within authorised carrying capacity of ***concrete mixes*** to suit the site and task conditions.
		4.3	Concrete agitator truck is moved from loading to discharge point safely and smoothly avoiding surge and sway.
		4.4	***Concrete is discharged*** according to task specifications.
		4.5	Discharge systems, including chutes and adaptors, are monitored and maintained throughout the operations.
5	Carry out driver maintenance.	5.1	Concrete agitator truck is safely parked, prepared for ***maintenance*** and shut down as per manufacturer manual and organisational requirements.
		5.2	Inspection and fault finding are conducted according to manufacturer specifications and recorded according to organisational procedures.

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		5.3	Defective parts are removed and replaced safely and effectively according to manufacturer instructions.
		5.4	Regular programmed maintenance tasks are carried out according to manufacturer and organisational requirements.
6	Clean up.	6.1	Work area is cleared and materials disposed of, reused or recycled according to project environmental management plan.
		6.2	Vehicle, bowl, tools and equipment are cleaned, checked, maintained and stored according to manufacturer recommendations and standard work practices.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- learning skills to:
  - evaluate own actions and make judgments about performance and necessary improvements
  - respond to change, such as differences in work site, and environmental and quality requirements
- numeracy skills to calculate and confirm correct quantities of materials for work tasks
- oral communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, and share information
  - report work site hazards to appropriate personnel, including faults in tools, equipment or materials
  - use language and concepts appropriate to cultural differences
- reading skills to:
  - interpret documentation, including drawings and specifications
  - understand written instructions, procedures and signage
  - interpret manufacturer instructions for safely handling tools and equipment
- writing skills to complete pre-operational checklists and equipment fault forms

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Required knowledge

- characteristics, technical capabilities and limitations of concrete agitator truck systems:
  - operational, maintenance and basic diagnostic procedures
  - safe operating techniques in all terrain
- construction activity sequences relating to concreting operations
- general construction terminology
- types, location and usage of relevant safety information:
  - job safety analyses (JSA) and safe work method statements (SWMS)
  - safety data sheets (SDS)
  - safety manuals and instructions for plant, tools and equipment
  - signage
  - environmental and work site safety plans
- quality requirements relating to the operation of a concrete agitator truck
- requirements for safe handling of materials
- site and equipment safety requirements, including site isolation and traffic control responsibilities and authorities
- state or territory regulatory requirements relating to concrete agitator truck operations

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed by observation in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person should demonstrate the ability to:

- conduct concrete agitator truck operations, over not less than three shifts and two different sites, including the safe and effective:
  - positioning of the vehicle at the load point
  - loading and transporting of concrete
  - discharging of concrete at work site to specification
  - discharging directly to site
  - discharging to wheelbarrow and hopper
  - applying emergency procedures
- conduct authorised operator maintenance

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- locate, interpret and apply relevant information, standards and specifications relating to concrete agitator truck operations
- comply with site safety plans and procedures
- comply with organisational policies and procedures, relating to concrete agitator truck operations, including quality requirements
- communicate and work effectively and safely with others during each stage of the concrete agitator truck operation.

Context of and specific resources for assessment

Assessment of this unit:

- must be in the context of the work environment
- may be conducted in an off-site context, provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills
- must meet relevant compliance requirements.

Resource implications for assessment include:

- an induction procedure
- realistic tasks or simulated tasks covering the mandatory task requirements
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe work practices and addressing hazards and emergencies
- safety data sheets.

Method of assessment

Assessment for this unit must verify the practical application of the required skills and knowledge, using a combination of the following methods:

- direct observation of tasks in real or simulated work conditions
- questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- review of relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Guidance information for assessment

This unit could be assessed on its own or in combination with other units relevant to the job function.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the

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provision of appropriate assessment support.

Assessment processes and techniques should, as far as is practical, take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Work health and safety requirements must comply with state and territory legislation and regulations and project safety plan, and may include:

- assistance of others or the use of manual or mechanical lifting devices with handling activities where size, weight or other issues, such as disability, are a factor
- emergency procedures, including extinguishing fires, organisational first aid requirements, and evacuation procedures
- hazard control
- hazardous materials and substances
- hazards and risks, including uneven or unstable terrain, trees, fires, overhead services, bridges, buildings, excavations, traffic, embankments, structures and hazardous materials
- personal protective equipment (PPE) prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
  - earth leakage boxes
  - lighting
  - power cables, including overhead service trays, cables and conduits
  - signage and restricted access barriers
  - surrounding structures
  - traffic control
  - trip hazards
  - work site visitors and the public
  - working at heights
  - working in confined spaces
  - working in proximity to others

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	• working outdoors in warm climates • safe parking practices, including ensuring access ways are clear; and that equipment and machinery are clear of overhangs and refuelling sites, a safe distance from excavations, and secured from unauthorised access or movement • use of firefighting equipment • use of tools and equipment • workplace environmental requirements and safety.
Information may include:	• instructions issued by authorised organisational and external personnel • memos • regulatory and legislative requirements relating to operation of concrete agitator trucks on construction sites • relevant Australian standards • safe work procedures relating to operation of concrete agitator trucks on construction sites • safety data sheets • signage • verbal, written and diagrammatic instructions, including manufacturer specifications and instructions where specified • work bulletins • work schedules, plans and specifications.
Planning and preparation must include:	• assessing conditions and hazards • determining work requirements and safety plans and procedures • identifying and rectifying equipment defects • inspecting work sites.
Tools and equipment must include:	• hand tools and maintenance equipment associated with the particular concrete agitator truck.
Environmental requirements may include:	• clean-up management • dust and noise control • stormwater management • vibration management • waste management.
Functions must include:	• brakes • manoeuverability • steering.
Agitator controls:	• relate to speed, revolutions, forward and return • may be air, mechanical or electrically actuated.
Discharge points:	• must include: • directly to site

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- into a wheelbarrow and hopper
- may include into a kibble.

Concrete mixes:

- may be relatively dry or increasingly wet
- will include block-fill, pool mix, topping, slab, footing and kerb and guttering.

Maintenance:

- must include:
  - authorised servicing
  - cleaning
  - monitoring, recording and reporting faults
- may include:
  - conducting authorised minor replacements
  - providing assistance to maintenance personnel during maintenance and repair activities.

Unit Sector(s)

Concreting

Custom Content Section

Not applicable.

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CPCCLDG3001A Licence to perform dogging

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit specifies the outcomes required to perform slinging techniques, including the selection and inspection of lifting gear and/or the directing of the crane operator in the movement of the load when the load is out of view of the crane/ operator for licensing purposes.

Application of the Unit

Application of the unit

This unit covers the scope of work to demonstrate competency in the application of slinging techniques, selection and inspection of lifting gear and/or the directing of the crane/ operator in the movement of the load.

This unit is based upon the National Standard for Licensing Persons Performing High Risk Work.

This unit in its current form meets state and territory licensing requirements. Any alteration will result in a unit which is not acceptable to regulators for the purpose of licensing.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units Nil

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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan job.	1.1. ***Site information*** is obtained and related to the task. 1.2. ***Hazard*** s and potential hazards associated with the slinging and directing of loads are identified. 1.3. ***Hazard control measures*** consistent with ***appropriate standards*** are identified to ensure the safety of personnel and equipment. 1.4. The weight, dimensions and centre of gravity of the load are identified and assessed. 1.5. Suitable lifting/slinging points on the load are identified. 1.6. Appropriate ***lifting equipment*** needs are assessed. 1.7. Appropriate ***communication methods*** are assessed with ***crane***/ operators and other ***appropriate personnel***. 1.8. Manufacturer's specifications/information is obtained for special loads where necessary.
2. Select and inspect equipment.	2.1. Lifting equipment appropriate to the task is selected. 2.2. Lifting equipment is inspected for serviceability. 2.3. Damaged or excessively worn lifting equipment is identified, labelled and rejected.

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ELEMENT	PERFORMANCE CRITERIA
	2.4. Appropriate communication methods for the crane/operator and appropriate personnel are selected.
	2.5. Appropriate ***communication equipment*** is selected and its serviceability is checked.
	2.6. Appropriate ***personal protective equipment*** (PPE) is selected and checked.
3. Prepare site and equipment.	3.1. Hazard prevention/control measures are applied consistent with appropriate standards to ensure the safety of personnel and equipment.
	3.2. Appropriate slinging method is selected.
	3.3. Lifting equipment is prepared and assembled where appropriate.
	3.4. Load destination is prepared.
4. Perform task.	4.1. Lifting equipment is attached and secured to the lifting hook using appropriate techniques.
	4.2. Lifting hook is positioned over the load centre of gravity.
	4.3. Lifting equipment is attached and secured to the load in an appropriate manner.
	4.4. Tag line is attached and secured where appropriate.
	4.5. Test lift is conducted to ensure security of load.
	4.6. Load is moved maintaining stability and control at all times.
	4.7. Appropriate communication methods and ***communication signals*** are applied to safely coordinate the load movement both within sight and out-of-sight of crane operator.
	4.8. The load is landed to ensure that it is stable and secure from movement.
	4.9. Lifting equipment is removed or disconnected from load and prepared for next task or storage.
5. Shut down job and clean up.	5.1. Unserviceable lifting equipment inspected and rejected.
	5.2. ***Defective equipment*** is isolated and tagged.
	5.3. Lifting equipment is stored in accordance with procedures and appropriate standards.
	5.4. Hazard prevention/control measures are removed where appropriate.
	5.5. Excess materials from the work area are removed (where applicable).

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ELEMENT	PERFORMANCE CRITERIA
	5.6. Defects are reported and recorded according to procedures and appropriate action is taken.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication techniques in the workplace including whistles, hand signals and use of fixed channel two-way radios
- communication skills at a level sufficient to communicate with other site personnel
- calculate rated capacity of lifting equipment
- apply different methods for making temporary connections to loads using fibre and synthetic ropes
- ability to interpret rated capacity and working load limit tags
- hazard identification and control
- slinging techniques
- selection and inspection of lifting equipment
- directing crane operators in the moving of loads in a safe manner, using a slewing crane
- inspection and care of a wide range of lifting equipment to appropriate Australian Standards and/or manufacturer's specifications.

Required knowledge

Required knowledge for this unit is:

- appropriate mathematical procedures for estimation and measurement of loads
- basic knowledge of types of cranes and their functions
- Commonwealth, state or territory OHS legislation, standards and codes of practice relevant to the full range of techniques for undertaking dogging activities
- load stability and safety factors in line with manufacturer's specifications
- types of lifting equipment and slinging techniques for use, and their limitations and performance in a wide range of conditions (including but not limited to slings, beams, accessories, clamps, work-boxes, bins and pallets)
- understanding of the hierarchy of control.

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Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Successful assessment of this unit meets the competency requirement of the National Standard for licensing Persons Performing High Risk Work. State/Territory OHS regulators have mandated the use of Assessment Instruments and Instructions for Assessment of this unit which have been endorsed by the national body responsible for OHS matters.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the ability to: • comply with Commonwealth, state or territory OHS legislation, standards relevant to safe dogging and crane operations. • communicate and work safely with others in the work area. • apply Hazard prevention and control measures consistent with appropriate standards. • apply to move loads in conjunction with cranes including, the reading of tags, slinging, loading, directing and landing loads with a slewing mobile crane with a telescopic boom and a winch, in and out of sight of the crane/ operator, moving four loads of varying shapes, sizes and weights. • use fibre and/or synthetic rope as tag lines, and connecting to loads using clove hitch, rolling hitch, bowline and single sheetbend. • conduct pre and post operational checks of the lifting equipment.
Context of and specific resources for assessment	• Assessment of the safe and effective application of knowledge and skill to workplace tasks (performance) must be undertaken using the national OHS endorsed Assessment Instrument • Assessment of performance must be

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EVIDENCE GUIDE

	undertaken either in the workplace or in a realistically simulated workplace setting
	• Assessors must ensure that the assessment in the workplace is organised through a workplace supervisor to ensure that all the required equipment and materials and a suitable working area is made available to suit the assessment and the workplace
	• Assessment must occur under standard and authorised work practices, safety requirements and environmental constraints
	• Assessment is to comply with the requirements of any relevant Standards or operating procedures for dogging activities
	• Applicants must have access to:
	  • personal protective equipment (PPE) for the purpose of the performance assessment.
	  • four different loads as prescribed in the endorsed assessment instrument
	  • lifting and associated equipment
	  • suitable slewing crane
	  • communication equipment (eg. fixed channel, two-way radios) as applicable.

Method of assessment	Assessment must be conducted using the national OHS endorsed Assessment Instrument. This Instrument provides instruction on the application of the assessment. Assessment may be in conjunction with the assessment of other units of competency. The use of **'simulators'** in the assessment of this unit of competency is **not acceptable**. Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge. Assessment must confirm a reasonable inference that competency is not only able to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.
Guidance information for assessment	Further information about endorsed Assessment Instruments may be obtained from state/territory OHS regulators.

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Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Site informationmay include but not be limited to	• local conditions such as access and egress • work method statements.
Hazards may include but not limited to:	• ground stability (eg. ground condition, recently filled trenches, slopes) • overhead hazards (e.g. power lines, service pipes, trees, buildings, etc) • insufficient lighting • traffic (e.g. pedestrians, vehicles, plant) • weather (e.g. wind, lightning, storms) • other specific hazards (e.g. trip hazards, heights, radio interference, etc).
Hazard prevention/control measures	The systematic process of eliminating or reducing the risk to personnel and property through the application of controls. It includes the application of the hierarchy of controls, including: 1. elimination. 2. substitution. 3. isolation. 4. engineered control measures. 5. safe work practices. 6. personal protective equipment.
Appropriate standard s may include:	• codes of practice • legislation • Australian Standards • manufacturer's specifications • industry standards.

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RANGE STATEMENT

Lifting Equipment may include but not limited to:	• fibre ropes • wire ropes • chain • wire and synthetic slings • shackles • eyebolts • beam clamps • plate clamps • spreader beams • lifting beams • pallet forks and cages • concrete kibbles • personnel boxes.
Communication Methods may include but are not limited to:	• written instructions • signage, • hand signals • listening • questioning to confirm understanding • appropriate worksite protocol.
Cranes may include but not limited to:	• tower cranes (including self erecting) • portal boom cranes • vehicle loading cranes • slewing mobile cranes • non-slewing cranes • derrick cranes.
Appropriate personnel may include but are not limited to:	• supervisors • colleagues • managers who are authorised to take responsibility for the workplace or operations.
Communication Equipment may include but not limited to:	• fixed channel two-way radios • whistles • bells.
Personal protective equipment (PPE) may include but not limited to:	• hard hat • safety boots • gloves • high visibility clothing • reflective vest • relevant breathing, hearing, sight, skin and sun protection.
Load destination may include but	• ground

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RANGE STATEMENT

not limited to:	• loading platforms • suspended floors • vehicles.
Communication signals may include but not limited to:	• stop - hand • stop - whistle • hoist up - hand • hoist up - whistle • hoist down - hand • hoist down - whistle • luff boom down - hand • luff boom down - whistle • luff boom up - hand • luff boom up - whistle • telescope out - hand • telescope out - whistle • telescope in - hand • telescope in - whistle • slew left - hand • slew left - whistle • slew right - hand • slew right - whistle.
Defective Equipment may include but not limited to:	• excessive wear • damage • stretched • broken wires • cut/damaged fibres.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

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Co-requisite units Nil

Functional area

Functional area

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CPCCLRG3001A Licence to perform rigging basic level

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit specifies the outcomes required to perform basic rigging work associated with movement of plant and equipment, steel erections, hoists (including mast climbing hoists), placement of pre-cast concrete, safety nets and static lines, perimeter safety screens and shutters; and cantilever crane loading platforms for licensing purposes.

Application of the Unit

Application of the unit

This unit requires the applicant to be able plan the work, select and inspect equipment, set up task, erect structures and plant and dismantle structures and plant.

This unit is based upon the National Standard for Licensing Persons Performing High Risk Work.

This unit in its current form meets state and territory licensing requirements. Any alteration will result in a unit which is not acceptable to regulators for the purpose of licensing.

This unit has a pre-requisite requirement. This requirement may be met by either the successful completion of the unit *CPCCLDG3001A Licence to perform dogging* or holding a valid licence for dogging.

Licensing/Regulatory Information

Refer to Unit Descriptor

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Pre-Requisites

Prerequisite units

CPCCLDG3001A	Licence to perform dogging

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan job.	1.1. Task to be undertaken is assessed. 1.2. Potential workplace ***hazards*** are identified. 1.3. ***Hazard control measures*** are identified consistent with ***appropriate standards*** to ensure the safety of personnel and equipment. 1.4. Site information is obtained. 1.5. All ***forces and loads*** associated with erecting and dismantling ***structures*** and ***associated plant*** are considered in consultation with ***appropriate personnel***. 1.6. ***Rigging equipment*** and ***associated equipment*** are identified in consultation with appropriate personnel according to ***procedures*** and site information.

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ELEMENT	PERFORMANCE CRITERIA
	1.7. *Safety equipment* is identified.
	1.8. Appropriate ***communication methods*** are identified with appropriate personnel.
2. Select and inspect equipment.	2.1. Rigging equipment and associated equipment are selected and inspected according to procedures and the appropriate standard.
	2.2. Safety equipment is selected and inspected according to procedures.
	2.3. All defective rigging equipment, associated equipment and safety equipment is isolated, reported and recorded according to procedures.
	2.4. ***Communication equipment*** is selected and inspected for serviceability (where applicable.
3. Set up task.	3.1. Appropriate ***hazard prevention***/***control measures*** are applied to the work area according to procedures.
	3.2. ***Ground suitability*** is inspected and checked (where appropriate).
	3.3. Site information is reviewed, interpreted and communicated to appropriate personnel and ***appropriate personnel***.
	3.4. All forces and loads associated with erecting and dismantling structures and associated plant are determined in consultation with appropriate personnel.
	3.5. Safety equipment is fitted and worn correctly (where appropriate).
	3.6. Rigging equipment and associated plant are positioned for work application and stability according to procedures.
	3.7. Methods of applying ***temporary connections*** using fibre rope are applied according to procedures and the appropriate standard.
4. Erect structures and plant.	4.1. Structures and associated plant are erected according to procedures and site information.
	4.2. Stability of structures and associated plant is maintained during erection according to procedures.
	4.3. Work is conducted safely at heights including safe and effective use of safety equipment.
	4.4. Appropriate communication methods and communication equipment, are used to co-ordinate the tasks.
	4.5. Associated plant and rigging equipment is used

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ELEMENT	PERFORMANCE CRITERIA
	according to procedures and the appropriate standard. 4.6. Temporary guys, ties, propping and shoring, including ***flexible steel wire rope***, and tubing, are connected where required. 4.7. Associated equipment is used in a safe and appropriate manner. 4.8. The completed task is inspected according to the appropriate standard. 4.9. Excess materials are removed from the work area (where applicable).
5. Dismantle structures and plant.	5.1. Structures and associated plant are dismantled according to procedures and the appropriate standard. 5.2. Work is conducted safely at heights including safe and effective use of safety equipment. 5.3. Stability of structures and associated plant is maintained during dismantling according to procedures. 5.4. Rigging equipment, associated equipment, safety equipment and associated plant are inspected for damage and defects. 5.5. All defective rigging equipment, associated equipment, associated plant and safety equipment are isolated reported and recorded according to procedures. 5.6. Rigging equipment and associated equipment are stored. according to procedures and the appropriate standard. 5.7. Hazard prevention/control measures are removed (where appropriate).

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

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REQUIRED SKILLS AND KNOWLEDGE

Required skills for this unit are:

- ability to calculate Safe Working Load (SWL) and Working Load Limit (WLL)
- ability to erect and dismantle, level, plumb and stabilise associated plant and structures
- ability to work safely at heights including the correct application of safety equipment.
- accurate interpretation of basic structural charts and structural plans (site information)
- applying methods for making temporary connections of ropes using fibre and synthetic types
- apply methods of splicing and whipping fibre and synthetic ropes
- correct application and use of all rigging and associated equipment
- risk assessment and hazard control strategies
- interpersonal and communication skills at a level sufficient to site/workplace requirements. This includes the relevant communication methods and equipment.
- verify problems and equipment faults and demonstrate appropriate response.

Required knowledge

Required knowledge for this unit is:

- appropriate mathematical procedures for estimation and measurement of loads
- ability to interpret manufacturer's specifications for all plant and equipment use in rigging operations
- knowledge of principles relating to all plant, equipment and structural stability
- knowledge of the types and functions of rigging, safety and associated equipment including an understanding of their limitations.
- organisational and workplace standards, requirements, policies and procedures for rigging
- understanding of the hierarchy of hazard identification and control
- relevant Commonwealth, state or territory and local government OHS legislation, standards and codes of practice for undertaking rigging activities
- understanding of inspection and maintenance requirements of a wide range of appropriate plant and equipment in line with Australian Standards or manufacturer's specifications
- estimation of ground bearing pressures of the full range of soil types and associated ground conditions for setting up plant and equipment.

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Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Successful assessment of this unit meets the competency requirement of the National Standard for licensing Persons Performing High Risk Work.

State/Territory OHS regulators have mandated the use of Assessment Instruments and Instructions for Assessment endorsed by the national body responsible for OHS matters for the assessment of this unit.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- comply with OHS licensing legislation.
- effectively communicate and work safely with others in the work area.
- effectively conduct risk assessment and management procedures.
- effectively complete the following tasks:-
  - inspection of all plant and equipment, and
  - installation of a fall arrest system (Static line), and
  - use of a safety harness / fall arrest system, and
  - installation of crane loading platforms and
  - installation of a safety net, and
  - installation of a shutter and safety screen, and
  - demonstrated ability to work safely at heights, and
  - erection of structural steel, and
  - erection of precast panel, and
  - set up and operation of a winch for load movement, and
  - installation of a materials hoist, or
  - installation of a mast climber.
- effectively demonstrate the following knots,

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EVIDENCE GUIDE

	bends and hitches:- • Sheet bend, • Becket hitch, • Running bowline, • Double bowline. • effectively demonstrate the following splices and whippings:- • Eye splice, • Back splice, • Short splice, • Sail makers whipping, • Common whipping, • West countryman's
Context of and specific resources for assessment	Assessment of the safe and effective application of knowledge and skill to workplace tasks (performance) must be undertaken using the National OHS endorsed Assessment Instrument. Assessment of performance must be undertaken either in the workplace or in a realistically simulated workplace setting. Assessors must ensure that the assessment in the workplace is organised to ensure that all the required equipment and materials and a suitable working area is made available to suit the assessment and the workplace. Assessment must occur under standard and authorised work practices, safety requirements and environmental constraints. Assessment is to comply with the requirements of any relevant Standards or operating procedures for basic rigging. Applicants must have access to: • personal protective equipment (PPE) for the purpose of the Performance Assessment. • appropriate safety equipment in safe condition • appropriate rigging equipment, associated equipment associated plant in safe condition as described in the endorsed assessment instrument • communication equipment (e.g. two-way

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	radios) where applicable • appropriate materials as required for safe erection of structures • appropriate materials for conducting fibre rope slicing, whipping, knots, bends and hitches.
Method of assessment	Assessment must be conducted using the national OHS endorsed Assessment Instruments. These Instruments provide advice on their application. The use of **'simulators'** in the assessment of this unit of competency is **not acceptable**. Assessment may be in conjunction with the assessment of other units of competency. Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge. Assessment must confirm a reasonable inference that competency is not only able to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.
Guidance information for assessment	Further information about endorsed Assessment Instruments may be obtained from state/territory OHS regulators.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hazards may include but are not limited to:	• ground stability (e.g. ground condition, recently filled trenches, slopes) • overhead hazards (e.g. power lines, service pipes) (**NB**: minimum clearance distance from powerlines or electrical equipment as determined by relevant state authority or

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RANGE STATEMENT

	electrical supply authority.) • traffic (e.g. pedestrians, vehicles, other plant) • insufficient lighting • environmental conditions (e.g. wind, lightning, storms) • other specific hazards (e.g. dangerous materials).
Hazard control measures:	Refers to the systematic process of eliminating or reducing the risk to personnel and property through the application of controls. It includes the application of the hierarchy of control, the six-step preference of control measures to manage and control risk: • elimination • substitution • isolation • engineering control measures • using safe work practices • personal protective equipment.
Appropriate standards may include:	• codes of practice • legislation • Australian Standards • manufacturer's specifications • industry standards (where applicable).
Site Information may include, but not limited to:	• local conditions such as access and egress, • work method statements, • site specific job safety analyses and other site specific documentation as required. • task plans / Schedules and structural plans.
Forces and Loads may include, but not limited to:	• dead loads • live loads • static load • dynamic loads • wind loads.
Structures may include but are not limited to:	• structural steel • precast panels.
Associated plant may include but not limited to:	• static lines • safety nets • hoists

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RANGE STATEMENT

	• mast climbers • loading platforms.
Appropriate personnel may include:	• engineers • supervisors • colleagues • managers who are authorised to take responsibility for the workplace or operations.

Rigging Equipment may include but is not limited to:	• scaffolds
	• elevated work platforms
	• personnel box
	• cantilevered crane loading platforms
	• mast climbers.
	• safety screens and shutters
	• cranes including but not limited to:
	  • non-slewing cranes
	  • mobile slewing cranes
	  • vehicle loading cranes
	  • tower cranes
	  • self-erecting tower cranes
	  • portal boom cranes
	  • derrick cranes
	  • bridge and gantry cranes.

Associated equipment may include but is not limited to:	• all types of power and manually operated lifting gear • fibre ropes • flexible steel wire rope (FSWR) • chains • wire and synthetic slings • shackles • terminations • wedge sockets • eye bolts • beam clamps • plate clamps • rope grips • turnbuckles • rigging screws • chain blocks • lever blocks • lever-action winches

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RANGE STATEMENT

	• sheaves • spreader bars • lifting beams • jacks • levers • skates • wedges • rollers • girder trolley
Procedures may include but is not limited to:	• manufacturer's guidelines (instructions, specifications or checklists) • industry operating procedures, relevant codes of practice • workplace procedures (work instructions, operating procedures, checklists).
Safety Equipment may include but not limited to:	• safety harness • energy absorber • lanyard • inertia reel • static safety lines • safety nets.
Communication Methods may include but is not limited to:	• verbal and non-verbal language • written instructions • signage • hand signals • listening, • questioning to confirm understanding, and appropriate worksite protocol. **NB**: Mobile phones are not to be used for signalling purposes during the rigging process.
Communication equipment may include but is not limited to:	• fixed channel two-way radios
Hazard prevention/control measures may include but is not limited to:	• safety tags on electrical switches/isolators • powerlines are insulated • safety observer used inside exclusion zone • power disconnected • traffic barricades and control • pedestrian barricades • trench covers

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RANGE STATEMENT

	• movement of obstructions • personal protective equipment • adequate illumination • safety shutters and screens.
Ground suitability may include but is not limited to:	• rough uneven ground • backfilled ground • soft soils • hard compacted soil • rock • bitumen • concrete • suspended concrete floors • building roofs • landings • ground bearing pressure.
Appropriate personnel may include but not limited to	• other riggers • doggers • crane operators.
Temporary connections may include but not limited to:	• knots • bends • hitches • spicing • whipping.
Flexible Steel Wire Rope (***FSWR***) includes:	• identification, uses and connections. May include termination for: • static lines, • guys, • purchase systems, • lashing, • cranes, • hoist and winch ropes.

Unit Sector(s)

Unit sector Construction

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Co-requisite units

Co-requisite units Nil

Functional area

Functional area

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CPCCLRG3002A Licence to perform rigging intermediate level

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit specifies the outcomes required to perform rigging work at the intermediate level, which includes all the outcomes for rigging work at the basic level, and also includes rigging of cranes, rigging of conveyors, rigging of dredges and excavators, rigging associated with tilt slabs, rigging associated with demolition work, and dual lifts for licensing purposes.

Application of the Unit

Application of the unit

This unit requires the applicant to be able plan the work, select and inspect equipment, set up task, erect structures and plant and dismantle structures and plant.

This unit is based upon the National Standard for Licensing Persons Performing High Risk Work.

This unit in its current form meets state and territory licensing requirements. Any alteration will result in a unit which is not acceptable to regulators for the purpose of licensing.

This unit has a pre-requisite requirement. This requirement may be met by either the successful completion of the unit *CPCCLRG3001A Licence to perform rigging basic level* or holding a valid licence for basic rigging.

Licensing/Regulatory Information

Refer to Unit Descriptor

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Pre-Requisites

Prerequisite units

CPCCLRG3001A	Licence to perform rigging basic level

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan job.	1.1. Task to be undertaken is assessed 1.2. Potential workplace ***hazards*** are identified 1.3. ***Hazard control measures*** are identified consistent with ***appropriate standards*** to ensure the safety of personnel and equipment 1.4. Site information is obtained 1.5. All ***forces and loads*** associated with erecting and dismantling ***structures*** and ***associated plant*** are considered in consultation with ***appropriate personnel***. 1.6. ***Rigging equipment*** and ***associated equipment*** are identified in consultation with appropriate personnel

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ELEMENT	PERFORMANCE CRITERIA
	according to ***procedures*** and site information.
	1.7. *Safety equipment* is identified.
	1.8. Appropriate ***communication methods*** are identified with appropriate personnel.
2. Select and inspect equipment.	2.1. Rigging equipment and associated equipment are selected and inspected according to procedures and the appropriate standard.
	2.2. Safety equipment is selected and inspected according to procedures.
	2.3. All defective rigging equipment, associated equipment and safety equipment is isolated, reported and recorded according to procedures.
	2.4. ***Communication equipment*** is selected and inspected for serviceability (where applicable)
3. Set up tasks.	3.1. Appropriate ***hazard prevention***/***control measures*** are applied to the work area according to procedures.
	3.2. ***Ground suitability*** is inspected and checked (where appropriate).
	3.3. Site information is reviewed, interpreted and communicated to appropriate personnel and ***appropriate personnel***.
	3.4. All forces and loads associated with erecting and dismantling structures and associated plant are determined in consultation with appropriate personnel.
	3.5. Safety equipment is fitted and worn correctly (where appropriate).
	3.6. Rigging equipment and associated plant are positioned for work application and stability according to procedures.
4. Erect structures and plant.	4.1. Structures and associated plant is erected according to procedures and site information.
	4.2. Stability of structures and associated plant is maintained during erection according to procedures.
	4.3. Work is conducted safely at heights including safe and effective use of safety equipment.
	4.4. Appropriate communication methods and communication equipment, are used to co-ordinate the tasks.
	4.5. Temporary guys, ties, propping and shoring, including ***flexible steel wire rope***, and tubing, are connected where required.

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ELEMENT	PERFORMANCE CRITERIA
	4.6. Associated plant and rigging equipment is used according to procedures and the appropriate standard. 4.7. Associated equipment is used in a safe and appropriate manner. 4.8. The completed task is inspected according to the appropriate standard. 4.9. Excess materials are removed from the work area (where applicable)
5. Dismantle structures and plant.	5.1. Structures and associated plant are dismantled according to procedures and the appropriate standard. 5.2. Work is conducted safely at heights including safe and effective use of safety equipment. 5.3. Stability of structures and associated plant is maintained during dismantling according to procedures. 5.4. Rigging equipment, associated equipment, safety equipment and associated plant are inspected for damage and defects 5.5. All defective rigging equipment, associated equipment, associated plant and safety equipment are isolated reported and recorded according to procedures. 5.6. Rigging equipment and associated equipment are stored according to procedures and the appropriate standard. 5.7. Hazard prevention/control measures are removed (where appropriate)

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- ability to calculate Safe Working Load (SWL) and Working Load Limit (WLL)

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REQUIRED SKILLS AND KNOWLEDGE

- ability to erect and dismantle, level, plumb and stabilise associated plant and structures
- ability to work safely at heights including the correct application of safety equipment.
- accurate interpretation of structural charts and structural plans (site information)
- correct application and use of all rigging and associated equipment
- risk assessment and hazard control strategies
- interpersonal and communication skills at a level sufficient to site/workplace requirements. This includes the relevant communication methods and equipment.
- verify problems and equipment faults and demonstrate appropriate response.

Required knowledge

Required knowledge for this unit is:

- appropriate mathematical procedures for estimation and measurement of loads
- ability to interpret manufacturer's specifications for all plant and equipment use in rigging operations
- knowledge of principles relating to all plant, equipment and structural stability
- knowledge of the types and functions of rigging, safety and associated equipment including an understanding of their limitations
- organisational and workplace standards, requirements, policies and procedures for rigging
- understanding of the hierarchy of hazard identification and control
- relevant Commonwealth, state or territory and local government OHS legislation, standards and codes of practice for undertaking rigging activities
- understanding of inspection and maintenance requirements of a wide range of appropriate plant and equipment in line with Australian Standards or manufacturer's specifications
- estimation of ground bearing pressures of the full range of soil types and associated ground conditions for setting up plant and equipment.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Successful assessment of this unit meets the competency requirement of the National Standard

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	for licensing Persons Performing High Risk Work. State/Territory OHS regulators have mandated the use of Assessment Instruments and Instructions for Assessment for this unit which have been endorsed by the national body responsible for OHS matters.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the ability to:
	• comply with OHS licensing legislation.
	• effectively communicate and work safely with others in the work area.
	• effectively conduct risk assessment and management procedures.
	• effectively complete the following tasks:
	  • adding and removing a tower crane section, or
	  • adding and removing a crane lattice boom section, or
	  • erecting a non guyed tower (e.g. light tower, and
	  • perform a multiple crane lift, or
	  • a multiple winch lift, or
	  • a combination of a crane and winch lift, and
	  • lifting and installing a series of tilt-up panels, or
	  • lifting and installing a series of scenery panels (i.e. entertainment industry), and
	  • demolish/remove a series of tilt-up panel structures, or
	  • demolish/remove a series of scenery panel structures, and
	  • demolishing a concrete encased structural steel column and beam.
	• **NB**: All specifications for these performance tasks are detailed in the endorsed assessment instrument.
	• effectively conduct pre and post operational checks of intermediate rigging equipment.

Context of and specific resources for assessment	Assessment of the safe and effective application of knowledge and skill to workplace tasks (performance) must be undertaken using the

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	endorsed Assessment Instrument. Assessment of performance must be undertaken either in the workplace or in a realistically simulated workplace setting. Assessors must ensure that the assessment in the workplace is organised to ensure that all the required equipment and materials and a suitable working area is made available to suit the assessment and the workplace. Assessment must occur under standard and authorised work practices, safety requirements and environmental constraints. Assessment is to comply with relevant appropriate standard requirements. Applicants must have access to: • personal protective equipment (PPE) for the purpose of the Performance Assessment • appropriate safety equipment is safe condition • appropriate rigging equipment, associated equipment associated plant in safe condition as described in the endorsed assessment instrument • communication equipment (e.g. radios) where applicable • appropriate materials as required for safe erection of structures.
Method of assessment	Assessment must be conducted using the endorsed Assessment Instruments. These Instruments provide advice on their application. The use of **'simulators'** in the assessment of this unit of competency is **not acceptable**. Assessment may be in conjunction with the assessment of other units of competency. Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge. Assessment must confirm a reasonable inference that competency is not only able to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

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EVIDENCE GUIDE

Guidance information for assessment	Further information about endorsed Assessment Instruments may be obtained from state/territory OHS regulators.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hazards may include but not limited to:	• ground stability (e.g. ground condition, recently filled trenches, slopes) • overhead hazards (e.g. power lines, service pipes) (**NB**: Minimum clearance distance from powerlines or electrical equipment as determined by relevant state authority or electrical supply authority) • traffic (e.g. pedestrians, vehicles, other plant) • insufficient lighting • environmental conditions (e.g. wind, lightning, storms) • other specific hazards (e.g. dangerous materials).
Hazard control measures:	Refers to the systematic process of eliminating or reducing the risk to personnel and property through the application of controls. It includes the application of the hierarchy of control, the six-step preference of control measures to manage and control risk: • elimination • substitution • isolation • engineering control measures • using safe work practices • personal protective equipment.

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RANGE STATEMENT

Appropriate standards may include but are not limited to:	• codes of practice • legislation • Australian Standards • manufacturer's specifications • industry standards (where applicable).
Site Information may include but is not limited to:	• local conditions such as access and egress • work method statements • site-specific job safety analyses and other site specific documentation as required • task plans /schedules and structural plans.
Forces and Loads may include but are not limited to:	• dead loads • live loads • static load • dynamic loads • wind loads.
Structures may include but not limited to:	• concrete tilt-up panels • scenery panels (used in entertainment) • non guyed light towers.
Associated plant may include but is not limited to:	• all types of cranes • conveyors • dredges • excavators.
Appropriate personnel may include but not limited to:	• supervisors • engineers • colleagues • managers who are authorised to take responsibility for the workplace or operations.

Rigging Equipment may include but is not limited to:	• scaffolds
	• elevated work platforms
	• stages
	• personnel box
	• cantilevered crane loading platforms,
	• mast climbers
	• safety screens and shutters
	• cranes including but not limited to:
	  • non-slewing cranes
	  • mobile slewing cranes
	  • vehicle loading cranes
	  • tower cranes

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RANGE STATEMENT

	• self-erecting tower cranes • portal boom cranes • derrick cranes • bridge and gantry cranes.
Associated equipment may include but is not limited to:	• all associated equipment at the basic rigging level, and • lifting clutches (swift lifts) • chain motors.
Procedures may include but are not limited to:	• manufacturer's guidelines (instructions, specifications or checklists) • industry operating procedures, relevant codes of practice • workplace procedures (work instructions, operating procedures, checklists).
Safety Equipment may include but not limited to:	• safety harness • energy absorber • lanyard • inertia reel • safety nets • static lines.
Communication Methods may include but not limited to:	• verbal and non-verbal language • written instructions • signage • hand signals • listening, • questioning to confirm understanding, and appropriate worksite protocol. **NB**: Mobile phones are not to be used for signalling purposes during the rigging process.
Communication equipment may include but is not limited to:	• fixed channel two-way radios
Hazard prevention/control measures may include but is not limited to:	• safety tags on electrical switches/isolators • powerlines are insulated • safety observer used inside exclusion zone • power disconnected • traffic barricades and control • pedestrian barricades • trench covers • movement of obstructions

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RANGE STATEMENT

	• personal protective equipment • adequate illumination.
Ground suitability may include but is not limited to:	• rough uneven ground • backfilled ground • soft soils • hard compacted soil • rock • bitumen • concrete • suspended concrete floors • building roofs • landings • ground bearing pressure.
Appropriate personnel may include but not limited to:	• other riggers • doggers • crane operators.
Flexible Steel Wire Rope (***FSWR***) includes:	• identification, uses and connections. May include termination for: • static lines • guys • purchase systems • lashing • cranes • hoist and winch ropes.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

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Functional area

Functional area

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CPCCOHS1001A Work safely in the construction industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry.

It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry.

Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction.

Application of the Unit

Application of the unit

This unit of competency supports the attainment of the basic OHS knowledge required prior to undertaking designated work tasks within any of the sectors within the construction industry. The unit relates directly to the general induction training program specified by the *National Code of Practice for Induction for Construction Work* (ASCC 2007).

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

Nil

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Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify OHS legislative requirements.	1.1. Applicable ***OHS legislative requirements*** relevant to own work, role and responsibilities are identified and explained. 1.2. Duty of care requirements are identified. 1.3. Own responsibilities to comply with ***safe work practices*** are identified and explained.
2. Identify construction hazards and control measures.	2.1. Basic principles of risk management are identified. 2.2. ***Common construction hazards*** are identified and discussed. 2.3. ***Measures for controlling*** hazards and risks are identified.
3. Identify OHS communication and reporting processes.	3.1. OHS communication processes, information and documentation are identified and discussed. 3.2. Role of ***designated OHS personnel*** is identified and explained.

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ELEMENT	PERFORMANCE CRITERIA
	3.3. ***Safety signs and symbols*** are identified and explained. 3.4. Procedures and ***relevant authorities*** for reporting hazards, ***incidents*** and injuries are identified.
4. Identify OHS incident response procedures.	4.1. ***General procedures*** for responding to incidents and ***emergencies*** are identified and explained. 4.2. Procedures for accessing first aid are identified. 4.3. Requirements for the selection and use of relevant ***personal protective equipment*** are identified and demonstrated. 4.4. ***Fire safety equipment*** is identified and discussed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication skills to:
  - clarify OHS legislative requirements
  - verbally report construction hazards and risks
  - ask effective questions
  - relay information to others
  - discuss OHS issues and information
- comprehension skills to:
  - explain the basic OHS legislative requirements which will be applicable to own work
  - explain the meaning of safety signs and symbols
  - identify common construction hazards
  - discuss the basic principles of risk management.

Required knowledge

Required knowledge for this unit is:

- applicable Commonwealth, State or Territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own

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REQUIRED SKILLS AND KNOWLEDGE

work, role and responsibilities

- basic principles of risk management and assessment for construction work
- common construction hazards
- common construction safety signage and its meanings
- general construction emergency response and evacuation procedures
- general construction work activities that require licenses, tickets or certificates of competency
- general first aid response requirements
- general procedures for raising OHS issues
- general procedures for reporting OHS hazards, accidents, incidents, emergencies, injuries, near misses and dangerous occurrences
- general procedures for responding to hazards, incidents and injuries
- general workers' compensation and injury management requirements
- OHS hierarchy of controls
- OHS responsibilities and rights of duty holders, including:
  - persons in control of construction work/projects
  - employers and self-employed persons
  - supervisors
  - employees
  - designers
  - inspectors
  - manufacturers and suppliers
- own responsibilities to comply with safe work practices relating to:
  - housekeeping
  - identification of hazards
  - preventing bullying or harassment
  - smoking
  - use of amenities
  - use of drugs and alcohol
- role of OHS committees and representatives
- types of common personal protective equipment and fire safety equipment
- types of OHS information and documentation.

Evidence Guide

EVIDENCE GUIDE

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EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence must confirm personal awareness of the following:

- applicable OHS legislative and safety requirements for construction work including duty of care
- the range of common construction hazards and procedures for the assessment of risk and application of the hierarchy of control
- OHS communication processes, information and documentation including the role of OHS committees and representatives, the meaning of common safety signs and symbols, and procedures for reporting hazards, incidents and injuries
- general procedures for responding to incidents and emergencies including evacuation, first aid, fire safety equipment and PPE.

Context of and specific resources for assessment

- Resources must be available to support the program including participant materials and other information or equipment related to the skills and knowledge covered by the program.
- It is recommended that the assessment tool designed specifically to support this unit of competency will provide consistency in assessment outcomes.
- Where applicable, physical resources should include equipment modified for people with disabilities
- Access must be provided to appropriate assessment support when required.
- Assessment processes and techniques must be culturally appropriate, and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed
- In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a

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EVIDENCE GUIDE

	manner as is appropriate to the oracy, language and literacy levels of the operator, any cultural issues that may affect responses to the questions, and reflecting the requirements of the competency and the work being performed.
Method of assessment	Assessment methods may include more than one of the following: • practical assessment • oral questioning • written test • work-based activities • simulated project based activity

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OHS legislative requirements relate to:	• Australian standards • construction industry OHS standards and guidelines • duty of care • health and safety representatives, committees and supervisors • licences, tickets or certificates of competency • National Code of Practice for Induction Training for Construction Work • national safety standards • OHS and welfare Acts and regulations • safety codes of practice.
Duty of care requirements relate to:	• legal responsibility under duty of care to do everything reasonably practicable to protect others from harm

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RANGE STATEMENT

	• own responsibilities to comply with safe work practices, including activities that require licences, tickets or certificates of competency • relevant state OHS requirements, including employers and self-employed persons, persons in control of the work site, construction supervisors, designers, manufacturers and suppliers, construction workers, subcontractors and inspectors.
Safe work practices include:	• access to site amenities, such as drinking water and toilets • general requirements for safe use of plant and equipment • general requirements for use of personal protective equipment and clothing • housekeeping to ensure a clean, tidy and safer work area • no drugs and alcohol at work • preventing bullying and harassment • smoking in designated areas • storage and removal of debris.
Risk relates to:	• likelihood of a hazard causing injury or harm.
Principles of risk management include:	• assessing the risks involved • consulting and reporting ensuring the involvement of relevant workers • controlling the hazard • identifying hazards • reviewing to identify change or improvement.
Hazard relates to:	• any thing (including an intrinsic property of a thing) or situation with the potential to cause injury or harm.
Common construction hazards include:	• confined spaces • electrical safety • excavations, including trenches • falling objects • hazardous substances and dangerous goods • HIV and other infectious diseases • hot and cold working environments • manual handling • noise • plant and equipment

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	• traffic and mobile plant • unplanned collapse • ultraviolet (UV) radiation • working at heights.
Measures for controlling risk to eliminate or minimise hazards in accordance with the hierarchy of control include:	• elimination • substitution • isolation • engineering control • administrative control • personal protective equipment.
OHS communication processes include:	• discussions with OHS representatives • OHS meetings • OHS notices, newsletters, bulletins and correspondence • OHS participative arrangements • processes for raising OHS issues • toolbox talks • workplace consultation relating to OHS issues and changes.
OHS information and documentation includes:	• accident and incident reports • Acts and regulations • Australian standards • codes of practice • construction documentation and plans • emergency information contact • evacuation plans • guidance notes • job safety analyses • labels • material safety data sheets (MSDS) • proformas for reporting hazards, incidents and injuries • reports of near misses and dangerous occurrences • risk assessments • safe work method statements • safety meeting minutes • site safety inspection reports.
Designated OHS personnel includes:	• first aid officers • OHS committee members

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RANGE STATEMENT

	• OHS representatives • supervisors.
Safety signs and symbols include:	• emergency information signs (e.g. exits, equipment and first aid) • fire signs (e.g. location of fire alarms and firefighting equipment) • hazard signs (e.g. danger and warning) • regulatory signs (e.g. prohibition, mandatory and limitation or restriction) • safety tags and lockout (e.g. danger tags, out of service tags).
Relevant authorities include:	• emergency services (e.g. police, ambulance, fire brigade and emergency rescue) • OHS regulatory authority • supervisor.
Incidents include:	• accidents resulting in personal injury or damage to property • near misses or dangerous occurrences which do not cause injury but may pose an immediate and significant risk to persons or property, and need to be reported so that action can be taken to prevent recurrence, for example: • breathing apparatus malfunctioning to the extent that the user's health is in danger • collapse of the floor, wall or ceiling of a building being used as a workplace • collapse or failure of an excavation more than 1.5 metres deep (including any shoring) • collapse or partial collapse of a building or structure • collapse, overturning or failure of the load bearing of any scaffolding, lift, crane, hoist or mine-winding equipment • damage to or malfunction of any other major plant • electric shock. • electrical short circuit, malfunction or explosion • uncontrolled explosion, fire or escape of gas, hazardous substance or steam • any other unintended or uncontrolled incident or event arising from operations carried on at a

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RANGE STATEMENT

	workplace.
General procedures for responding to incidents and emergencies include:	• basic emergency response (keep calm, raise alarm, obtain help) • evacuation • notification of designated OHS personnel and authorities • notification of emergency services (e.g. when and how) • referring to site emergency plans and documentation.
Emergencies include:	• chemical spill • fire • injury to personnel • structural collapse • toxic and/or flammable vapours emission • vehicle/mobile plant accident.
Personal protective equipment includes:	• aprons • arm guards • eye protection • gloves • hard hat • hearing protection • high visibility retro reflective vests • protective, well fitting clothing • respiratory protection • safety footwear • UV protective clothing and sunscreen.
Fire safety equipment includes:	• breathing apparatus • fire blankets • firefighting equipment.

Unit Sector(s)

Unit sector Construction

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Co-requisite units

Co-requisite units Nil

Functional area

Functional area

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CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to carry out OHS requirements through safe work practices at any on or off-site construction workplace. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.

Application of the Unit

Application of the unit This unit of competency covers fundamental OHS necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials, including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity.

The unit relates directly to the general induction training program specified by the *National Code of Practice for Induction for Construction Work* (ASCC 2007) required to enter a construction work site. Completion of unit CPCCOHS1001A covers this requirement.

Licensing/Regulatory Information

Not Applicable

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Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and assess risks.	1.1. ***Hazards*** in the work area are identified, assessed and reported to ***designated personnel***. 1.2. Safety risks in the work area are identified, assessed and reported to designated personnel. 1.3. ***Safe work practices***, ***duty of care*** requirements and safe work instructions are followed for controlling risks. 1.4. OHS, hazard, accident or ***incident*** reports are contributed to according to workplace procedures and ***Australian government and state or territory OHS legislation*** and relevant ***information***.
2. Identify hazardous materials and other	2.1. ***Hazardous materials*** on a work site are correctly identified and, if appropriate, handled and used

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ELEMENT	PERFORMANCE CRITERIA
hazards on work sites.	according to company and legislated procedures. 2.2. ***Measures for controlling risks*** and construction hazards are applied effectively and immediately. 2.3. Hazardous materials that have safety implications for self and other workers are secured immediately they are identified, using appropriate ***signs and symbols***. 2.4. Asbestos-containing materials are identified on a work site and reported to designated personnel.
3. Plan and prepare for safe work practices.	3.1. Correct ***personal protective equipment*** and clothing for each area of construction work are identified, worn, correctly fitted, used and stored according to enterprise procedures. 3.2. Selection of ***tools***, ***equipment*** and ***materials***, and organisation of tasks are performed in conjunction with other personnel on site and in accordance with enterprise procedures. 3.3. Required barricades and signage are determined and erected at the appropriate site location. 3.4. Material safety data sheets (MSDS), and job safety analysis (JSA) and safe work method statements relevant to the work to be carried out are identified and applied.
4. Apply safe work practices.	4.1. Tasks are performed in a manner that is safe for operators, other personnel and the general community in accordance with legislative requirements, and enterprise policies and procedures. 4.2. Plant and equipment guards are used in accordance with manufacturer specifications, work site regulations and Australian standards where applicable. 4.3. Procedures and relevant authorities for reporting hazards, incidents and injuries are used. 4.4. ***Prohibited tools and equipment*** in areas with identified asbestos are recognised and not used. 4.5. Work site safety signs and symbols are identified and followed. 4.6. Work site area is cleared and maintained to prevent and protect self and others from incidents and accidents and to meet ***environmental requirements***.
5. Follow emergency procedures.	5.1. Designated personnel are identified in the event of an emergency for communication purposes. 5.2. Safe workplace procedures for dealing with accidents,

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ELEMENT	PERFORMANCE CRITERIA
	various ***types of fire*** and other emergencies are followed, including identification or use, if appropriate, of ***fire equipment*** within scope of responsibilities. 5.3. ***Emergency response and evacuation procedures*** are known, practised and carried out effectively when required. 5.4. Emergency first aid treatment of minor injuries is carried out correctly and details of any treatment administered are reported accurately to designated personnel as soon as possible.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- ability to accurately recognise OHS hazards, including asbestos and take all opportunities to alleviate safety problems in a variety of construction work sites and environments
- capacity to deal calmly and effectively with any potential safety problems and work closely with other team members and supervisors to ensure safe working conditions are maintained
- communication skills to:
  - determine and report hazards and risks
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - follow instructions
  - read and interpret:
    - MSDS, JSA and safe work method statements
    - other relevant documentation
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
  - written skills to contribute to reports
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials

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REQUIRED SKILLS AND KNOWLEDGE

- organisational skills, including the ability to plan and set out work
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
  - use a range of mobile technology, such as two-way radio and mobile phones
  - voice and hand signals to access and understand site-specific instructions.

Required knowledge

Required knowledge for this unit is:

- asbestos management code prevention of exposure
- basic first aid procedures
- common construction industry terminology
- common workplace safety hazards and risks and procedures for reporting these to designated personnel
- construction industry communications equipment and use
- construction industry health and safety signage
- emergency response and evacuation procedures
- JSA and safe work method statements
- MSDS
- OHS hierarchy of control and role of OHS committees and representatives
- relevant legislation, regulations and workplace requirements relating to OHS, including hazard reduction and personal safety, including duty of care responsibilities, workers' compensation and injury management requirements
- safe manual handling techniques
- safe work practices in normal working environment
- safety equipment, policies and requirements for working in confined spaces and at height, including on rooves
- tools and equipment prohibited for use near identified asbestos-containing materials (ACM)
- types of fires and basic firefighting equipment
- types, possible location and risks of ACM, including serpentine and amphibole groups, and their use in common building materials
- types, purpose and use of construction industry personal protective equipment and clothing
- workplace and equipment safety requirements.

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Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- correctly locate, interpret and apply relevant information, standards and specifications
- comply with a site safety plan, organisational policies, OHS regulations and state and territory legislation applicable to workplace operations, including quality requirements
- correctly identify ACM and policies and procedures for reporting this to designated personnel
- effectively communicate and work safely with others
- apply general procedures for responding to incidents and reporting hazards and injuries
- select and use firefighting equipment to extinguish a simulated mechanical fire
- evacuate a site through simulated response to an emergency, complying with workplace procedures.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the mandatory task requirements

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EVIDENCE GUIDE

- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct,

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EVIDENCE GUIDE

	indirect and supplementary evidence. Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hazards include:

- chemical spills
- electrical safety work in confined spaces
- excavations, including trenches
- falling objects
- fires
- gases
- hazardous materials
- high or very low temperatures
- HIV and other infectious diseases
- liquids under pressure
- manual handling
- moving machinery and equipment
- noise, dust and vapours
- overhanging beams
- protrusions
- sharp equipment
- traffic
- ultraviolet (UV) radiation
- unplanned collapse

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RANGE STATEMENT

	• working at heights.
Designated personnel to be contacted in case of an emergency, accident, fire or to report a risk such as identification of ACM are:	• designated safety officers, determined by the enterprise, who have undertaken specific safety response training • managers or other senior personnel • personnel competent and/or licensed in the safe handling of asbestos • supervisors.

Safe work practices:	• include:
	  • day to day observation of OHS policies and procedures
	  • emergency procedures
	  • risk assessment
	  • use of basic firefighting equipment
	• relate to:
	  • access to site amenities, such as drinking water and toilets
	  • general requirements for safe use of plant and equipment
	  • general requirements for use of personal protective equipment and clothing
	  • housekeeping to ensure a clean, tidy and safer work area
	  • no drugs and alcohol at work
	  • preventing bullying and harassment
	  • smoking in designated areas
	  • storage and removal of debris.

Duty of care requirements:	• relate to:
	  • legal responsibility under duty of care to do everything reasonably practicable to protect others from harm
	  • relevant state and territory OHS requirements and include employers and self-employed persons, persons in control of the work site, construction supervisors, designers, manufacturers and suppliers, construction workers, subcontractors and inspectors
	• may relate to:
	  • own responsibilities to comply with safe work practices, including activities that

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RANGE STATEMENT

	require licences, tickets or certificates of competency.

Incidents include:	• accidents resulting in personal injury or damage to property
	• near misses or dangerous occurrences that do not cause injury but may pose an immediate and significant risk to persons or property, and need to be reported so that action can be taken to prevent recurrence, for example:
	  • breathing apparatus malfunctioning to the extent that the user's health is in danger
	  • collapse of the floor, wall or ceiling of a building being used as a workplace
	  • collapse or failure of an excavation more than 1.5 metres deep (including any shoring)
	  • collapse or partial collapse of a building or structure
	  • collapse, overturning or failure of the load bearing of any scaffolding, lift, crane, hoist or mine-winding equipment
	  • damage to or malfunction of any other major plant
	  • electric shock
	  • electrical short circuit, malfunction or explosion
	  • uncontrolled explosion, fire or escape of gas, hazardous substance or steam
	  • any other unintended or uncontrolled incident or event arising from operations carried on at a workplace.

Australian government and state or territory OHS legislative requirements include:	• Australian standards • construction industry OHS standards and guidelines • duty of care • health and safety representatives, committees and supervisors • JSA and safe work method statements • licences, tickets or certificates of competency • National Code of Practice for Induction Training for Construction Work • national safety standards

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RANGE STATEMENT

	• OHS and welfare Acts and regulations • safety codes of practice.
Information includes:	• diagrams or sketches • emergency situation contacts • evacuation plans • instructions issued by authorised organisational or external personnel • labels • manufacturer specifications and instructions • memos • MSDS • organisation work specifications and requirements • plans and specifications • regulatory and legislative requirements, such as Acts, regulations and codes of practice • relevant Australian standards • reports of near misses or accidents • safe work procedures or equivalent documentation • safety meeting minutes • signage • verbal or written and graphical instructions • work bulletins • work schedules.
Hazardous materials include:	• ACM • cleaning chemicals, including those in pressurised containers • glues • insulation materials • solvents • treated timber products.
Measures for controlling risk or minimising hazards in accordance with the hierarchy of control include:	• elimination • substitution • isolation • engineering control • administrative control • personal protective equipment.
Signs and symbols include:	• emergency information signs (exits, equipment, first aid) • fire signs (location of fire alarms and

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RANGE STATEMENT

	firefighting equipment) • hazard identification, facility or location signs • regulatory signs (e.g. prohibition, mandatory and limitation or restriction), such as hazard signs (danger and warning) • safety tags and lockout (danger tags, out of service tags) • site safety, directional, traffic and warning signs and symbols.
Asbestos-containing materials are identified:	• includes recognising common types of ACM that may be found in construction materials and buildings • covers asbestos rope/fabrics, asbestos cement sheeting, asbestos cement piping and lagging on pipes, bituminous waterproof membrane, fire doors, electrical switchboards, millboard, and sheeting under ceramic or vinyl floor tiles in wet areas.
Asbestos-containing materials are ***reported*** to:	• person in control of the workplace as set out in the relevant Asbestos Management Code.
Personal protective equipment is to include:	• aprons • arm guards • caps • dust mask/respirators • ear muffs/plugs • gloves • hard hats • high visibility retro reflective vests • jackets • overalls • safety glasses/goggles • steel capped boots • UV protective clothing and sunscreen.
Tools and equipment include:	• firefighting equipment • first aid kit • ladders and work platforms • personal protective equipment.
Materials include:	• first aid materials suitable for emergency first aid treatment of minor injuries.
Prohibited tools and equipment that cannot be used near identified	• high-speed abrasive power and pneumatic tolls, high pressure water cleaners, compressed

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RANGE STATEMENT

ACM include:	air or abrasive blasting • any vacuum cleaning equipment not specifically designed for safe work with asbestos.
Environmental requirements are to cover workplace quality management and include:	• clean-up protection • stormwater protection • waste management.
Types of fire includes:	• electrical, chemical, gas, mechanical, paper, wood or natural fire.
Fire equipment includes:	• breathing apparatus • fire extinguishers • fire hydrant and hoses • fire reel • fire truck • manual firefighting instruments, such as fire blankets.
Emergency response and evacuation procedures include:	• emergencies, such as fire, toxic and/or flammable vapours emission, vehicle/mobile plant accident, structural collapse, chemical spill and injury to personnel • extinguishing fires, organisational first aid requirements and evacuation.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

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Functional area

Functional area

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CPCCSF2003A Cut and bend materials using oxy-LPG equipment

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to heat, cut and bend construction materials using oxy-LPG equipment.

It includes planning and preparation for the work, setting up and testing the equipment, cutting materials, heating and bending materials, shutdown of equipment and completion of clean-up activities.

Application of the Unit

Application of the unit

This unit supports the attainment of skills and knowledge to use oxy-LPG-acetylene equipment to cut and bend materials for steelfixing applications, which includes working with others and as a member of a team. It does not involve specialist welding techniques.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry

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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare.	1.1. Work instructions, including plans, specifications, quality requirements and operational details are obtained from relevant ***information***, confirmed and applied to the ***scope of work*** performed. 1.2. ***Safety*** (***OHS***) requirements are followed in accordance with safety plans and policies. 1.3. Signage and barricade requirements are identified and implemented. 1.4. Plant, tools and ***equipment*** are selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement. 1.5. ***Materials*** quantity requirements are calculated in accordance with plans, specifications and ***quality requirements***. 1.6. Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use. 1.7. ***Environmental requirements*** are identified for the project in accordance with environmental plans and ***statutory and legislative authority*** obligations and

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ELEMENT	PERFORMANCE CRITERIA
	applied.
2. Set up and test equipment.	2.1. Correct fire extinguisher is selected and located to be readily accessible prior to and during operations. 2.2. Regulators are attached to oxy and acetylene bottles in accordance with manufacturer specifications and OHS regulations. 2.3. Lines are purged to manufacturer recommendations prior to lighting up. 2.4. Equipment is tested for leaks and corrective action undertaken or faults reported. 2.5. Correct pressures and cutting tips are selected in accordance with material to be cut and manufacturer specifications.
3. Cut material.	3.1. Material is accurately marked and secured or clamped ready for cutting. 3.2. Torch is lit correctly and safely according to manufacturer specifications. 3.3. Setting of flame is adjusted for cutting to manufacturer recommendations. 3.4. Correct cutting position is adopted during cutting to set-out mark.
4. Heat and bend material.	4.1. Material is accurately marked and securely clamped ready for cutting. 4.2. Torch is lit correctly and safely according to manufacturer specifications. 4.3. Heat is applied to specified material and weakening effects of the heating process are minimised. 4.4. Material is bent to specification and correctly cooled.
5. Shut down.	5.1. Torch is switched off according to manufacturer specifications. 5.2. Gas supply is shut off according to manufacturer specifications.
6. Clean up.	6.1. Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification. 6.2. Plant, tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication skills to:
  - determine requirements
  - follow instructions
  - read and interpret:
    - documentation from a variety of sources
    - drawings and specifications
  - report faults
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- mathematical and numeracy skills to apply measurements and calculations
- organisational skills, including the ability to plan and set out work
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
  - use a range of mobile technology, such as two-way radio and mobile phones
  - voice and hand signals to access and understand site-specific instructions.

Required knowledge

Required knowledge for this unit is:

- construction and steelfixing terminology
- job safety analysis (JSA) and safe work method statements
- material safety data sheets (MSDS)
- materials storage and environmentally friendly waste management
- oxy acetylene and LPG heating and cutting equipment set-up and operating techniques
- oxy acetylene and LPG heating and cutting equipment types, characteristics, uses and limitations
- plans, drawings and specifications
- processes for the calculation of material requirements

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REQUIRED SKILLS AND KNOWLEDGE

- quality requirements
- types and properties of steelfixing materials
- workplace and equipment safety requirements.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the ability to: • locate, interpret and apply of relevant information, standards and specifications • comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • comply with organisational policies and procedures, including quality requirements • safely and effectively use tools, plant and equipment • communicate and work effectively and safely with others • use both oxy-acetylene and LPG systems to cut to specification a range of bars up to and including 36mm • heat and bend a minimum of three bars to specification including at least one 36mm bar.
Context of and specific resources	This competency is to be assessed using standard and authorised work practices, safety requirements

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EVIDENCE GUIDE

for assessment

and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the mandatory task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

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EVIDENCE GUIDE

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information includes:

- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions,

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RANGE STATEMENT

	where specified • MSDS • memos • regulatory and legislative requirements pertaining to cut and bend materials using oxy/LPG equipment • relevant Australian standards • safe work procedures relating to cut and bend materials using oxy/LPG equipment • signage • verbal, written and graphical instructions • work bulletins • work schedules, plans and specifications.
Scope of work:	• cutting of steel includes cutting up of waste for salvage, cutting reinforcement steel and cutting holes in plate • bending includes reinforcement steel • all work is to conform to the requirements of relevant Australian standards.

Safety (***OHS***) is to be in accordance with state and territory legislation and regulations and project safety plan and may include:	• emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
	• handling activities that may require the assistance of others or the use of manual or mechanical lifting devices where size, weight or other issues, such as a disability are a factor
	• hazard control
	• hazardous materials and substances, including cement and curing agents
	• organisational first aid
	• PPE prescribed under legislation, regulations and workplace policies and practices
	• safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
	  • cutting, grinding and welding equipment
	  • lighting
	  • power equipment
	  • power leads and sources
	  • trip hazards
	  • work site visitors and the public

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RANGE STATEMENT

	• working in confined spaces • working in proximity to others • working with metals under stress • use of firefighting equipment • use of tools and equipment • workplace environmental requirements and safety.
Equipment includes:	• cylinders • regulators • gas tubing • cutting blowpipes • flint lighters • measuring tapes and rules • clamps and support stands.

Materials:	• include:
	  • cutting consumables
	  • deformed bars
	  • mesh sheets of deformed bars
	  • mesh sheets of plain bars
	  • plain rods
	• may include:
	  • pipe sections
	  • scaffolding components
	  • structural steel sections.

Quality requirements include relevant regulations, including:	• Australian standards • internal company quality policy and standards • manufacturer specifications • workplace operations and procedures.
Environmental requirements include:	• clean-up management • dust and noise • waste management.
Statutory and regulatory authorities include:	• federal, state and local authorities administering the applicable Acts, regulations and codes of practice.

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Unit Sector(s)

Unit sector Construction

Functional area

Functional area

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CPPSEC5001A Establish and maintain an Occupational Health and Safety system

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to manage an Occupational Health and Safety (OHS) system to ensure compliance with legislative requirements relating to security operations. It requires the ability to establish policies and procedures for the implementation of OHS in the workplace ensuring ongoing consultative processes. It also requires an ability to evaluate the effectiveness of the OHS system to identify procedural improvements.

This unit may form part of the licensing requirements for persons engaged in security operations in those states and territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency has wide application in a range of managerial roles in the security industry. Work is performed under minimal supervision and competency requires a high level of judgement and decision-making. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Establish an OHS system.	1.1 ***OHS system*** is developed which clearly states commitment to OHS and compliance with ***legislative requirements***.
	1.2 ***OHS roles and responsibilities*** for all employees are defined.
	1.3 Financial and human resources for the effective operation of the OHS system are established and implemented.
	1.4 OHS induction and ***training program*** is developed and made available to all employees.
	1.5 System for ***OHS record keeping*** is established and maintained to allow identification of ***hazard***, ***risk*** and injury patterns.
	1.6 ***OHS information and procedures*** are communicated and explained to all employees in an accessible format in accordance with legislative requirements.
2 Establish participative arrangements for OHS.	2.1 ***Consultative processes*** are established and maintained to ensure maximum OHS vigilance and compliance of all employees.
	2.2 OHS issues raised through participation and consultation are acknowledged and resolved promptly.
	2.3 Feedback from OHS consultation and any changes to procedures are ***recorded*** and communicated promptly to all employees.

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ELEMENT	PERFORMANCE CRITERIA
3 Establish procedures for managing hazards and risks.	3.1 Procedures for ***identifying hazards*** and ***managing risks*** are developed in accordance with legislative requirements. 3.2 Hazard identification is addressed at the planning, design and evaluation stages of any change in workplace to ensure new hazards are not created. 3.3 Procedures for selection and implementation of risk control measures in accordance with the hierarchy of control are developed and maintained. 3.4 Inadequacies in procedures for hazard identification and risk control are identified and new measures promptly established.
4 Evaluate system effectiveness.	4.1 Evaluation of the OHS system is undertaken using ***verifiable evidence***. 4.2 Improvements to the OHS system are developed and implemented to achieve organisational OHS objectives. 4.3 Compliance with the OHS legislative framework is continually assessed to ensure that legal obligations are met. 4.4 All OHS documentation is maintained in accordance with legislative requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

Required skills

- access and use workplace information
- active listening
- adapt personal communication style to a variety of situations
- analyse and evaluate information and data
- coaching and mentoring to provide support to colleagues
- communicate in a clear and concise manner
- consultation
- effectively work with teams and individuals
- negotiation
- numeracy skill to calculate resources and costings
- planning

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REQUIRED SKILLS AND KNOWLEDGE

- reading to interpret complex information
- relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- research, analyse and interpret information from a variety of people and reporting
- solve problems to deal with complex and non routine difficulties
- use a range of communications equipment
- use technology to research, analyse and report information
- writing to develop complex reports.

Required knowledge

- applicable OHS licensing and legislative compliance requirements
- application of the hierarchy of control
- approved communication terminology and call signs
- available support agencies and the types of services offered
- difference between negative and positive language
- differences between written and spoken English
- how to read and use body language to gain confidence of others
- how to record information which may be used for legal purposes
- how to safeguard confidential information
- how to use business equipment to present information
- intervention points for expert OHS advice
- negotiation techniques
- non conformance reporting requirements
- OHS implications relating to use of guard dogs, apprehension or arrest of persons, use of firearms, use of restraints, handcuffs, batons and spray
- organisational standards for the presentation and maintenance of written information
- power plays and how they are used in conflict situations
- principles and practices of effective OHS management
- principles and techniques associated with modelling safe work practices, hazard identification and risk management
- principles of AS/NZS 4360: 2004 Risk management
- tactical response measures
- use of force guidelines.

Evidence Guide

EVIDENCE GUIDE

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The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- managing organisational compliance with applicable OHS legislation and licensing, and implementing consultative arrangements to ensure individual and team OHS awareness and compliance
- developing a comprehensive OHS system which maximises implementation of OHS policies and procedures
- conducting an evaluation of the OHS system and using the findings together with consultation processes as the basis for implementing improvements
- establishing systems for ensuring OHS records and information meet legal compliance requirements.

Context of and specific resources for assessment

Context of assessment includes:

- a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.

Resource implications for assessment include:

- access to a registered provider of assessment services
- access to a suitable venue and equipment
- access to plain English version of relevant statutes and procedures
- assessment instruments including personal planner and assessment record book
- work schedules, organisational policies and duty statements.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

This unit of competency should be assessed using questioning of underpinning knowledge and skills.

Guidance information for assessment

Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.

Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the

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candidate is offered a choice between oral questioning and written assessment, questions are to be identical.

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OHS system may include:

- counter terrorism
- designated OHS personnel and committees
- designing safe operations and systems of work
- duty of care requirements
- emergency and evacuation policies and procedures
- incorporation of expert OHS advice as required
- injury management and workers compensation
- issue resolution and conflict negotiation processes
- mechanisms for obtaining updated information (eg health effects of hazards, technical developments in risk control, changes to legislation, security alerts and industry trends)
- mechanisms for updating OHS policies and procedures
- planning and implementing changes to security operations and tactical response strategies
- procedures for maintenance and storage of equipment and weapons
- procedures for purchasing of materials and equipment
- procedures, timeframes and accountabilities for reporting OHS issues
- provision of counselling and stress management processes
- provision of OHS information and training
- provisions for first aid equipment and response
- restraint and apprehension of persons
- security licensing requirements
- system for communicating OHS information to

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	individuals and teams • use of firearms, handcuffs, batons and spray • use of force guidelines.
Legislative requirements may relate to:	• anti-discrimination and diversity • Australian standards, codes of practice and regulations • award and enterprise agreements • duty of care • evidence collection • licensing arrangements and certification requirements • OHS issue resolution • relevant commonwealth, state and territory OHS legislation, codes of practice and regulations • roles and responsibilities of OHS representatives and committees • trade practices • use of force.
***OHS roles and responsibilities* may include**:	• fire wardens • first aid officers • general duty of care • OHS chain of command • OHS committee representatives • OHS officers • safe workplace practices.
***Training program* may include**:	• allocation of resources for training including acquisition, purchase of training services, development of staff training skills • group discussions to enhance safety awareness • handouts or information sheets • OHS induction training • ongoing assessment of individual and team training needs • specific courses.
***OHS record keeping* may relate to**:	• audit and inspection reports • consultation processes (eg OHS Committee meeting papers) • equipment maintenance and testing reports • first aid or medical post records • hazardous substances register • identifying records required under OHS legislation (eg, major accident and injury notifications, certificates, licenses, dangerous goods storage register) • manufacturer and supplier information relating to security equipment • records of induction, instruction and training

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- workers compensation and rehabilitation records
- workplace environmental monitoring records.

Hazard relates to:

- any thing (including an intrinsic property of a thing) or situation with the potential to cause injury or harm.

***Risk* relates to**:

- the chance of something happening that will have an impact on objectives.

***Security risks* may include**:

- biological hazards
- chemical spills
- electrical faults
- explosives
- injury to personnel
- noise, light, heat, smoke
- persons carrying weapons
- persons causing a public nuisance
- persons demonstrating suspicious behaviour
- persons suffering from emotional or physical distress
- persons under the influence of intoxicating substances
- persons with criminal intent
- persons, vehicles and equipment in unsuitable locations
- suspicious packages or substances
- terrorism
- violence or physical threats.

***OHS information and procedures* may relate to**:

- application of organisational OHS policies and procedures
- back-up
- compliance with applicable legislation, standards and regulations related to OHS
- current security industry risks and alerts
- identified hazards
- outcomes of risk assessment and control processes
- procedures for evacuation, application of first aid and emergency response
- processes for raising OHS issues
- tactical response
- up-to-date OHS issues and industry safety trends
- use of force
- use of restraints, handcuffs, batons, spray and firearms.

Consultative processes may include:

- establishment and use of OHS committees and other committees
- establishment and use of OHS representatives and first aid officers
- involvement of individuals and teams in OHS management activities (eg OHS inspections, audits, environmental monitoring, risk assessment and control,

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	emergency simulations) • mechanisms for employees to raise OHS issues • provision of regular OHS bulletins, notices and information.
***OHS records* may relate to**:	• first aid and medical post records • hazardous substances registers • health surveillance and monitoring of work environment • identified hazards and risks • industry warnings and security alerts • maintenance and testing reports • manufacturer and supplier information, including materials safety data sheets and dangerous goods storage lists • OHS audits and inspections • OHS instruction and training • OHS issues which have been raised and reported • reports of accidents and injury • workers compensation and rehabilitation records.
Procedures for identifying hazards may include:	• consultation • continuous monitoring of work environment • debrief and review of security incidents • regular informal and informal discussions with colleagues • regular inspections of equipment and work area • review of OHS records.
***Managing risks* may involve**:	• application of the hierarchy of control • complying with safe operating procedures for equipment • correct selection, use, storage and maintenance of Personal Protective Equipment (PPE) • evacuation • maintaining vigilance, awareness and observation in the work environment • OHS communication and reporting • requests for back-up support or instructions • safe lifting and manual handling • security of documents, cash, equipment and persons • use of fire safety equipment • use of reasonable force.
***Verifiable evidence* may include**:	• auditable documentation and reports • employee and client questionnaires • number of hazards, accidents, injuries or near misses • quality assurance data • records of complaints and actions taken for resolution.

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Unit Sector(s)

Unit sector Security

Competency field

Competency field Security and risk management

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CPPWMT3011A Respond to waste emergencies

Modification History

Revised unit

Unit updated and equivalent to PRMWM11B Respond to waste emergency

Unit Descriptor

This unit of competency specifies the outcomes required to respond to a range of emergencies which may occur in the management of waste. It requires the ability to act quickly in a methodical and calm manner.

Application of the Unit

This unit of competency supports individuals with responsibilities for conducting waste management activity. It includes contributing to the implementation of developed operational procedures, as well as recognising the need for expert advice.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

1	Identify nature of emergency.	1.1	Details of the nature, type and severity of the ***emergency*** are identified, including ***waste types*** involved and existing and potential hazards and risks.
		1.2	Emergency is reported to supervisor or team leader according to ***organisational requirements*** and ***relevant legislation and codes***.
2	Prepare to respond to emergency.	2.1	***Potential hazards and risks*** are incorporated into emergency response action.
		2.2	***Emergency response action or procedures*** are followed according to organisational requirements and relevant legislation.
		2.3	Full details of emergency are communicated to ***relevant parties***.
		2.4	***Emergency and personal protective equipment*** is used safely and efficiently according to manufacturer specifications and organisational occupational health and safety (OHS) requirements.
		2.5	***Containment and isolation*** of emergency situation are conducted where possible to minimise danger to surrounding equipment, area, environment, other personnel and general public.
		2.6	Risks to personnel are avoided and ***evacuation procedures*** are followed according to organisational requirements.
		2.7	Necessary actions to ***protect organisational interests*** are taken according to organisational requirements.
3	Review emergency response.	3.1	Emergency response actions are monitored and evaluated continuously and modifications are made to response actions to reduce the impact of the emergency.
		3.2	Emergency situation is controlled until formal relief is notified or received, according to organisational requirements, OHS standards and relevant legislation.

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4	Assist with clean-up	4.1	***Clean-up*** to remove waste, ***contamination***, equipment and hazards from the emergency site is conducted according to organisational, legislative and OHS requirements.
		4.2	***Regulated waste identification signage*** is updated as required.
5	Record and report emergency	5.1	Full details of emergency situation and response actions are ***recorded*** according to organisational requirements and relevant legislation.
		5.2	Emergency situation and response actions are reported to appropriate personnel according to organisational requirements.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- emergency expertise to facilitate:
  - waste assessment
  - isolation procedures, including bunding and erecting barriers
  - selection of equipment
  - quality control inspection
- interpersonal skills to work in a team environment
- oral communication skills to:
  - ask questions
  - follow instructions
  - give clear information
  - listen effectively
- reading skills to:
  - interpret emergency requirements
  - follow emergency procedure guidelines
  - read graduated devices
  - interpret work requirements and material safety data sheets (MSDS)

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- problem-solving skills to:
  - identify hazards and risks
  - identify waste types, including regulated waste and waste non-conformance
  - resolve pressure situations in a prompt, calm manner
- self-management skills to:
  - conduct work practices safely and efficiently
  - handle waste non-conformances
  - prioritise duties
  - use emergency and personal protective equipment (PPE)
- written communication skills for:
  - documentation, including emergency incident report
  - record keeping

Required knowledge

- emergency response procedures, including:
  - confined space procedures
  - HAZCHEM identification systems
  - methods of containment and isolation of emergencies
  - site management plan and identification of work areas, including location of:
    - alarms
    - emergency equipment
    - communications equipment
  - coding systems
  - reporting requirements
  - signalling techniques
  - standard emergency procedures
- identification of:
  - waste types, streams and characteristics
  - waste non-conformances
  - waste non-conformance procedures
  - waste recovery routes
- procedures for containing segregated waste types, including containment and isolation of hazardous waste
- emergency waste management processes to facilitate:
  - identification of plant and equipment
  - operation of plant and equipment
  - cleaning and maintenance of plant and equipment
  - recycling activity
- OHS requirements relating to:
  - chemical storage and decanting

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  - dangerous goods and hazardous substances
  - OHS hierarchy of control
  - basic first aid appropriate to likely hazards and risks in work environment
- potential hazards and risks relating to:
  - dangerous goods
  - potential incidents
  - waste containment and segregation techniques
  - emergency response procedures
- service requirements, including:
  - client requirements
  - duty of care
  - organisational requirements
  - reporting requirements
  - waste management options
  - waste management hierarchy
  - waste containment and disposal techniques

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed by observation of practical demonstration in the workplace or in a simulated environment.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit. In particular the person should demonstrate the ability to: • identify emergencies • follow OHS and emergency procedures • act quickly and implement required processes to overcome emergencies • document actions.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include:

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	• work plans and approved specifications • forms and procedures manuals.
Method of assessment	The process of responding to a waste emergency must comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in responding to a waste emergency. Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments.
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support. Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. This unit could be assessed on its own or in combination with other units relevant to the job function, for example: • CPPCMN3001B Participate in environmentally sustainable work practices • CPPCMN3003A Contribute to workplace safety arrangements.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Emergency may include:	• chemical reaction • contamination

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	• fire • gas leak • hazardous waste spill • fallen powerlines.
Waste types may include:	• solid (non-hazardous), e.g. construction and demolition • liquid (non-hazardous), e.g. chemical and aqueous • hazardous – regulated, prescribed, quarantined, medical and clinical • recoverable resources, e.g. recyclable and green waste.
Organisational requirements may include information found in:	• briefing papers • job sheets • letters • memos • operations manuals • quality assurance documents • tender and contract documents • verbal or written instructions • work procedures.

Legislation and codes may include:	• codes, including:
	  • Australian Code for the Transport of Dangerous Goods by Road and Rail
	  • industry
	• commonwealth, state and territory legislation, including:
	  • anti-discrimination
	  • environmental protection
	  • equal employment opportunity
	  • freedom of information
	  • industrial
	  • OHS
	  • trade practices
	• road laws.

Potential hazards and risks are those identified by the organisation that may lead to:	• damage to plant, vehicle or property • harm to the environment • illness or injury to employees, contractors or the public • injuries resulting from manual handling and repetitive work.
Potential hazards and risks may include:	• broken glass • broken metal • compaction equipment • contamination • dust • fire

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	• gases and fumes • hazardous waste (e.g. sharps) • narrow driveways • other vehicles and equipment • overhanging signs • projectiles • spark-producing equipment • unguarded conveyor belts • weather.
Emergency response action or procedures may include:	• cleaning up • containing emergency • isolating or shutting down equipment or plant • evacuation • first aid • making site safe • notifying authorities • using PPE.
Relevant parties may include:	• emergency services • other affected parties • organisational personnel • environmental protection agencies.
Emergency and personal protective equipment must include:	• communications equipment • eye protection, such as goggles and protective glasses • eyewash kit • fire extinguishers • first aid kit • footwear • hearing protection • MSDS • spill kit • oil absorbent materials • overalls and protective clothing.
Emergency and personal protective equipment could also include:	• breathing apparatus • emergency procedure guides • face shield or mask • gloves • hard hats.
Personal protective equipment must be:	• cleaned and fitted according to organisational requirements, manufacturer specifications and OHS requirements • worn when required according to organisational requirements • stored according to organisational requirements.

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Containment and isolation may include:	• bunding area • erecting barricades • moving vehicle or equipment away from hazardous area • sealing leaks • transferring waste • turning off electricity and gas • using fire extinguishers • water-hosing.
Evacuation procedures may be found in:	• emergency procedures manuals • OHS requirements • organisational requirements • legislation and codes.
Protecting organisational interests may include:	• collecting details from witnesses • not commenting or admitting liability • not talking to media.
Clean-up may include:	• removing equipment, plant and vehicle from site • removing and disposing of contaminated soil and liquid • shovelling • sweeping out • using cleaning products • using high pressure water or air-hosing • vacuuming.
Contamination may include:	• exposure to sunlight • infestation • mixing with other waste types • rot or mould • waterlogging.
Regulated waste identification signage may include**:**	• classification of dangerous goods • communications equipment • first aid • hazardous class • HAZCHEM codes • packaging group number.

Recorded includes:	• authorities notified
	• cause or suspected cause of emergency
	• damage incurred to:
	  • general public
	  • equipment
	  • personnel
	  • vehicle
	• emergency and personal protective equipment used

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	• emergency response procedures undertaken • nature of clean-up • nature, type, source and severity of emergency • recommendations for preventing future emergencies • regulatory authority requirements.

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.

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CPPWMT3015A Move waste using loadshifting equipment

Modification History

Revised unit

Unit updated and equivalent to PRMWM15B Move waste using load shifting equipment

Unit Descriptor

This unit of competency specifies the outcomes required to operate a mobile plant for loading and unloading waste. It requires the ability to organise the activity and apply safe work practices.

Application of the Unit

This unit of competency supports individuals with responsibilities for managing waste during loadshifting. It includes contributing to the implementation of developed operational procedures, as well as recognising the need for expert advice.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

1	Prepare for loadshifting.	1.1	***Job sheet and schedule*** are reviewed to identify job requirements.
		1.2	***Loadshifting equipment***, associated attachments and ***emergency and personal protective equipment*** (PPE) are selected according to job requirements to maximise efficiency and effectiveness of transportation.
		1.3	Operator's licence is inspected to ensure it complies with ***organisational requirements*** and ***relevant legislation and codes***.
		1.4	***Potential hazards and risks*** to work are identified and handled according to organisational ***emergency response action or procedures***, and occupational health and safety (OHS) regulations and other relevant legislation and codes.
2	Perform routine checks on loadshifting equipment.	2.1	Visual check of equipment is conducted to pinpoint damage, leaks, obstructions, component wear or potential hazards.
		2.2	Equipment systems are tested to ensure that they comply with manufacturer specifications and organisational requirements.
		2.3	Service checks are conducted in compliance with manufacturer specifications to ensure water, oil, fuel, air pressure and greasing are maintained at designated levels.
		2.4	Emergency and personal protective equipment is checked to ensure it is functioning adequately.
		2.5	Associated equipment is checked to ensure that it is operational and complies with manufacturer specifications.
3	Operate loadshifting	3.1	Equipment is operated and driven in a safe and efficient manner, according to organisational requirements, road

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	equipment.		and traffic regulations, and other legislation and codes.
		3.2	Surrounding environment is continuously observed to identify and avoid or minimise potential hazards.
		3.3	Clear communication with ***relevant personnel*** is maintained.
4	Organise for loading.	4.1	Waste to be loaded and checked is identified to ensure ***integrity of containment***.
		4.2	***Loading method*** is determined according to waste containment type and organisational requirements.
		4.3	Equipment is parked or set up in a loading position that ensures efficiency and safety of loading.
		4.4	Barriers and warning signs are erected at loading and unloading sites to ensure safety of surrounding personnel according to organisational requirements and relevant legislation.
5	Load and move waste.	5.1	Waste is loaded safely and efficiently according to ***waste type*** in designated area using an approved loading method to maintain integrity.
		5.2	Liquid flow where waste is vacuumed is regulated to ensure maintenance of constant hose pressure.
		5.3	Waste is moved safely and securely according to organisational requirements, manufacturer specifications and relevant legislation and codes.
		5.4	Visual checks are maintained to identify and remedy potential hazards.
		5.5	Load is checked to ensure it conforms to equipment capacity requirements, manufacturer specifications and relevant legislation and codes.
6	Unload waste.	6.1	Waste is unloaded safely and efficiently according to waste type, in designated area using an approved unloading method to maintain integrity.

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		6.2	Liquid flow where waste is vacuumed is regulated to ensure maintenance of constant hose pressure.
		6.3	Visual checks are maintained to identify and remedy potential hazards during unloading.
		6.4	Load is stacked or housed at destination according to organisational requirements, manufacturer specifications and relevant legislation and codes.
7	Shut down and secure loadshifting equipment.	7.1	Equipment is parked or stored in a safe location to avoid damage to equipment or obstruction of surrounding site activity.
		7.2	Shut-down procedures are completed according to manufacturer specifications and organisational requirements.
		7.3	Equipment is secured and stored to avoid unauthorised access or use
8	Carry out basic housekeeping and maintenance.	8.1	Equipment is cleaned to remove debris and contamination and to ensure safe operating procedures.
		8.2	Service checks are conducted according to manufacturer specifications to ensure water, oil, fuel, air pressure and greasing are maintained at designated levels.
		8.3	Equipment faults or defects are reported to relevant personnel
		8.4	Record of moving activities is completed promptly and according to organisational requirements.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

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Required skills

- driving ability to facilitate safe and efficient driving
- interpersonal skills to work in a team environment
- numeracy skills to:
  - measure weights and volumes
  - measure waste
- literacy skills to:
  - report waste movements and loading activity
  - read and interpret:
    - graduated devices
    - procedure guidelines
    - specifications
    - work requirements and material safety data sheets (MSDS)
- oral communication skills to:
  - direct traffic
  - ask questions
  - follow instructions
  - provide clear information
  - listen actively
- problem-solving skills to:
  - identify hazards and risks
  - identify waste types, including regulated waste and waste non-conformances
  - segregate waste types, including potentially hazardous wastes
- self-management skills to:
  - apply signalling techniques
  - conduct work practices safely and efficiently
  - handle waste non-conformances
  - identify routes
  - organise work methodically
  - safely load and unload waste
  - use emergency and PPE
  - work in confined spaces
- waste identification, including:
  - containment of hazardous waste
  - isolation
  - recording waste sorted
  - identifying and sampling waste types

Required knowledge

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- driving:
  - licence requirements
  - road laws
  - map reading
- equipment operation to facilitate:
  - basic cleaning and maintenance of equipment
  - selection of plant and equipment
- identification of:
  - waste contaminants
  - waste non-conformances
  - waste types, streams and characteristics
  - loading and unloading methods
  - equipment load weight requirements
  - types of loading equipment
  - waste loading and unloading and moving hazards
  - requirements for handling and transporting waste
  - waste processing equipment
- potential hazards and risks relating to:
  - waste loading and unloading techniques
  - emergency response procedures
- OHS requirements relating to:
  - dangerous goods and hazardous substances
  - OHS hierarchy of control

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed by observation of practical demonstration in the workplace or in a simulated work environment using loadshifting equipment.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit. In particular the person should demonstrate the ability to: • interpret job sheets • organise equipment operation

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	• load safely and efficiently • observe OHS requirements.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • work plans and approved specifications • forms and procedures manuals.
Method of assessment	Moving waste using loadshifting equipment must comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the moving of waste. Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments.
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support. Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. This unit could be assessed on its own or in combination with other units relevant to the job function, for example: • CPPWMT3019A Prepare waste for re-use • CPPWMT3044A Identify wastes and hazards.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the

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performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Job sheet and schedule typically include:	• emergency and PPE requirements • job route and sequence • site contact • site requirements • vehicle and associated equipment requirements • waste type, classification, characteristics and transport requirements.

Loadshifting equipment may include:	• dozers
	• earthmoving equipment
	• forklifts
	• loaders:
	  • front-end
	  • rear-end
	  • tailgate
	• trucks:
	  • articulated
	  • open-bodied:
	  • hook lift
	  • pump
	  • vacuum
	  • rigid
	• windrow turners.

Emergency and personal protective equipment must include:	• communications equipment • eye protection, such as goggles and protective glasses • eyewash kit • fire extinguishers • first aid kit • footwear • gloves • overalls and protective clothing.
Emergency and personal protective equipment could also include:	• breathing apparatus • emergency procedure guides • face shields or masks • hard hats • hearing protection • MSDS • spill kit.

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Personal protective equipment must be:	• cleaned and fitted according to organisational requirements, manufacturer specifications and OHS requirements • worn when required according to organisational requirements • stored according to organisational requirements.
Organisational requirements may include information found in:	• briefing papers • job sheets • letters • memos • operations manuals • quality assurance documents • verbal or written instructions • work procedures.

Relevant legislation and codes may include:	• codes, including:
	  • Australian Code for the Transport of Dangerous Goods by Road and Rail
	  • industry
	• commonwealth, state and territory legislation, including:
	  • anti-discrimination
	  • environmental protection
	  • equal employment opportunity
	  • freedom of information
	  • industrial
	  • OHS
	  • trade practices
	• road laws.

Potential hazards and risks are those identified by the organisation that may lead to:	• damage to plant, vehicle or property • harm to the environment • illness or injury to employees, contractors or the public • injuries resulting from manual handling and repetitive work.
Potential hazards and risks may include:	• broken glass • broken metal • compaction equipment • contamination • dust • fire • gases and fumes • hazardous waste (e.g. sharps) • narrow driveways • other vehicles and equipment • overhanging signs • projectiles

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	• spark-producing equipment • unguarded conveyor belts • weather.
Emergency response action or procedures may include:	• cleaning up • containing emergency • isolating or shutting down equipment or plant • evacuation • first aid • making site safe • notifying authorities • using PPE.
Relevant personnel may include**:**	• client • team leader • team member • management • supervisor.
Integrity of containment may include checks for:	• contamination • drum expansion • gases • leaching • leaks • seals • spillage • unstable form.
Loading method may include:	• cart lifter • forklift • front-end loader • high pressure vacuum loading • loading by hand • shovelling.
Waste type may include:	• solid (non-hazardous), e.g. construction and demolition • liquid (non-hazardous), e.g. chemical and aqueous • hazardous – regulated, prescribed, quarantined, medical and clinical • recoverable resources, e.g. recyclable and green waste.
Cleaning of equipment may include:	• cleaning products and fluids • high pressure water or air-hosing • shovelling • sweeping out • using decontamination products • vacuuming.

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Unit Sector(s)

Waste management

Custom Content Section

Not applicable.

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CPPWMT3044A Identify wastes and hazards

Modification History

Revised unit

Unit updated and equivalent to PRMWM44B Identify wastes and hazards

Unit Descriptor

This unit of competency specifies the outcomes required to identify a range of wastes and potential hazards and risks that may be present in the work environment.

Application of the Unit

This unit of competency supports individuals with responsibilities for identifying wastes and potential hazards and risks in a team environment. It includes following direction, systems and plans, as well as recognising the need for expert advice.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

1	Identify waste.	1.1	***Waste characteristics*** are identified.
		1.2	Types of wastes are differentiated by ***waste stream*** or ***waste categories***.
		1.3	***Hazardous and dangerous waste*** and ***non-conforming waste*** are detailed.
		1.4	***Contaminants*** present in waste are noted.
		1.5	Further information on waste is obtained by questioning appropriate personnel to ensure correct identification.
2	Identify hazards and risks.	2.1	***Other potential hazards and risks*** present in work environment are listed.
		2.2	Supervisor and team members are informed of job requirements, hazards and risks.
		2.3	Safe work practices that prevent risk behaviour are outlined to supervisor.
		2.4	Emergency response procedures are practised with team members.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to:
  - identify hazards and risks
  - identify waste types and waste non-conformances
  - segregate valuable resources in composite materials
  - segregate waste types, including potentially hazardous waste
- interpersonal skills to work in a team environment
- literacy skills to:
  - list potential hazards and risks
  - document and keep records

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    - read and interpret:
        - emergency requirements
        - hazard advice
        - job sheets
        - work requirements and material safety data sheets (MSDS)
- oral communication skills to:
    - follow instructions
    - provide information
    - ask questions
- self-management skills to:
    - apply signalling techniques
    - conduct work practices safely and efficiently
    - plan and undertake routine tasks
    - prioritise duties
    - use emergency and personal protective equipment (PPE)

Required knowledge

- identification of:
    - waste contaminants
    - waste monitoring procedures
    - waste non-conformances
    - waste non-conformance handling procedures
    - waste types
    - waste management options
    - waste storage requirements
    - waste disposal and recovery routes
- procedures for containing segregated waste types, including containment and isolation of hazardous waste
- emergency response procedures relating to:
    - confined space procedures
    - duty of care
    - identification of work areas, including location of:
        - alarms
        - emergency equipment
        - communications equipment
    - coding systems
    - environmental agencies
    - environmental regulations
    - reporting requirements
    - signalling techniques

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  - waste management hierarchy
  - waste containment methods and isolation of emergencies
- occupational health and safety (OHS) requirements relating to:
  - chemical storage and decanting
  - dangerous goods and hazardous substances
  - OHS hierarchy of control
  - basic first aid appropriate to likely hazards and risks in work environment
- potential hazards and risks relating to:
  - dangerous goods
  - potential incidents

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed by observation of practical demonstration in the workplace or in a simulated environment.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit. In particular the person should demonstrate the ability to: • identify a range of waste streams, hazardous wastes and waste contaminants • identify a range of potential hazards and risks present in the workplace • observe OHS requirements.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • work plans and approved specifications • forms and procedures manuals.
Method of assessment	The process of identifying waste and hazards must meet industry expectations. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the identification of

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	waste and hazards. Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments.
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support. Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. This unit could be assessed on its own or in combination with other units of competency relevant to the job function, for example: • CPPWMT3005A Identify and segregate waste • CPPWMT3014A Manually sort waste.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Waste characteristics may include:	• density • level of contamination • quality • shape • size • volume • weight.
Waste stream may include:	• construction and demolition • dangerous goods

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	• green waste • hazardous substances • municipal waste.
Waste categories may include:	• solid (non-hazardous), e.g. construction and demolition • liquid (non-hazardous), e.g. chemical and aqueous • hazardous – regulated, prescribed, quarantined, medical and clinical • recoverable resources, e.g. recyclable and green waste.
Hazardous and dangerous waste may include:	• all waste depending on the condition, environment and personal exposure • biological products • blood products • chemicals • electrical wiring • glass • hospital waste • leaking containers • medical waste • needles and syringes • oil and petrol.
Non-conforming waste may include:	• contamination • hazardous or dangerous waste • inferior quality and unacceptable waste streams.
Contaminants may include:	• sunlight • infestation • mixing waste types • rot or mould • waterlogging.
Other potential hazards and risks are those that may lead to**:**	• damage to plant, vehicle or property • harm to the environment • illness or injury to employees, contractors or the public • injuries resulting from manual handling and repetitive work.
Hazards and risks may include:	• broken glass • compaction equipment • contamination • dust • fire • hazardous waste (e.g. sharps) • narrow driveways • other vehicles and equipment • overhanging signs

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	• projectiles • spark-producing equipment • unguarded conveyor belts • weather.

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.

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FDFFS2001A Implement the food safety program and procedures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to maintain personal hygiene and conduct food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves operation of production and/or packaging equipment and processes.

Application of the Unit

Application of the unit	This unit is based on and equivalent to the guideline food safety unit GFSMFSRA Apply and monitor food safety requirements. Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPH2001A Apply Good Manufacturing Practice procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Implement the food safety program	1.1. Food handling requirements are identified 1.2. Food handling is carried out according to the food safety program 1.3. Food safety hazards are controlled as required by the food safety program 1.4. Where food safety control requirements are not met, the incident is promptly reported and corrective action is taken 1.5. Food safety information is recorded to meet requirements of the food safety program 1.6. The workplace is maintained in a clean and tidy order to meet workplace standards 1.7. Work is conducted in accordance with workplace environmental guidelines
2. Participate in maintaining and improving food safety	2.1. Work area, materials, equipment and product are routinely monitored to ensure compliance with food safety requirements 2.2. Processes, practices or conditions which could result in a food safety breach are identified and reported according to workplace reporting requirements 2.3. Corrective action is taken in accordance with the food safety program 2.4. Food safety issues are raised with designated

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ELEMENT	PERFORMANCE CRITERIA
	personnel
3. Comply with personal hygiene standards	3.1. Personal hygiene meets the requirements of the food safety program 3.2. Health conditions and/or illness are reported as required by the food safety program 3.3. Clothing and footwear worn is appropriate for the food handling task and meets the requirements of the food safety program 3.4. Movement around the workplace complies with the food safety program

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- locate and follow workplace information relating to food safety responsibilities
- follow workplace procedures to maintain food safety as required by the food safety program relating to own work
- monitor food safety hazards as required by the food safety program, including methods such as visual inspection, sampling and testing
- record results of monitoring, and maintain records as required by the food safety program
- identify and report situations that do not meet the requirements of the food safety program and/or could result in unsafe food
- take corrective action as required by food safety program within level of responsibility
- handle, clean and store equipment, utensils, packaging materials and similar items according to the requirements of the food safety program as required by work role
- maintain personal hygiene consistent with the food safety program
- take necessary precautions when moving around the workplace and/or from one task to another to maintain food safety
- wear and maintain appropriate clothing/footwear as required by work tasks and consistent with the requirements of the food safety program
- report health conditions and illness as appropriate according to the food safety program
- handle and dispose of out-of-specification or contaminated food, waste and

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recyclable material according to food safety program as this requirement relates to own work responsibility
- maintain the work area in a clean and tidy state
- identify and report signs of pest infestation
- record food safety information in appropriate format
- clean and sanitise equipment according to enterprise procedures
- collect samples and conduct tests according to the food safety program according to enterprise procedures
- participate in investigating food safety breaches according to enterprise procedures
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- sources of information and expertise on procedures and responsibilities for food safety relating to own work
- basic concepts of HACCP-based food safety, including identification of hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met
- food safety management arrangements in the workplace, including awareness of food safety legislation, workplace policies and procedures to implement responsibilities, understanding the relationship between the quality system and food safety program, personnel responsible for developing and implementing the food safety program, the role of internal and external auditors as appropriate, procedures followed to investigate contamination events, and performance improvement processes
- awareness of common microbiological, physical and chemical hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences and control methods to prevent occurrence
- basic understanding of the properties, handling and storage requirements of ingredients, materials and products handled and used
- suitable standard for materials, measuring devices, equipment and utensils used in the work area
- food safety requirements related to work responsibilities, including personal hygiene, requirements and procedures to report illness and safe food handling practices for own work
- methods used to monitor that food safety is under control, including the purpose of sampling and taking measurements, such as temperature and pH, and conducting inspections and tests
- action required in the event of non-compliance (corrective action is typically described in the food safety program and/or related workplace information)
- purpose of keeping records and the recording requirements of the food safety

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program • methods used in the workplace to isolate or quarantine food which may be unsafe • product and ingredient traceability procedures, such as product recall where required by work responsibilities • clothing and footwear requirements for working in and/or moving between food handling areas • personal clothing maintenance, laundering and storage requirements • appropriate bandages and dressings to be used when undertaking food handling • housekeeping requirements and responsibilities relating to own work, and use and storage of housekeeping/cleaning equipment where relevant • procedures to follow in the event of pest sighting or discovery of infestation • purpose and importance of cleaning and sanitation procedures • waste collection, recycling and handling procedures relevant to own work responsibilities • cleaning and sanitation procedures where relevant • impact of rework handling/addition on food safety where relevant • sampling and test methods where relevant

•

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: • identify own responsibilities with regard to food safety • identify food safety risks in the workplace and the control measures used to manage them • apply control measures in own work • monitor compliance with food safety standards • identify and act on non-compliances and participate in improving safety • maintain required standards of personal hygiene • complete workplace records as required

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EVIDENCE GUIDE	
	• apply safe work practices and identify OHS hazards and controls • apply food safety procedures.

Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to:
	• food safety information relating to the workplace, including a food safety program outlining food safety hazards and control methods. It may also include company policies, procedures and codes of practice, such as:
	  • Good Manufacturing Practice (GMP)
	  • related work instructions and procedures
	  • work tasks and responsibilities
	  • appropriate clothing and related apparatus
	  • reporting and monitoring systems
	  • cleaning and sanitation policies and procedures as required
	  • sampling and test procedures and related equipment as required.

Method of assessment	This unit should be assessed together with other units of competence relevant to the function or work role. Examples could be: • FDFOP2004A Clean and sanitise equipment • FDFOP2013A Apply sampling procedures • FDFOP2063A Apply quality systems and procedures • MSL973001A Perform basic tests.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

RANGE STATEMENT
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised

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RANGE STATEMENT	
wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
A food safety program	A food safety program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. The food safety program and related procedures must comply with legal requirements of the food safety standards and must be communicated to all food handlers. Where no food safety program is in place, food safety requirements may be specified in general operating procedures
Workplace information	Workplace information may be provided in: • food safety program • standard operating procedures (SOPs) • specifications • log sheets • written or verbal instruction
Food handling	Food handling refers to: • food receipt and storage • food preparation • cooking, holding, cooling, chilling and reheating • packaging, disposal
Products/materials handled and stored	Products/materials handled and stored can include: • raw materials • ingredients • consumables • part-processed product • finished product • cleaning materials
Examples of a breach of food safety procedures	Examples of a breach of food safety procedures could include: • failure to check delivery temperatures of potentially hazardous chilled food

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RANGE STATEMENT	
	• failure to place temperature-sensitive food in temperature controlled storage conditions promptly • failure to wash hands when required • use of cloths for unsuitable purposes
Responsibility for monitoring food safety	Responsibility for monitoring food safety, identifying breaches in food safety procedures and taking corrective action relates to own tasks and responsibilities and occurs in the context of the food safety program in the workplace
Monitoring	Monitoring describes the methods used to confirm that a food safety hazard is in control, such as: • taking temperatures • collecting samples • conducting visual inspections • conducting other tests as required
Food safety hazard	A food safety hazard is a biological, chemical or physical agent in, or condition of, food that has the potential to cause an adverse health effect
Hygiene requirements	Minimum personal hygiene requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in the Food Safety Standard 3.2.2, Division 4:14 and/or state or territory legislation/regulations
Reporting of health conditions and illnesses requirements	Reporting of health conditions and illnesses requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in Food Safety Standard 3.2.2, Division 4:13 and/or state or territory legislation/regulations
Appropriate clothing and footwear	Appropriate clothing and footwear depends on work requirements. It should be designed to ensure that the body and clothing itself does not contaminate food or surfaces likely to come into contact with food. Examples of clothing designed to prevent contamination by the body include: • purpose designed overalls or uniforms • hair-nets

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RANGE STATEMENT	
	• beard snoods • gloves • overshoes

Unit Sector(s)

Unit sector	Food safety

Competency field

Competency field	

Co-requisite units

Co-requisite units		

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FDFFS3001A Monitor the implementation of quality and food safety programs

Modification History

November 2011: minor typographical error corrected.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to provide a leadership role in supporting day-to-day implementation of the food safety/quality programs in a work area. It also involves supporting others to implement the requirements of the food safety/quality procedures.

Application of the Unit

Application of the unit	This unit applies to those with formal responsibility for others, and to those required to model workplace policies and procedures but who have no formal management role. This unit is based on and equivalent to the guideline food safety unit GFSOFSA Oversee the day-to-day implementation of food safety in the workplace. Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPH3001A Monitor and maintain Good Manufacturing Practice procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

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Prerequisite units		
	FDFFS2001A	Implement the food safety program and procedures

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Ensure others in the work area are able to meet quality and food safety requirements	1.1. Hazard control and clothing and equipment appropriate to work requirements are available, functional and correctly fitted 1.2. Information on food safety/quality responsibilities and procedures is current, accessible and communicated to others in the work area 1.3. Information about identified hazards and the outcomes of risk assessment and risk control procedures is accessible and communicated to others in the work area 1.4. Food safety/quality hazards and control measures used in the work area can be identified by those in the work area 1.5. Mentoring and coaching support is available to support individuals/groups to implement quality and

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ELEMENT	PERFORMANCE CRITERIA
	safe food handling procedures 1.6. Training needs are identified and addressed within level of responsibility
2. Monitor observance of quality standards and food safety programs in the work area	2.1. Work procedures in the work area are clearly defined, documented and followed 2.2. Deviation from identified procedures is identified, reported and addressed within level of responsibility 2.3. Personal behaviour is consistent with workplace policies and procedures that support food safety and quality 2.4. Food safety and/or quality hazards are identified and reported according to workplace procedures 2.5. Food safety and quality information is recorded to meet workplace reporting requirements 2.6. The work area is maintained according to housekeeping standards 2.7. Work is conducted in accordance with workplace environmental guidelines
3. Take corrective action in response to quality and food safety non-compliance	3.1. Workplace procedures for responding to quality and food safety non-compliance are promptly implemented 3.2. Hazardous events are investigated to identify cause 3.3. Control measures to prevent recurrence and minimise risks of hazardous events are implemented
4. Maintain and improve quality and food safety in the work area	4.1. Processes or conditions which could result in a breach of food safety procedures or quality specifications are identified, assessed, removed or and/reported within level of responsibility and according to workplace procedure 4.2. Risk assessments are conducted and appropriate control measures are identified and implemented in the work area 4.3. Recommendations arising from risk assessments are implemented within level of responsibility 4.4. Inadequacies in control measures are identified and reported according to company reporting requirements 4.5. Matters raised relating to quality/food safety are promptly resolved and/or referred to appropriate personnel 4.6. The work group is consulted and advised of

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ELEMENT	PERFORMANCE CRITERIA
	quality/food safety matters relevant to work role 4.7. Opportunities for improving food safety and quality are identified and raised with relevant personnel 4.8. Procedures are developed or revised to support effective control of quality and food safety hazards 4.9. Quality/food safety records are reviewed to ensure they are complete and meet the quality system, food safety program and legal requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- access, interpret and communicate information about the food safety program, quality requirements and related procedures to others in the work area
- demonstrate two-way communication, including active listening and responding constructively to feedback
- provide access to and maintain current food safety/quality documentation
- model safe food handling and quality practices and procedures to achieve required outcomes, including demonstrating:
  - work procedures that meet the requirements of quality and food safety
  - cleaning and sanitising equipment
  - sampling and testing as appropriate according to quality and food safety requirements
  - maintaining personal hygiene
  - wearing appropriate clothing and footwear as required by the work task
  - following procedures when moving within and between work areas
  - reporting health conditions and illnesses according to workplace procedures
  - handling, cleaning and storing equipment, utensils and packaging materials as appropriate
- identify control points in the work area and demonstrate monitoring techniques used (control points include critical, quality and regulatory control points)
- support others to meet quality standards and follow food safety procedures by ensuring that all personnel in the work area receive the information required and have the necessary skills and equipment to carry out their responsibilities

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REQUIRED SKILLS AND KNOWLEDGE

- identify, report and/or address food safety/quality non-compliance in an appropriate and timely manner within level of responsibility
- determine when and how to make adjustments to maintain output within level of responsibility
- identify, report and/or address food safety/quality training and development needs of others in the work area
- ensure that appropriate and timely action is taken in response to non-compliance
- handle and dispose of out-of-specification or contaminated food, waste and recyclable material according to food safety program as this requirement relates to own work responsibility
- participate in investigations of non-compliance and risk assessment processes
- participate in consultation processes to improve quality and food safety outcomes in the workplace
- review practice and procedures to implement recommendations arising from risk assessments and/or improvement proposals within level of responsibility, such as collecting and analysing food safety/quality records, reviewing operating procedures and communicating changes to others in the work area
- ensure that housekeeping standards are maintained and that equipment is in operational order, such as participating in the management of equipment calibration
- monitor the recording of quality and food safety information to confirm that records accurately reflect performance and meet the requirements of the food safety and quality programs
- participate in food recall procedures as required, within level of responsibility
- facilitate consultation processes according to enterprise procedures
- lead investigations of quality and food safety incidents according to enterprise procedures
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- sources of information and expertise on procedures and responsibilities for food safety relevant to the workplace
- principles of a HACCP-based approach to managing food safety, including identifying hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met
- basic concepts of quality assurance including hazards, risk assessment and control methods
- company programs and systems in place to manage and support quality and food safety in the workplace, which may involve separate or integrated programs, including systems for maintaining and updating documents, such as operating procedures and specifications
- clothing and footwear requirements for working in and/or moving between food

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REQUIRED SKILLS AND KNOWLEDGE
handling areas, including personal clothing maintenance, laundering and storage requirements • appropriate bandages and dressings to be used when undertaking food handling • housekeeping requirements and responsibilities relating to own work, where relevant this includes use and storage of housekeeping/cleaning equipment • procedures to follow in the event of pest sighting or discovery of infestation • purpose and importance of cleaning and sanitation procedures • legal obligations for food safety and quality, including an awareness of government legislation and customer requirements • food safety and quality responsibilities and requirements relating to the work area • awareness of common micro biological, physical and chemical hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences and control methods to prevent occurrence • suitable standard for materials, measuring devices, equipment and utensils used in the work area • properties of food and ingredients used that affect food safety, including an understanding of related storage, processing and handling requirements • current technical and process knowledge required to participate in investigations of food safety/quality hazards, risks and incidents within level of responsibility, including an understanding of common micro biological, physical and chemical hazards, related control methods and the way changes in equipment and/or processing methods can affect food safety and quality outcomes • procedures for identifying unsafe and/or non-conforming product, including control points and evidence of out-of-specification product or materials • sampling procedures, test methods and inspections • options for responding to non-compliance, including legal responsibility, risk management and cost/implications of different responses and level of responsibility for decision making • methods used in the workplace to isolate or quarantine food which may be unsafe • waste collection, recycling, handling and disposal, including handling/disposal requirements for different types of waste, such as hazardous waste where relevant • traceability and recall procedures within level of responsibility • documentation system and procedures, including record keeping to meet both company and legal requirements, procedures for developing and/or reviewing workplace procedures, and document control systems used in the workplace • auditing arrangements, roles and responsibilities as they relate to own work responsibilities, such as internal and external audit processes • appropriate communication skills and techniques to convey information on quality and food safety requirements to others in the workplace • cleaning and sanitation procedures where relevant • impact of rework handling/addition on food safety where relevant • sampling and test methods where relevant

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REQUIRED SKILLS AND KNOWLEDGE
• facilitation and consultation techniqueswhere relevant

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: • describe quality and food safety program, risks and control measures of the work area • confirm that control measures are in place and that personnel in the work area are equipped and informed to implement programs • identify, address and follow up on non-compliances • identify causes of non compliances • conduct risk assessments and recommend responsive action • provide support to others to implement the programs • complete and maintain documentation.
Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to: • food safety program for the work area which identifies critical control points, control measures and corrective action • quality policy, system and procedures • work area or system in which quality and food safety practices and procedures are to be monitored • personal protective clothing and equipment as required • review/audit arrangements • reporting and monitoring systems.

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EVIDENCE GUIDE	
Method of assessment	This unit should be assessed together with other units of competence relevant to the function or work role. Examples could be: • FDFPPL3001A Participate in improvement processes • FDFPPL3004A Lead work teams and groups • BSBRES401A Analyse and present research information.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Work responsibilities	Work responsibilities may include formal or informal responsibility for modelling appropriate quality/food safety policies and procedures and providing a support role to others in the work area
Food safety program	A food safety program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. The food safety program and related procedures must comply with legal requirements of the food safety standards and must be communicated to all food handlers. Where no food safety program is in place, food safety requirements may be specified in general operating procedures

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RANGE STATEMENT	
Quality systems	Quality systems may be externally accredited, such as an ISO system, or internally designed and managed
Workplace information	Workplace information may be provided in: • food safety and quality policies and programs • standard operating procedures (SOPs) • specifications • log sheets • written or verbal instruction incorporating food safety and quality requirements
Incidents	A food safety incident is: • a situation where the safe limits or parameters identified by the food safety program are not met A quality incident is: • a situation where the quality limits or parameters identified in specifications or processing instructions are not met
Monitoring	Monitoring describes the methods used to confirm that a food safety or quality hazard is in control, such as: • taking temperatures • collecting samples • conducting visual inspections • additional testing as required
Responsibility for identifying breaches of food safety procedures	Responsibility for identifying breaches of food safety procedures and taking corrective action occurs in the context of the food safety program and within scope of responsibility
Responsibility for identifying non-compliance against quality standards	Responsibility for identifying non-compliance against quality standards occurs within the context of defined standards or specifications and relates to work area
Personal hygiene requirements	Minimum personal hygiene requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in the Food Safety Standard 3.2.2, Division 4:14 and/or state or territory

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RANGE STATEMENT	
	legislation/regulations
Reporting of health conditions and illnesses	Reporting of health conditions and illnesses requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in Food Safety Standard 3.2.2, Division 4:13 and/or state or territory legislation/regulations
Operator responsibilities	The operator at this level may not have direct responsibility for overseeing the training/development of team members. At a minimum they must be able to identify development needs of others in the work area and refer this information to the relevant personnel. The operator at this level may not have responsibility for independently assessing risks and determining the effectiveness of control measures. However, they would be expected to observe day-to-day effectiveness and participate in assessment and review processes. Responsibilities at this level may include facilitating consultation processes within level of responsibility
Record keeping	Record keeping complies with customer, legal and food safety program requirements

Unit Sector(s)

Unit sector	Food safety

Competency field

Competency field	

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Co-requisite units

Co-requisite units		

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FPICOT3261 Transport forestry logs using trucks

Modification History

Replaces FPICOT3226B, Not Equivalent

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to drive log trucks to or from a forestry harvesting site, facilitate log loading and unloading, and deliver logs to their intended destination according to organisational procedures and regulations.

General workplace legislative and regulatory requirements apply to this unit. Specific licences and certification may be required, subject to enterprise requirements.

Application of the Unit

Application of the unit

The unit involves transporting forestry logs using trucks in a variety of work settings, including forest environments, landings, log dumps, saw mills, wood chip mills, veneer mills, board/plywood mills and other settings, such as farms and agriculture.

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills

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Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Prepare to transport logs	1.1. Appropriate ***work/occupational health and safety*** **(WHS/OHS)**, ***environmental*** and ***organisational policies and procedures*** relevant to transporting forestry logs using trucks are identified and followed 1.2 Logging sites and logs to be transported are identified from schedules, ***work orders*** or harvesting site personnel 1.3. Coupe map is located and examined for truck access areas 1.4. Work order and/or schedules are reviewed and clarified with ***appropriate personnel,*** as required 1.5***. Truck, ancillary equipment, accessories*** and/or ***configuration*** requirements relevant to work order and ***load build*** are located and availability is confirmed 1.6. ***Transportation documentation*** required to comply with legislation related to driving hours, load limits and dimensions is received and checked
2. Establish route for log truck	2.1. Route is selected and its suitability to enter and exit coupe is confirmed with appropriate personnel to ensure minimal environmental impact and site protection 2.2. Transport routes are ***communicated*** and confirmed with appropriate personnel to ensure the most efficient, safe, secure and legal movement of forestry logs 2.3. Information on height, width and load limits of ***road infrastructure, environmental constraints*** and ***other restrictions*** are adhered to, where necessary 2.4. Time required to transport logs is estimated and confirmed with relevant personnel accounting for fatigue management legislation and guidelines
3. Facilitate log truck loading	3.1. Access is identified and manoeuvring approach established with worksite personnel for loading areas 3.2. Truck and/or configuration are positioned to avoid site and equipment hazards and to maximise load safety and security

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ELEMENT	PERFORMANCE CRITERIA
	while loading
	3.3. ***Log positioning equipment*** is placed and checked for planned loading, and is reset if necessary
	3.4. Safe loading procedures are agreed to with relevant worksite personnel and monitored to ensure load meets transport regulatory requirements
	3.5. Communication between driver and machine operators is established and maintained to determine safe location when loading logs
	3.6. Load is checked and feedback provided to loader operator, as required, to ensure safe transport
4. Secure logs prior to transport	4.1. Load is secured with sufficient number and type of ***securing devices*** as per loading guidelines and transport regulatory requirements
	4.2. Logs are re-tensioned as required
	4.3. ***Overhang warning devices*** and signage are fitted to load to comply with transport regulatory requirements
5. Transport logs	5.1. Logs are transported following planned or modified route with consideration for road surfaces, conditions and fatigue management legislation and guidelines
	5.2. Condition of roads and tracks is monitored, and unexpected ground, water, vegetation or other ***environmental conditions*** are reported to appropriate personnel
	5.3. Truck is operated and driven to manufacturer specifications and legislative requirements using ***primary and subsidiary controls*** as appropriate to conditions
	5.4. Truck ***gauges and warning devices*** are monitored through observation of performance to detect operating faults
	5.5. Operating faults are identified, ***recorded and reported***, and responded to as necessary according to organisational requirements to ensure equipment is safely operated within manufacturer specifications and safety regulations
	5.6. Periodic load safety checks are conducted and load is ***re-tensioned*** according to statutory requirements and road conditions
	5.7. ***Communication methods*** with other drivers and road users are established and operated during log transport to inform location of truck and possible hazards
	5.8. Communication channels are kept open in line with organisational arrangements to ensure location is known at all times so that timely emergency assistance can be provided if required

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ELEMENT	PERFORMANCE CRITERIA
6. Complete log transport operations for unloading	6.1. Site procedures for unloading are established with appropriate personnel and site inductions are completed 6.2. Truck is directed to and manoeuvred into planned position for unloading 6.3. Truck is parked in designated area as instructed by appropriate personnel to avoid site and equipment hazards 6.4. Truck and trailer are shut down and truck is secured according to manufacturer specifications and site requirements 6.5. Load is inspected for log movement and provision is made to support logs that cannot be controlled when released 6.6. Safe location and safe unloading zones are identified and adhered to when removing logs according to site unloading procedures 6.7. Securing devices for load restraint are released in correct sequence for truck, trailer and/or load configuration 6.8. Log shifting process and truck operations, including faults, are recorded and reported to appropriate personnel 6.9. Workplace records and documentation are completed and maintained according to workplace procedures 6.10. Truck and trailer are made safe for return journey to coupe

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Required skills

- Technical skills to:
- use and maintain relevant tools, machinery and equipment
- efficiently and safely transport forestry logs using trucks
- Communication skills to:
- use appropriate communication and interpersonal techniques with colleagues and others
- use skills, including questioning, active listening, asking for clarification, and seeking advice when required
- Literacy skills to:
- record and report workplace information, including log books, incident reports, and transport routes
- maintain documentation
- Numeracy skills to:
- calculate load sizes

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- record and estimate weights
- calculate work and rest times
- calculate load restraint requirements
- Problem-solving skills to:
- identify problems and equipment faults
- demonstrate appropriate response procedures
- determine appropriate haulage routes
- Map reading skills to interpret coupe and road transport maps

Required knowledge

- WHS/OHS, environmental, and organisational policies, procedures and established safe practices relevant to the full range of processes for the transport of forestry logs using trucks
- Environmental protection requirements, including noise levels, emissions, damage to habitat, safe disposal of waste material, and minimisation of carbon emissions
- Environmental risks and hazards associated with the transport of forestry logs using trucks
- Energy efficient practices, including minimising fuel consumption
- Scheduling and routing procedures
- Transport regulatory requirements relating to the transport of forestry logs
- Truck capabilities and capacities
- Statutory road regulations
- Load restraint standards and techniques
- Safe log loading and unloading methods and techniques, including load restraint
- Established communication channels and protocols
- Fatigue management legislation and guidelines
- Problem identification and resolution strategies and common fault finding techniques
- Types of tools and equipment used for the transport of forestry logs, and procedures for their safe use, operation and maintenance
- Safe manual handling techniques and/or equipment
- Applicable fall from heights regulations and compliance requirements
- Appropriate mathematical procedures for calculating load sizes, estimating and recording weights, load restraint requirements, and work and rest times
- Procedures for recording and reporting workplace information

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	A person who demonstrates competency in this unit must be able to provide evidence that they can safely transport forestry logs using trucks according to organisational requirements.

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Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of: • following appropriate WHS/OHS, environmental and organisational policies and procedures relevant to transporting forestry logs using trucks • planning forestry log movement in line with organisational requirements • observing and facilitating loading and unloading log truck to organisational requirements • securing forestry logs prior to transport according to legislative and organisational requirements • following legal requirements as well as organisational policies and procedures relevant to transporting forestry logs • completing documentation required by workplace personnel to complete the movement of forestry logs.
Context of and specific resources for assessment	• Competency is to be assessed in the workplace • Assessment is to occur under standard and authorised work practices, safety and environmental constraints • Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context • Assessment is to comply with relevant regulatory or Australian Standards requirements • The following resources should be made available: • workplace location • materials and equipment relevant to undertaking work applicable to this unit • specifications and work instructions
Method of assessment	• Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package • Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge • Assessment must be by direct observation of tasks, with questioning on required knowledge and at least one other type of evidence i.e. third party report and it must also reinforce the integration of employability skills • Assessment methods must confirm the ability to access and correctly interpret and apply the required

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knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency relevant to the industry sector, workplace and job role
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

RANGE STATEMENT

Work/occupational health and safety (WHS/OHS) requirements: are to be in accordance with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first-aid equipment
- fire-fighting equipment
- fatigue management
- hazard and risk control

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RANGE STATEMENT

	• elimination of hazardous materials and substances • safe forest practices, including required actions relating to forest fire • manual handling, including shifting, lifting and carrying • chain of responsibility
Environmental requirements may include:	• legislation • organisational policies and procedures • energy efficiency • workplace practices
Organisational requirements may include:	• legal • organisational and site guidelines • policies and procedures relating to own role and responsibility • quality assurance • procedural manuals • quality and continuous improvement processes and standards • WHS/OHS, emergency and evacuation procedures • ethical standards • recording and reporting requirements • equipment use, maintenance and storage requirements • environmental management requirements (waste disposal, recycling and reuse guidelines)
Work orders may include:	• instructions for equipment allocation and usage, location and intended activity to designated personnel • supervisors • suppliers • clients • colleagues • managers • schedulers
Truck may include:	• rigid or articulated log trucks the following: • semi-trailers • jinkers • quad-dogs • B doubles

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RANGE STATEMENT

Ancillary equipment may include:	• two-bay skeletal trucks • safety fittings • load restraint devices • head boards • cab guards
Accessories may include:	• tools • records • first aid kits • fire extinguishers • binders • chains • personal protective equipment
Configuration is to include:	• a truck and trailer combination
Load build:	is to include positioning of logs on truck so as to avoid: • uneven weight distribution • instability or uncontrolled collapse of the load during loading or unloading must also take into account: • requirements for trailer rigidity • turning clearance • overhang • projection above stanchions • crowning • weight distribution on truck and trailer axles • contact with bolsters, stanchions and other logs
Transportation documentation may include:	• transport permits • gazette notices • information booklets • maps
Communication may include:	• verbal and non-verbal language • active listening • questioning to clarify and confirm understanding • use of positive, confident and cooperative language • use of language and concepts appropriate to individual social and cultural differences • control of tone of voice • body language
Road infrastructure may include:	• sealed or unsealed roads

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RANGE STATEMENT

Environmental constraints may include:	• established tracks • soil type • access • slope • weather conditions
Other restrictions may include:	• load height • weight • overhang
Log positioning equipment may include:	• bolsters • slippers • stanchions • chocks
Securing devices may include:	• dogs and chains • binders/straps • webbing • lashings and winches • auto-tensioning devices
Overhang warning devices may include:	• flags • lights • reflectors • signs
Environmental conditions may include:	• soil and water protection • ground hazards and obstacles • wind and dust • fog and rain
Primary controls may include:	• power • brakes • steering • speed • position • load reaction • gear selection
Subsidiary controls may include:	• differential lock • centre tyre inflation (CTI) power dividers
Gauges and warning devices may include:	• alarms • lights • buzzers
Records and reports:	may include: • scheduling and coordination outcomes

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RANGE STATEMENT

	• log movement • despatch outcomes • storage locations • quality outcomes • hazards • incidents • equipment malfunctions may be: • manual • work diary • computer-based system • other appropriate organisational communication system
Re-tensioning is to include:	• re-tightening of the chains, binders and other load restraint devices
Communication methods may include:	• two-way radio • hands-free mobile phones

Unit Sector(s)

Not applicable.

Custom Content Section

Not applicable.

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HLTAID001 Provide cardiopulmonary resuscitation

Modification History

Release	Notes
Release 5	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 4	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 3	Updated mapping information. Equivalent outcome.
Release 2	Updated mapping information. Equivalent outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria. Revised evidence requirements, including volume and frequency of assessment.

Application

This unit describes the skills and knowledge required to perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.

This unit applies to all workers who may be required to provide CPR, in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation 1.2 Identify, assess and minimise immediate hazards to health and safety of self and others 1.3 Assess the casualty and recognise the need for CPR 1.4 Seek assistance from emergency response services
2. Perform CPR procedures	2.1 Perform cardiopulmonary resuscitation in accordance with ARC guidelines 2.2 Display respectful behaviour towards casualty 2.3 Operate automated external defibrillator (AED) according to manufacturer's instructions
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services 3.2 Report details of incident to workplace supervisor as appropriate 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID001 Provide cardiopulmonary resuscitation

Modification History

Release	Notes
Release 5	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 4	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 3	Updated mapping information. Equivalent outcome.
Release 2	Updated mapping information. Equivalent outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria. Revised evidence requirements, including volume and frequency of assessment.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:
  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor

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  - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
  - followed the prompts of an automated external defibrillator (AED)
- Responded to at least one simulated first aid scenario contextualised to the candidate's workplace/community setting, including:
  - demonstrated safe manual handling techniques
  - provided an accurate verbal or written report of the incident

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC Guidelines relevant to the provision of CPR
  - safe work practices to minimise risks and potential hazards
  - infection control principles and procedures, including use of standard precautions
  - requirements for currency of skill and knowledge
- Legal, workplace and community considerations, including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - duty of care requirements
  - respectful behaviour towards a casualty
  - own skills and limitations
  - consent
  - privacy and confidentiality requirements
  - importance of debriefing
- Considerations when providing CPR, including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - chain of survival
  - standard precautions
- Basic anatomy and physiology relating to:
  - how to recognise a person is not breathing normally
  - chest

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- response/consciousness
- upper airway and effect of positional change

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- AED training device
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor Requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

In addition hold current first aid certificate HLTAID003 or higher.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID002 Provide basic emergency life support

Modification History

Release	Comments
Release 4	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 3	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Changes to evidence requirements relative to revised scope of unit.

Application

This unit describes the skills and knowledge required to recognise and respond to life-threatening emergencies in line with the Australian Resuscitation Council (ARC) Guidelines.

This unit applies to all workers who may be required to provide an emergency response in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation 1.2 Identify, assess and minimise immediate hazards to health and safety of self and others 1.3 Assess the casualty and recognise the need for first aid response 1.4 Assess the situation and seek assistance from emergency response services
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with ARC guidelines 2.2 Provide first aid in accordance with established first aid principles 2.3 Display respectful behaviour towards casualty 2.4 Obtain consent from casualty where possible 2.5 Use available resources and equipment to make the casualty as comfortable as possible 2.6 Operate first aid equipment according to manufacturer's instructions 2.7 Monitor the casualty's condition and respond in accordance with first aid principles
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services 3.2 Report details of incident to workplace supervisor as appropriate 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies

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Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID002 Provide basic emergency life support

Modification History

Release	Comments
Release 4	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 3	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Changes to evidence requirements relative to revised scope of unit.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:
  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor

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    - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
    - responded appropriately in the event of regurgitation or vomiting
    - managed the unconscious breathing casualty
    - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
    - followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least one simulated first aid scenario contextualised to the candidate's workplace/community setting, including:
    - demonstrated safe manual handling techniques
    - provided an accurate verbal or written report of the incident
- Applied first aid procedures for the following:
    - allergic reaction
    - anaphylaxis
    - bleeding control
    - choking and airway obstruction
    - respiratory distress, including asthma
    - shock

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
    - ARC Guidelines relevant to provision of CPR and first aid
    - safe work practices to minimise risks and potential hazards
    - Infection control principles and procedures, including use of standard precautions
    - requirements for currency of skill and knowledge
- legal, workplace and community considerations, including:
    - awareness of potential need for stress-management techniques and available support following an emergency situation
    - duty of care requirements
    - respectful behaviour towards a casualty
    - own skills and limitations
    - consent
    - privacy and confidentiality requirements
    - importance of debriefing
- considerations when providing basic emergency life support, including:
    - airway obstruction due to body position

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  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - chain of survival
  - standard precautions
- principles and procedures for first aid management of the following scenarios:
  - allergic reaction
  - anaphylaxis
  - bleeding control
  - cardiac conditions, including chest pain
  - chocking and airway obstruction
  - respiratory distress, including asthma
  - shock
  - stroke
- basic anatomy and physiology relating to:
  - considerations in provision of first aid for specified conditions
  - chest
  - how to recognise a person is not breathing normally
  - response/consciousness
  - upper airway and effect of positional change

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training device
- placebo bronchodilator and spacer device
- roller bandages
- triangular bandage
- workplace First Aid kit
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form
- wound dressing

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Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

In addition hold current first aid certificate HLTAID003 or higher.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation 1.2 Identify, assess and manage immediate hazards to health and safety of self and others 1.3 Assess the casualty and recognise the need for first aid response 1.4 Assess the situation and seek assistance from emergency response services
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines 2.2 Provide first aid in accordance with established first aid principles 2.3 Display respectful behaviour towards casualty 2.4 Obtain consent from casualty where possible 2.5 Use available resources and equipment to make the casualty as comfortable as possible 2.6 Operate first aid equipment according to manufacturer's instructions 2.7 Monitor the casualty's condition and respond in accordance with first aid principles
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services 3.2 Report details of incident to workplace supervisor as appropriate 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
4. Evaluate the incident and own performance	4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents 4.2 Participate in debriefing to address individual needs

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Performance Evidence

e candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:

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  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
  - followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least two simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
  - conducted a visual and verbal assessment of the casualty
  - demonstrated safe manual handling techniques
  - post-incident debrief and evaluation
  - provided an accurate verbal or written report of the incident
- Applied first aid procedures for the following:
  - allergic reaction
  - anaphylaxis
  - bleeding control
  - choking and airway obstruction
  - envenomation, using pressure immobilisation
  - fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques
  - respiratory distress, including asthma
  - shock

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC Guidelines relevant to provision of CPR and first aid
  - safe work practices to minimise risks and potential hazards
  - infection control principles and procedures, including use of standard precautions
  - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - duty of care requirements

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  - respectful behaviour towards a casualty
  - own skills and limitations
  - consent
  - privacy and confidentiality requirements
  - importance of debriefing
- considerations when providing first aid including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - chain of survival
  - standard precautions
  - how to conduct a visual and verbal assessment of the casualty
- principles and procedures for first aid management of the following scenarios:
  - abdominal injuries
  - allergic reaction
  - anaphylaxis
  - basic care of a wound
  - bleeding control
  - burns
  - cardiac conditions, including chest pain
  - choking and airway obstruction
  - crush injuries
  - diabetes
  - dislocations
  - drowning
  - envenomation
  - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
  - eye and ear injuries
  - fractures
  - febrile convulsions
  - head, neck and spinal injuries
  - minor skin injuries
  - needle stick injuries
  - poisoning and toxic substances
  - respiratory distress, including asthma
  - seizures, including epilepsy
  - shock
  - soft tissue injuries, including strains and, sprains
  - stroke

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  - unconsciousness
- basic anatomy and physiology relating to:
  - how to recognise a person is not breathing normally
  - chest
  - response/consciousness
  - upper airway and effect of positional change
  - considerations in provision of first aid for specified conditions

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training device
- placebo bronchodilator and spacer device
- roller bandages
- triangular bandages
- workplace First Aid kit
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form for written reports
- wound dressings

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID006 Provide advanced first aid

Modification History

Release	Comments
Release 5	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 4	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 3	Updated mapping information. Equivalent outcome.
Release 2	Minor changes to formatting to improve readability.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Removal of embedded content from HLTFA412A Apply First Aid. New evidence requirements for assessment. Removal of pre-requisite unit.

Application

This unit describes the skills and knowledge required to provide an advanced first aid response, including management of the incident and other first aiders, until the arrival of medical or other assistance.

The unit applies to workers who may be required to provide, coordinate and manage a first aid response across a range of complex situations, including community and workplace settings.

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Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation 1.2 Identify, assess and manage immediate hazards to health and safety of self and others 1.3 Assess the casualty and recognise the need for first aid response 1.4 Assess the situation and seek assistance from emergency response services 1.5 Deploy resources to appropriate locations as required in line with workplace procedures
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines 2.2 Provide first aid in accordance with established first aid principles 2.3 Display respectful behaviour towards casualty 2.4 Obtain consent from casualty where possible 2.5 Use available resources and equipment to make the casualty as comfortable as possible 2.6 Operate first aid equipment according to manufacturer’s instructions 2.7 Monitor the casualty’s condition and respond in accordance with first aid principles

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
3. Coordinate first aid activities until arrival of medical assistance	3.1 Identify available resources required and establish communication links with appropriate personnel, emergency management services and medical assistance as appropriate 3.2 Deploy correct amount of required resources to appropriate locations in an effective manner to ensure timely arrival 3.3 Document the provision of resources and recommend modifications as required 3.4 Monitor the condition of casualties in accordance with first aid principles and workplace procedures 3.5 Coordinate evacuation of casualties according to relevant evacuation procedures 3.6 Arrange support services for personnel involved in the incident in accordance with relevant principles and procedures
4. Communicate details of the incident	4.1 Accurately convey incident details to emergency response services 4.2 Report details of incident in line with organisational policies 4.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies
5. Evaluate the incident and own performance	5.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents 5.2 Participate in debriefing to address individual needs 5.3 Evaluate management of the incident and develop an action plan in consultation with relevant parties 5.4 Review contingency planning to identify and select alternative management principles and procedures as required

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Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID006 Provide advanced first aid

Modification History

Release	Comments
Release 5	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 4	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 3	Updated mapping information. Equivalent outcome.
Release 2	Minor changes to formatting to improve readability.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Removal of embedded content from HLTFA412A Apply First Aid. New evidence requirements for assessment. Removal of pre-requisite unit.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- followed DRSABCD in line with ARC guidelines, including:

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  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - performed at least 2 minutes of Bag-valve-mask ventilation and at least 2 minutes of compression during a two rescuer procedure on an adult resuscitation manikin placed on the floor
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed the prompts of a Automated External Defibrillator (AED)
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- responded to at least three simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
  - demonstrated safe manual handling techniques
  - conducted a visual and verbal secondary survey assessment of the casualty
  - assessed vital signs (respirations, pulse and temperature)
  - communicated effectively with a first aid team providing direction and coordination of other first aiders
  - post-incident debrief and evaluation
  - provided an accurate verbal and written report of the incident
- applied first aid procedures for the following:
  - allergic reaction
  - anaphylaxis
  - bleeding control
  - choking and airway obstruction
  - conducted a basic triage for multiple casualty incident
  - envenomation (using pressure immobilisation)
  - fractures, sprains and strains (using arm slings, roller bandages or other appropriate immobilisation principles)
  - head, neck and spinal injuries (using immobilisation principles)
  - respiratory distress - including asthma
  - seizures - including epilepsy
  - shock
- located and interpreted workplace policies and procedures

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Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC guidelines relevant to provision of CPR and first aid
  - guidelines of Australian national peak clinical bodies
  - safe work practices to deal with risks and potential hazards including manual handling, hazardous substances, dangerous goods and chemicals
  - infection control principles and procedures, including use of standard precautions
  - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - capabilities of emergency management services
  - consent
  - duty of care requirements
  - importance of debriefing
  - own skills and limitations
  - legal requirements of administration of medication and the rights and responsibilities of the First Aider in the workplace regarding medication
  - privacy and confidentiality requirements
  - respectful behaviour towards a casualty
- considerations when providing first aid including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - assessment and interpretation of vital signs, including respirations, temperature and pulse
  - chain of survival
  - how to conduct a visual and verbal secondary survey assessment of casualty
  - priorities of management in first aid when dealing with life-threatening conditions
  - procedures for dealing with casualties who are aged or infirmed
  - procedures for dealing with major and minor accidents in the workplace
  - procedures when providing first aid to children
  - standard precautions
- principles and procedures for first aid management of the following scenarios, including complications:
  - abdominal injuries
  - allergic reaction

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  - anaphylaxis
  - basic care of a wound
  - bleeding control
  - burns, including thermal, chemical, friction and electrical
  - cardiac conditions, including chest pain
  - choking and airway obstruction
  - crush injuries
  - diabetes
  - drowning
  - emergency childbirth
  - envenomation
  - environmental impact including hypothermia, hyperthermia, dehydration and heat stroke
  - eye and ear injuries
  - febrile convulsions
  - head, neck and spinal injuries
  - levels of consciousness
  - needle stick injuries
  - poisoning and toxic substances
  - respiratory distress, including asthma
  - seizures, including epilepsy
  - shock
  - skin injuries
  - soft tissue musculoskeletal, including injuries including sprains, strains, dislocations and fractures
  - stroke
  - substance misuse, including common drugs and alcohol, including illicit drugs
- basic anatomy and physiology relating to:
  - how to recognise a person is not breathing normally
  - chest, skeleton, joints and muscles
  - response/level of consciousness
  - upper airway and effect of positional change
  - considerations in provision of first aid for specified conditions

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

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- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training device.
- bag-valve-mask
- eye patch
- placebo bronchodilator and spacer device
- roller bandages
- thermometer
- triangular bandages
- workplace first Aid kit
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form
- wound dressings

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTWHS006 Manage personal stressors in the work environment

Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements.

Application

This unit describes the skills and knowledge required to maintain health and wellbeing by preventing and managing personal stress.

This unit applies to work in a range of health and community services settings, in particular work roles that operate in high stress situations and circumstances.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
1. Develop strategies to manage personal stress	1.1 Recognise sources of stress in own job role 1.2 Recognise triggers and own response to stress 1.3 Identify strategies to effectively prevent, reduce and manage stress 1.4 Identify internal and external options and resources for

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	additional support
	1.5 Develop a personal stress management plan that responds to identified stressors and triggers
2. Implement stress management strategies	2.1 Use strategies from personal stress management plan that address personal triggers and stressors
	2.2 Organise own workload to minimise stress and inform relevant personnel of any variations and difficulties affecting work requirements
	2.3 Identify and adopt strategies to balance work/life priorities
3. Evaluate stress reducing strategies	3.1 Monitor and review effectiveness of stress management strategies
	3.2 Adjust strategies not meeting the desired outcome and recognise when additional resources and/or support is needed
	3.3 Access internal or external options and resources for additional support to meet desired outcomes of the stress management plan

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to *performance.*

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTWHS006 Manage personal stressors in the work environment

Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- developed, implemented and reviewed 1 personal stress management plan that includes identified sources, triggers and responses to stress
- used strategies from personal stress management plan to manage 2 stressful situations in the workplace involving colleagues and/or clients

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- sources of stress and how they manifest in health and/or community services work environment including:
  - complex client behaviour (emotional, aggressive, cognitive deficit, non-compliance)
  - grief and loss experienced by workers
  - exposure to stressful working conditions and stressful incidents
- work planning and prioritisation techniques e.g. time management strategies
- legal rights relating to the Fair Work Act
- services available for referral, both within the organisation and in the community e.g. informal/formal debriefing sessions and/or workplace counselling

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- self-care techniques including:
  - impact of exercise, diet and nutrition on physical health
  - work/life balance strategies
  - complementary and alternative health options

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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MARC022 Perform mooring and unmooring activities

Modification History

Release 1. New unit of competency.

Application

This unit involves the skills and knowledge required to carry out mooring and unmooring activities according to relevant requirements and regulations.

This unit applies to people working in the maritime industry as a Linesperson.

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

Pre-requisite Unit

Not applicable.

Competency Field

C – Equipment Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare a berth	1.1 Relevant documentation and records are identified and accessed as required
	1.2 Positioning information is obtained, checked and confirmed

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			as accurate
		1.3	Bridge marker is set
		1.4	Briefing is obtained and interpreted on issues related to mooring or unmooring operation
		1.5	Communications equipment is prepared and set to correct channels
		1.6	Berth conditions are checked, and made clear and ready for mooring and unmooring
		1.7	Portainer cranes and gantries/loaders are correctly positioned for berthing of vessel
		1.8	Safety concerns are communicated to pilot of vessel with due care not to interfere with tug and vessel communications
2	**Receive heaving line from mooring launch**	2.1	First lines are received from mooring launch according to operational procedures and pilot directions
		2.2	Assistance is provided in pulling mooring line ashore and making it fast to applicable bollard/hooks
		2.3	Required precautions and safety procedures are followed during receival operations
		2.4	Correct method for crossing mooring lines over and between another vessel's mooring lines is followed
		2.5	When another vessel occupies the bollard, mooring line is dipped as required
3	**Receive heaving lines from vessel**	3.1	First lines are received and are made fast to appropriate bollards/ hooks
		3.2	Two headlines and two sternlines are made available each to two different bollards/hooks
		3.3	Spring lines from forward and aft are received from vessel and are attached to applicable bollards/hooks
		3.4	Additional lines are received from vessel and are attached to applicable bollards/hooks
		3.5	Correct method for crossing mooring lines over and between another vessel's mooring lines is followed
		3.6	When another vessel occupies the bollard, mooring line is

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			dipped as required
		3.7	Safe distance from snapback zones and demarcated area is maintained during line tensioning
4	**Return heaving line to vessel**	4.1	Vessel crew is made aware of planned heaving line return operations
		4.2	Lines are returned according to operational procedures
		4.3	Required precautions and safety procedures are followed during heaving line return operations
5	**Land a gangway**	5.1	Precautions are taken to ensure all personnel are well clear of vicinity of gangway
		5.2	Vehicle is used to locate gangway in correct position in a safe and efficient manner
6	**Let go of vessel**	6.1	Vessel crew is made aware of intentions to let go
		6.2	Singling up processes are carried out according to operational procedures and required safety precautions
		6.3	Due care is taken during singling up processes to ensure all mooring lines are kept clear of propeller
		6.4	Due care is taken when waiting for order for remaining lines to be released, to stand clear of remaining lines because of tension to which lines may be subjected
		6.5	Once order is given, remaining lines are released according to operational procedures and required safety precautions
		6.6	Stand clear procedures are immediately implemented when vessel crew inadvertently heaves on a line being handled by the shore-side team
		6.7	Required precautions and safety procedures are followed during unmooring operations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Relevant documentation and records include one or more of the following:	• mooring and unmooring plans, procedures, checklists and instructions • relevant maritime authority instructions • relevant sections of maritime regulations concerning mooring and unmooring operations • reports and records of mooring and unmooring operations or safety incidents • rope and equipment manufacturer instructions and procedures • safety instructions and procedures
Issues related to mooring or unmooring operations include one or more of the following:	• bollard/hook and capstan numbers • special circumstances
Made clear and ready for mooring includes one of the following:	• removing obstructions • stopping any work that creates excessive dust or noise

Safety precautions include:	• checking:
	  • own personal fitness and medical wellbeing
	  • whereabouts of edge of wharf
	  • whereabouts of other members of mooring and unmooring team
	• confirming availability of a personal flotation device on arrival at mooring and unmooring operation
	• keeping clear of snapback zone and demarcated areas
	• keeping work area hazard-free
	• obtaining and using required PPE (such as safety footwear, safety helmet, suitable gloves, safety vest and reflective clothing, personal life vest, safety glasses)
	• removing rings from fingers to avoid them being caught on steel wire ropes
	• wearing suitable clothing

Mooring or unmooring operations include	• landing a gangway • positioning lines launch • positioning mooring lines • preparing a berth • receiving mooring lines under a vessel • receiving heaving line from: • a launch

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    - a vessel
  - returning heaving line to a vessel
  - towing mooring lines using vehicles
  - unmooring and letting go a vessel
  - working:
    - by day or night
    - in normal and emergency situations
    - under any permissible conditions of weather
    - at various shore-side terminals and wharves

Unit Mapping Information

This unit replaces and is equivalent to MARC1001A Carry out shore-based mooring and unmooring operations.

MARC1001A replaces and is equivalent to TDMMR5607A Carry out shore-based mooring and unmooring operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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Assessment Requirements for MARC022 Perform mooring and unmooring activities

Modification History

Release 1. New unit of competency.

Performance Evidence

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

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices
- being aware of own ability and limits to rectify irregularities and faults
- communicating effectively with other personnel when mooring and unmooring a vessel using standard nautical terms
- complying with relevant maritime regulations and International Maritime Organization (IMO) Conventions and Codes, including the relevant sections of the Australian Maritime Safety Authority (AMSA) Marine Orders as they apply to mooring and unmooring operations on ocean-going vessels
- ensuring behaviour reflects relevant current legislative and regulatory requirements
- following all orders carefully and systematically
- following work instructions
- handling mooring lines on deck of lines launch, flaking and positioning of mooring lines
- handling rope appropriately and correctly:
  - storing and caring for ropes and lines
  - tying knots such as bowline, reef knot, overhand knot, figure of eight knot, sheet bends and clove hitch and splicing and whipping, round turn two half hitches
  - applying a chain stopper to a wire rope
  - heaving on a line in collaboration with other members of a mooring team
  - applying a stopper to a synthetic fibre rope
  - applying a chain stopper to a natural cordage rope
  - attaching a line to a bollard or bitt with all lines in correct order such as up through the eye
  - flaking down a rope
- handling wire mooring lines in lines launch
- identifying and correctly using:
  - various types of ropes, steel wires and mooring equipment
  - personal protective equipment (PPE)

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- implementing port and vessel security procedures
- initiating timely action in response to defects or damage
- interpreting and following procedures for mooring and unmooring operations, including safety instructions and precautions
- recognising dangers and hazards before and during mooring and unmooring operations, and taking appropriate action to report and/or rectify them
- recognising problems that may occur during mooring and unmooring operations and taking appropriate action to report and/or resolve them
- taking proper care of ropes and mooring equipment
- using various vehicles for towing mooring lines, as required
- working effectively as a member of a mooring and /or unmooring team.

Knowledge Evidence

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

- awareness of line launches propeller when towing mooring lines
- communications techniques and equipment required during mooring and unmooring operations
- correct method of crossing ship's mooring lines over and or between other vessel's mooring lines already berthed
- dangers associated with mooring systems:
  - being hit by a heaving line being thrown down from a vessel
  - stepping inside the bight of a line
  - being struck by a parting line
  - mixing rings and wire rope
  - falling off the edge of the wharf into the water
  - back strain from carrying a line, heaving on a line or heaving on a line
  - 'snap back' when a line breaks
  - trip hazards such as crane lines
- factors that affect mooring and unmooring operations, including the effects of wind, weather, tides, sea conditions, currents, draft changes and surges from passing vessels on mooring and unmooring operations
- hazards and problems, and appropriate preventative and remedial action and solutions
- maritime regulations applicable to mooring and unmooring vessels
- methods for mooring and unmooring a vessel, including all required rope handling techniques and precautions
- operational characteristics of different types of lines, equipment and facilities used in mooring and unmooring operations

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- operational procedures and layouts of various types of shore-side loading and discharging terminals and wharves
- PPE required for use during mooring and unmooring operations
- procedures for assessing stresses on lines and gear used in mooring and unmooring operations
- reason for and correct method of dipping mooring line
- relevant manufacturer guidelines relating to use of machinery, including instructions on equipment capability and limitations
- relevant sections of the Standards of Training, Certification & Watchkeeping (STCW) 95 and AMSA Marine Orders
- relevant work WHS/OHS codes of practice, policies and procedures
- safety drills and equipment used for lines launch
- snapback zone and demarcated areas
- standard nautical terms in relation to mooring activities and related equipment
- technique for releasing fowled mooring lines under wharfs and around ship anchors.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or where this is not available, in simulated workplace operational situations or an industry-approved marine operations site that replicate workplace conditions where mooring and unmooring activities can be demonstrated.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or other simulated practical and knowledge assessments
- relevant documentation including workplace procedures, regulations, codes of practice and operation manuals
- tools, equipment, materials and PPE currently used in industry
- bridge marker:
  - at night vehicle with flashing hazard light
  - flag
- vehicles used for towing mooring lines.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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MARE002 Communicate during mooring and unmooring activities

Modification History

Release 1. New unit of competency.

Application

This unit involves the skills and knowledge required to communicate effectively with others involved in mooring and unmooring activities.

This unit applies to people working in the maritime industry as a Linesperson.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to communicate with	1.1 Work health and safety (WHS)/occupational health and safety (OHS) procedures are followed

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	others	1.2	Prior to mooring or unmooring activities, all radios and other communications equipment is checked to confirm they are functioning correctly
		1.3	Batteries are checked to confirm they are operational and fully charged
		1.4	Relevant documentation and records are identified and accessed as required
		1.5	Radios are set to operate on channels required for mooring and unmooring
		1.6	Faulty communications equipment is reported, rectified or replaced
2	**Communicate with others**	2.1	Correct communication is maintained with others involved in mooring and unmooring activities, throughout mooring and unmooring activities
		2.2	Clear and concise verbal and non-verbal communication is used and appropriate action is taken to confirm others have correctly heard and interpreted the communication
		2.3	VHF radio communication is conducted using required procedures and protocols
		2.4	Appropriate methods are used to communicate with foreign crews on vessels
		2.5	Safety concerns are promptly and clearly communicated to pilot prior to and during, mooring and unmooring activities
		2.6	Due care is taken when using radio communication equipment, so as not to interfere with operational communication between tug crews and pilot of vessel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Safety procedures include:	• checking:
	  • own personal fitness and medical wellbeing
	  • whereabouts of edge of wharf
	  • whereabouts of other members of mooring/unmooring team
	• confirming availability of a personal flotation device on arrival at mooring operation
	• keeping clear of snapback zone and demarcated areas
	• keeping work area hazard-free
	• obtaining and using required personal protective equipment (such as safety footwear, safety helmet, suitable gloves, safety vest and reflective clothing, personal life vest, safety glasses)
	• removing rings from fingers to avoid them being caught on steel wire ropes

Relevant documentation and records include one or more of the following:	• maritime authority instructions • mooring and unmooring plans, procedures, checklists and instructions • relevant sections of maritime regulations concerning mooring and unmooring operations • reports and records of mooring operations or safety incidents • rope and equipment manufacturer instructions and procedures • safety instructions and procedures

Communication includes one or more of the following:	• oral communication with mooring supervisor or Master and other members of mooring or unmooring team
	• radio between mooring supervisor (shore-side) and:
	  • pilot on vessel
	  • wharf mooring personnel (bow) forward
	  • wharf mooring personnel (stern) aft
	• VHF radio between:
	  • tug crew and pilot on vessel
	  • tug crew and mooring launch crew
	  • mooring launch crew and pilot on vessel
	• visual contact and hand signals

Others involved in mooring and unmooring activities include one or more of the following:	• lines launch driver • mooring launch crew • mooring master or supervisor • mooring team • pilot and crew on vessel being moored or unmoored and tug • shorelines crew on wharf

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- tug crew
- vessel crew

Unit Mapping Information

This unit replaces and is equivalent to MARE1001A Communicate during shore-based mooring and unmooring operations.

MARE1001A replaces and is equivalent to TDMME907A Communicate during shore-based mooring and unmooring operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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Assessment Requirements for MARE002 Communicate during mooring and unmooring activities

Modification History

Release 1. New unit of competency.

Performance Evidence

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

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices
- being aware of own ability and limits to rectify irregularities and faults
- checking functioning of radios and communications equipment
- communicating effectively with others when mooring and unmooring a vessel
- complying with relevant maritime regulations and International Maritime Organization (IMO) Conventions and Codes, including relevant sections of Australian Maritime Safety Authority (AMSA) Marine Orders as they apply to mooring and unmooring operations on ocean-going vessels
- ensuring behaviour reflects relevant current legislative and regulatory requirements
- following all orders carefully and systematically
- following work instructions
- identifying and correctly using various types of radios and other relevant communications equipment
- implementing port and vessel security procedures
- initiating timely action in response to defects or damage
- interpreting and following procedures for communicating with others during mooring and unmooring operations
- recognising and responding appropriately to cultural differences in the workplace
- recognising problems that may occur when communicating with others during mooring and unmooring operations and taking appropriate action to report and resolve these problems
- taking proper care of radios and communications equipment
- testing and recharging batteries used in radios and other communications equipment
- using hand held VHF radios correctly when communicating with ship’s crew, pilot and wharf supervisor.

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Knowledge Evidence

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

- basic principles and procedures for marine VHF radio communication:
  - by day or night
  - in normal and emergency situations
  - under any permissible conditions of weather
  - at a range of shore-side terminals and wharves
- communications techniques and equipment required during mooring and unmooring operations, including protocols for radio use
- correct use of handheld VHF radio
- factors that affect communication during mooring and unmooring operations, such as effects of noise, faulty equipment, discharged batteries, wind, weather
- maritime regulations applicable to communication during mooring and unmooring of vessels
- methods of visual contact and hand signals
- operational characteristics of different types of radios and other forms of communications equipment used in mooring and unmooring operations
- practices and procedures for communicating with others during mooring and unmooring operations
- purpose of silence periods when operating radio equipment
- radio calling and replying procedures
- relevant manufacturer instructions relating to use of radios and other communications equipment
- relevant maritime and radio communications regulations
- relevant port and vessel security procedures, including operating radio communications channel instructions
- relevant WHS/OHS codes of practice, policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Assessment must occur in workplace operational situations or where this is not available, in simulated workplace operational situations or an industry-approved marine operations site that replicate workplace conditions.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or other simulated practical and knowledge assessments
- relevant documentation including workplace procedures, regulations, codes of practice and operation manuals
- tools, equipment, materials and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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MARF017 Follow work health and safety, and emergency procedures during mooring and unmooring activities

Modification History

Release 1. New unit of competency.

Application

This unit involves the skills and knowledge required to interpret and follow work health and safety (WHS)/occupational health and safety (OHS) policy and procedures, and emergency procedures during mooring and unmooring activities.

This unit applies to people working in the maritime industry as a Linesperson as part of a mooring and unmooring team.

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

Pre-requisite Unit

Not applicable.

Competency Field

F – Operational Quality and Safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Follow safety and hazard control procedures**	1.1	Tests and inspections of ropes and equipment are conducted according to regulations and company procedures
		1.2	Hazards are identified and action is taken to eliminate or minimise risk to personnel, port facilities, vessel and the environment
		1.3	Safety precautions and hazard minimisation procedures and regulations are followed at all times during mooring or unmooring operations
		1.4	Safe distance from snapback zones and demarcated area is maintained during tensioning and slackening of lines
		1.5	Action is taken to secure vessel and to maintain safety of vessel and persons involved, in a mooring or unmooring incident
2	**Use personal protective equipment**	2.1	Personal protective equipment (PPE) is obtained and checked prior to commencement of operations according to company WHS/OHS policy and procedures
		2.2	PPE is correctly used as required
		2.3	PPE is correctly stored after use according to company procedures
3	**Follow safety and emergency procedures**	3.1	Wharf, port and vessel emergency procedures are accessed and implemented
		3.2	Safety drills are conducted according to company procedures
		3.3	Escape routes, and internal and external communications and alarm systems are correctly used according to regulatory requirements and established port procedures
		3.4	Emergency communications, and alarm signals and systems are used according to port emergency procedures and regulatory requirements

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4	**Report safety incidents and emergencies**	4.1 Safety incidents or emergencies that occur during mooring or unmooring operations are correctly and accurately recorded according to regulations and company procedures
		4.2 Required reports on safety incidents or emergencies that occur during mooring or unmooring operations are prepared and referred to designated personnel according to regulations and company procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Hazards include one or more of the following:	• crane movement • faulty communications equipment • inadequate lighting • ship mooring lines and wires in poor condition • wharf traffic

Personnel include one or more of the following:	• mooring:
	  • launch and crew
	  • mooring supervisor
	  • wharf mooring personnel (bow) forward
	  • wharf mooring personnel (stern) aft
	• pilot
	• tug crew/s
	• vessel crew

Safety precautions include:	• checking:
	  • own personal fitness and medical wellbeing
	  • whereabouts of edge of wharf
	  • whereabouts of other members of mooring/unmooring team
	• confirming availability of a personal flotation device on arrival at mooring operation
	• keeping work area hazard-free

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	• obtaining and using required personal protective equipment (such as safety footwear, safety helmet, suitable gloves were appropriate, safety vest and reflective clothing, personal life vest, safety glasses) • removing rings from fingers to avoid them being caught on steel wire ropes • wearing suitable clothing
Hazard minimisation procedures include:	• ensuring ropes and equipment have been tested and are in good condition • placing warning signage in appropriate places • testing equipment prior to operation

Mooring or unmooring operations include one or more of the following:	• landing a gangway
	• preparing a berth
	• receiving heaving line from:
	  • a launch
	  • a vessel
	• returning heaving line to a vessel
	• unmooring and letting go a vessel
	• working:
	  • by day or night
	  • in normal and emergency situations
	  • under any permissible conditions of weather
	  • at various shore-side terminals and wharves

Unit Mapping Information

This unit replaces and is equivalent to MARF1004A Follow work health and safety, and emergency procedures during shore-based mooring operations.

MARF1004A replaces and is equivalent to TDMMF6007A Follow OH&S and emergency procedures during shore-based mooring operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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Assessment Requirements for MARF017 Follow work health and safety, and emergency procedures during mooring and unmooring activities

Modification History

Release 1. New unit of competency.

Performance Evidence

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

- communicating effectively with other personnel when mooring and unmooring a vessel
- handling rope appropriately and correctly:
  - storing and caring for ropes and lines
  - tying knots such as bowline, reef knot, overhand knot, figure of eight knot, sheet bends, clove hitch, splicing and whipping, round turn two half hitches
  - applying a chain stopper to a wire rope
  - heaving on a line in collaboration with other members of a mooring team
  - applying a stopper to a synthetic fibre rope
  - applying a chain stopper to a natural cordage rope
  - attaching a line to a bollard or bitt with all lines in correct order such as up through the eye (dipping)
  - flaking down a rope
  - forming a bight
- identifying and correctly using:
  - personal protective equipment (PPE)
  - various types of ropes, steel wires and mooring equipment
- interpreting and following work health and safety (WHS)/occupational health and safety (OHS), and safety management procedures for mooring and unmooring operations, including safety instructions and precautions
- recognising dangers and hazards before and during mooring and unmooring operations, and taking appropriate action to report and rectify them
- recognising safety-related problems that may occur during mooring and unmooring operations, and taking appropriate action to report and resolve these problems
- recording and reporting safety incidents and emergencies
- reporting and/or rectifying hazards, safety incidents or emergencies promptly
- responding to individual differences and applying acceptable behaviour when working with others

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- working safely as a member of a mooring and unmooring team
- working systematically with required attention to detail and safety requirements.

Knowledge Evidence

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

- dangers associated with mooring and unmooring duties:
  - being hit by a line being thrown down from a vessel
  - stepping inside the bight of a line
  - being struck by a parting line
  - mixing rings and wire rope
  - falling off the edge of the wharf into the water
  - back strain from carrying a line, heaving on a line
  - ‘snap back’ in the event of a line breaking
  - trip hazards such as crane lines
- hazards and safety-related problems that may occur during mooring and unmooring operations, and appropriate preventative and remedial action and solutions
- individual differences and acceptable behaviour when working with others
- legal rights and responsibilities of management, crew and others
- methods for safely mooring and unmooring ocean-going vessels
- procedures for calculating stresses on lifting gear used in cargo handling operations
- relevant documentation and records:
  - mooring and unmooring plans, procedures, checklists and instructions
  - relevant sections of maritime regulations concerning mooring and unmooring operations
  - rope and equipment manufacturer instructions and procedures
  - safety instructions and procedures
  - instructions of relevant maritime authorities
  - reports and records of safety incidents or emergencies
- relevant port and vessel safety and security requirements and regulations
- relevant WHS/OHS legislation, codes of practice, policies and procedures
- reporting requirements for safety incidents or emergencies that occur during mooring or unmooring operations
- safety drills and equipment used for lines launches
- safety instructions for using ropes and other equipment during mooring and unmooring operations
- safety management procedures for mooring and unmooring ocean-going vessels
- use, type and application of PPE required when undertaking mooring and unmooring

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activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or where this is not available, in simulated workplace operational situations or an industry-approved marine operations site that replicates workplace conditions.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or other simulated practical and knowledge assessments
- relevant documentation including workplace procedures, regulations, codes of practice and operation manuals
- tools, equipment currently used in industry including:
  - VHF radios
  - ropes and heaving lines provided by shore
  - shackles
  - wires
- PPE including:
  - personal life vest
  - reflective clothing
  - safety footwear
  - helmet
  - vest
  - suitable gloves
  - protective safety glasses.

Practical assessment should be combined with targeted questioning to assess required knowledge. Performance should be demonstrated consistently over time and in a suitable range of contexts.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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MEM12023A Perform engineering measurements

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers performing measurement skills requiring straightforward use of mechanical measuring devices and associated calculations.

Application of the Unit

Application of the unit	This unit covers straightforward measurement using devices which incorporate visual indications representing units of measurement. It applies to the use of measuring devices in a range of manufacturing, engineering and related environments. It includes, where required, adjustment of measuring devices through simple means and typically includes zeroing or scale adjustment. Measurements may be expressed in metric or imperial units. All measurements are undertaken to standard operating procedures. Electrical/electronic devices used are those not requiring the connection or disconnection of circuitry. Work is undertaken autonomously or part of team environment, in the field, work station or workshops. For straightforward use of comparison or pre-set measuring devices, Unit MEM12001B (Use comparison and basic measuring devices) should be accessed. **Band**: **A** **Unit Weight**: **5**

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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Select appropriate device or equipment	1.1. Measurement requirements are determined from specifications. 1.2. Appropriate device or equipment is selected according to standard operating procedures, to achieve required outcome.
2. Obtain measurements using a range of measuring devices	2.1. Correct and appropriate measuring technique is used. 2.2. Measurements are accurately obtained .

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ELEMENT	PERFORMANCE CRITERIA
	2.3. Dimensions are determined or verified using basic calculations, where required.
3. Maintain measuring devices	3.1. Routine care and storage of devices is undertaken to manufacturers' specifications or standard operating procedures. 3.2. Routine adjustments to devices are made and checked.
4. Communicate measurements as required	4.1. Measurements are accurately recorded, where required. 4.2. Freehand sketch which depicts required information is prepared, as required.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Look for evidence that confirms skills in:

- selecting the appropriate measuring device for given measuring tasks
- using appropriate measuring technique
- reading all measurements taken accurately to the finest graduation of the selected measuring device
- handling and storing measuring devices in accordance with manufacturers' specifications or standard operating procedures
- verifying all measuring devices before use
- making, where appropriate, routine adjustments to measuring devices
- reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents
- planning and sequencing operations
- checking and clarifying task related information
- checking for conformance to specifications
- undertaking numerical operations involving addition, subtraction, multiplication, division, fractions and decimals within the scope of this unit
- preparing drawings as required

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REQUIRED SKILLS AND KNOWLEDGE
Required knowledge
Look for evidence that confirms knowledge of: • correct application of a range of measuring devices • correct and appropriate measuring technique for a range of measuring devices • addition, subtraction, multiplication, division, fractions, decimals to the scope required by this unit • procedures for handling and storing a range of measuring devices • procedures for adjusting and zeroing a range of measuring devices • methods of communicating measurements by drawings, as required • safe work practices and procedures

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to perform engineering measurements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication,

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EVIDENCE GUIDE	
	materials handling, recording and reporting associated with performing engineering measurements or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Specifications	Drawings, sketches, job instructions, schematics, diagrams, technical manuals
Range of measuring devices	Protractors, combination squares, set squares, dial indicators, thermometers, tapes, rules, micrometers, vernier-scaled measuring equipment
Basic calculations	Calculations needed to assist in determining measurements where a reading of the graduated device is not sufficient, for example subtracting one measurement from another to give a third

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RANGE STATEMENT	
	measurement. Examples of calculations needed are addition, subtraction, multiplication, division, fractions and decimals. Calculations may be made using a calculator
Routine adjustments	Validating the device using simple zeroing or scale adjustment
Measurements	Measuring length, squareness, flatness, angle, roundness, clearances or any other measurements that can be read off analog, digital or other measuring device
Information	Dimensions, instructions, base line or datum points

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	Measurement

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MEM18001C Use hand tools

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers using a range of hand tools for a variety of general engineering applications.

Application of the Unit

Application of the unit	Applications may include hand tools used for adjusting, dismantling, assembling and finishing of items or components, and the finishing, cutting, scraping of metallic and non-metallic material to size and shape. This includes simple tapping and threading and routine maintenance of hand tools. This unit should not be selected if the hand tool is dedicated to a single operation or machine and if only a machine specific/customised tool is used. When using hand held power tools or power tools used for hand held operations, refer to Unit MEM18002B (Use power tools/hand held operations). **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Not Applicable

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Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Use hand tools	1.1. Hand tools are selected appropriate to the task requirements. 1.2. Hand tools are used to produce desired outcomes to job specifications which may include finish, tension, size or shape. 1.3. All safety requirements are adhered to before, during and after use. 1.4. Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use. 1.5. Routine maintenance of tools, including hand sharpening is undertaken according to standard

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ELEMENT	PERFORMANCE CRITERIA
	operational procedures, principles and techniques. 1.6. Hand tools are stored safely in appropriate location according to standard operational procedures and manufacturers' recommendations.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • reading and following information on standard operating procedures • following verbal instructions • selecting hand tools appropriate to the task • using hand tools safely • identifying hand tool defects and marking for repair • maintaining/sharpening hand tools using appropriate techniques • storing hand tools in accordance with manufacturers'/standard operating procedures
Required knowledge
Look for evidence that confirms knowledge of: • applications of different hand tools in a general engineering context • common faults and/or defects in hand tools • procedures for marking unsafe or faulty tools for repair • routine maintenance requirements for a range of hand tools • storage location and procedures for a range of hand tools • hazards and control measures associated with using hand tools • use and application of personal protective equipment • safe work practices and procedures

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Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to use hand tools for a range of general engineering applications.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with using hand tools or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Hand tools	Hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and types
Job specifications	Finish, tension, size or shape etc.
Routine maintenance	Cleaning, lubricating, tightening, simple tool repairs, hand sharpening and adjustments using engineering principles, tools, equipment and procedures

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

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Competency field

Competency field	Maintenance and diagnostics

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MEM24001B Perform basic penetrant testing

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers performing basic penetrant testing procedures in a range of industrial applications.

Application of the Unit

Application of the unit	This unit applies to basic penetrant testing techniques on fabrications, structures and components across a wide range of industries and restricted to basic visible dye and/or process penetrant line methods. The work can relate to scheduled and unscheduled maintenance activities, using general tools, specific penetrant testing equipment as specified in maintenance documentation, testing procedures or operator instructions. Actual and potential defects are to be considered, together with ongoing abnormalities in fabrications, components and structures. Penetrant testing is performed on critical component or structural zones. All testing must be completed with particular attention to personal safety and OH&S regulations. Certification against Australian standards may be achieved where assessment in this unit of competency is carried out in conjunction with an examining authority as described in ISO 9712. Materials and chemicals which are subject to codes and regulations - for example, chemicals, explosives, solvents, dangerous materials, acids, or noxious waste products - must be subject to safe work habits and must be stored and used in accordance with safe work practices. This unit should not be selected when Unit MEM24002B

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	(Perform penetrant testing) has already been selected. Where power tools are required, Unit MEM18002B (Use power tools/hand held operations) should also be selected. **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM18001C	Use hand tools

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare inspection areas for basic penetrant testing	1.1. Inspection areas are cleaned and prepared for testing using appropriate procedures and materials. 1.2. Preparation processes are carried out in accordance with the relevant procedures and OH&S requirements. 1.3. Inspection areas are visually assessed and obvious discontinuities are identified.
2. Perform basic penetrant testing	2.1. Nominated test is identified from standard operating procedures. 2.2. Test equipment is prepared in accordance with standard operating procedures. 2.3. Test media is selected and applied in accordance with workplace practices and specifications. 2.4. Penetrant test is carried out in accordance with relevant work instructions and OH&S requirements. 2.5. Penetrant testing equipment is maintained and stored in accordance with standard operating procedures and OH&S requirements.
3. Report the results of penetrant test(s)	3.1. Basic indications are checked and defects are identified in accordance with enterprise standards and/or procedures. 3.2. Basic indications are confirmed in accordance with enterprise standards and/or procedures. 3.3. Test results are reported in accordance with enterprise standards and/or procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • preparing inspection areas • identifying discontinuities • applying procedures

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REQUIRED SKILLS AND KNOWLEDGE
• applying test media • applying principles of penetrant testing techniques • identifying defects • reading and interpreting routine information on written job instructions, specifications and standard operating procedures. • following oral instructions • entering routine and familiar information onto proformas and standard workplace forms
Required knowledge
Look for evidence that confirms knowledge of: • cleaning and preparation processes • precleaning methods and their areas of use - solvents, vapour degrease, etching, detergents, paint removers, mechanical methods • consequences of incorrect preparation • procedures and OH&S requirements in relation to the preparation process • basic concepts and principles of NDT; general terms, purpose of NDT and areas of application of NDT • scope and basic description of test • general properties of penetrants - penetrability, removability, visibility • emulsifier types • developer types • use of standard test panels • established inspection procedures and techniques • types of discontinuities and their consequences • procedure for carrying out penetrant testing • penetrant application • dwell times • penetrant removal • developer application • dry powder • development time • factors affecting indications • non-relevant indications • post-cleaning methods and their areas of use • basic maintenance and storage procedures for testing equipment • OH&S requirements including storage requirements • definition of a defect and common basic defects • methods/procedures for reporting test results

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Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to perform basic penetrant testing. Competency in this unit cannot be claimed until all prerequisites have been satisfied.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with performing basic penetrant testing or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures,

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EVIDENCE GUIDE	
	product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Preparation processes	Surface cleaning and drying
Obvious discontinuities	Observed changes in material homogeneity
Reported	Accurate identification of location and size of discontinuities

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

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Competency field

Competency field	Non-destructive testing

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MEM24003B Perform basic magnetic particle testing

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers performing basic magnetic particle testing procedures in a range of industrial applications. It covers the principles of magnetism and the associated application of basic magnetic particle testing techniques in the field of non-destructive testing. Knowledge of metallurgy associated with the level of application in this unit is required.

Application of the Unit

Application of the unit	This unit applies to portable and fixed ('yoke' or 'bench') basic magnetic particle testing techniques on fabrications, structures and components across a wide range of industries. The work can relate to scheduled and unscheduled maintenance activities using general tools and specific magnetic testing equipment as specified in maintenance documentation, testing procedures or operator instructions. Actual and potential defects are considered, together with ongoing abnormalities in fabrications, components and structures. Magnetic particle testing is performed on critical component or structural zones. All testing must be completed with particular attention to personal safety and OH&S regulations. Certification against Australian standards may be achieved where assessment in this unit of competency is carried out in conjunction with an examining authority as described in ISO 9712. Materials and chemicals which are subject to codes and regulations - for example, chemicals, explosives, solvents, dangerous materials, acids, or noxious waste products - must be subject to safe work habits and must be stored and used in accordance with safe work practices.

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	This unit should not be selected when Unit MEM24004B (Perform magnetic particle testing) has already been selected. Where power tools are required, Unit MEM18002B (Use power tools/hand held operations) should also be selected. Where tests require the interpretation of drawings, Unit MEM09002B (Interpret technical drawings) should also be selected. **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM18001C	Use hand tools

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range

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	statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare inspection areas for basic magnetic particle testing	1.1. Inspection areas are cleaned and prepared for testing using appropriate procedures and materials. 1.2. Preparation processes are carried out in accordance with the relevant specifications and OH&S requirements. 1.3. Inspection areas are visually assessed and obvious discontinuities are identified.
2. Perform basic magnetic particle testing	2.1. Nominated 'yoke' or 'bench' magnetic particle testing procedure is identified from standard operating procedures. 2.2. Test equipment is prepared in accordance with relevant standards and/or procedures. 2.3. Magnetic particle test is carried out in accordance with relevant work instructions and OHS requirements. 2.4. Magnetic particle testing equipment is maintained and stored in accordance with standard operating procedures and OH&S requirements.
3. Report the results of magnetic particle test(s)	3.1. Basic indications are checked and defects are identified in accordance with enterprise standards and/or procedures. 3.2. Basic indications are confirmed in accordance with enterprise standards and/or procedures. 3.3. Test results are reported in accordance with enterprise standards and/or procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.

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REQUIRED SKILLS AND KNOWLEDGE

Required skills

Look for evidence that confirms skills in:

- interpreting and following procedures
- identifying inspection areas
- identifying discontinuities and defects
- selecting appropriate testing techniques and procedures
- assessing risks
- entering routine and familiar information onto proformas and standard workplace forms
- locating, reading and interpreting information on written job instructions, specifications, charts, lists and other reference documentation
- planning, sequencing operations

Required knowledge

Look for evidence that confirms knowledge of:

- surface preparation
- procedures and OH&S requirements in relation to the preparation process
- established assessment procedures and techniques
- types of discontinuities and their consequences
- scope and basic principles of magnetic particle testing
- procedure for carrying out magnetic particle test using either the 'yoke' or 'bench'
- advantages and limitations of magnetic particle testing
- hazards and safety precautions associated with magnetic particle testing
- basic maintenance and storage procedures for testing equipment
- common basic defects
- methods/procedures for reporting test results
- advantages, limitations of various equipment
- magnetic particle application - methods for wet, dry particles
- recording and reporting results of simple tests
- safety precautions in testing
- use of toxic, flammable materials, electrical hazards
- use and application of personal protective equipment
- safe work practices and procedures
- relevant hazards and control measures related to the competency

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Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to perform basic magnetic particle testing. Competency in this unit cannot be claimed until all prerequisites have been satisfied.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with performing basic magnetic particle testing procedures in a range of industrial applications or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

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EVIDENCE GUIDE	
Guidance information for assessment	

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Preparation processes	Surface cleaning and drying

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	Non-destructive testing

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MEM24012C Apply metallurgy principles

Modification History

Single band identifier removed to clarify dual status

Unit Descriptor

Unit descriptor	This unit covers applying basic metallurgy principles related to selecting appropriate non-destructive testing techniques (NDT) and interpreting the results of NDT tests for metallurgical processes.

Application of the Unit

Application of the unit	This unit applies to knowledge of metallurgy principles, and the relationship between the various non-destructive testing methods and their capabilities and limitations when applied to the detection of specific discontinuities in metals and alloys. The unit applies to employees other than NDT technicians such as metallurgists, welding supervisors etc. who select and order NDT tests and who interpret results provided by tests for metal manufacturing, casting, shaping, and joining processes. The unit does not apply to the conduct of NDT tests. Such variables as the type of discontinuity, manufacturing process and limitations will assist in determining the sequence of testing and the ultimate selection of one non-destructive test method in preference to another. Any testing that may be carried out must be completed with particular attention to personal and OH&S regulations. Where materials and chemicals which are subject to codes and regulations are stored and used - for example, chemicals, explosives, solvents, dangerous materials, acids, or noxious waste products - safe work habits must be considered. **Band:** This unit has dual status and is to be regarded as both a Specialisation band A unit and Specialisation band B unit

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	for progression to C5 (AQF level V). **Unit Weight**: **4**

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**

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ELEMENT	PERFORMANCE CRITERIA
1. Interpret and apply the principles of solidification and crystal structures in metals and alloys	1.1. Principles of solidification and crystal structures in metals and alloys are interpreted and applied in relation to NDT techniques.
2. Interpret equilibrium diagrams for metals and alloys	2.1. Equilibrium diagram for metal or alloy is correctly sourced 2.2. Equilibrium diagrams are correctly interpreted.
3. Interpret and apply the principles of fusion welding of metals and alloys	3.1. Principles and methods for fusion welding of metals and alloys are applied to NDT test selection. 3.2. Defects in weldments are identified and classified from NDT test results.
4. Interpret and apply the principles of the formation of castings	4.1. Principles and methods used to produce metal castings are applied to NDT test selection. 4.2. Defects in metal and alloy castings are identified and classified from NDT test results.
5. Interpret and apply the principles of steel forging	5.1. Principles and methods used to produce steel forgings are applied to NDT test selection. 5.2. Defects in steel forgings are identified and classified from NDT test results.
6. Interpret and apply the principles of mechanical testing	6.1. Principles of mechanical testing are applied to NDT test selection. 6.2. Defects in metal product are identified and classified from NDT test results

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • research • understanding and applying metallurgy principles • selecting NDT test appropriate to metal or alloy and manufacturing process

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REQUIRED SKILLS AND KNOWLEDGE

Required knowledge

Look for evidence that confirms knowledge of:

- principles of solidification and crystal structures in metal:
  - classification of materials
  - structure of atoms
  - process of solidification
  - crystal structures
  - defects formed during solidification
  - modification of crystal structure
  - heat treatment processes
  - defects formed during heat treatment
- meaning of equilibrium diagrams representative of a range of metals including aluminium, iron, steel and common non-ferrous alloys:
  - alloy systems
  - solid and liquid solubility
  - basic equilibrium diagrams
  - equilibrium diagrams for common alloys
- principles of fusion welding in relation to NDT testing
- defects in fusion welding:
  - processing defects
  - grinding cracks
  - pickling cracks
  - heat treatment cracks
  - service defects
  - fatigue cracks
  - corrosion and stress corrosion cracks
- principles of the formation of castings
- defects in castings
- principles of steel forging
- defects in steel forging
- principles of mechanical testing:
  - mechanical testing
  - tensile testing
  - impact testing
  - hardness testing
  - fatigue testing
- other tests

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Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to apply metallurgy principles to NDT test selection and interpretation. Competency in this unit cannot be claimed until all prerequisites have been satisfied.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with applying basic metallurgy principles as related to non-destructive testing techniques, or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate

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EVIDENCE GUIDE	
	must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Principles and methods for fusion welding of metals and alloys	• MMAW • SAW • GMAW • GTAW • FCAW
Defects in weldments	Cracks, lack of fusion, cavities, imperfect shape, solid inclusions, miscellaneous
Defects in metal and alloy castings	Shrinkage cavities, hot tears, cold cracks, gas holes
Principles and methods used to produce steel forgings	Deformations, strengthening mechanisms, annealing
Principles of mechanical testing	Impact, tensile, hardness testing

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Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	Non-destructive testing

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MSS402080A Undertake root cause analysis

Modification History

New unit, superseding MSACMT280A Undertake root cause analysis - Equivalent

Unit Descriptor

This unit of competency covers the skills and knowledge required to undertake root cause analysis (RCA) by any person. This will often be undertaken by people working in a team. This unit also covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.

Application of the Unit

This unit applies to individuals working in an organisation which is applying competitive systems and practices strategies. The unit applies to the formal problem solving to root cause that the individual must undertake in their own work area or where the individual contributes to problem solving to root cause as part of a team.

This unit requires an ability to seek and apply information from a variety of sources in order to inform RCAs. Initiative and enterprise is also required to identify quick fix and permanent solutions to problems.

Where training in a wider range of problem solving techniques and tools is required the unit MSAPMSUP390A Use structured problem solving tools should be selected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the Performance criteria describe the performance needed to

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essential outcomes of a unit of competency.	demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1	Recognise problems	1.1	Identify features or occurrences indicative of a problem
		1.2	Use appropriate tools, techniques and charts to define the problem
2	Implement quick fix	2.1	Recommend a quick fix within the scope of competency and authority
		2.2	Use technology or processes relevant to the problem to implement quick fix
3	Determine root cause	3.1	Identify a range of possible causes
		3.2	Gather data and other information to eliminate or confirm possible causes
		3.3	Use available data and information to link causes and effects
		3.4	Seek assistance, as required
		3.5	Identify root cause
4	Develop permanent solution	4.1	Identify a range of methods to eliminate the root cause or break the cause tree
		4.2	Select the most appropriate solution
		4.3	Liaise with relevant people
		4.4	Recommend or implement solution within the limits of competency and authority

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4.5 Monitor impact of solution and make further recommendations, as required

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- cooperating and working with others on problem solving
- assessing and recording information from a variety of sources
- defining potential problems factually, including:
  - location and extent of problem or incident
  - sequence of events where relevant
  - extent of deviation from normal operation or performance
- analysing potential problems across a range of varied activities and knowledge applications
- reading and constructing simple charts, such as cause and effect diagrams

Required knowledge

Required knowledge includes:

- RCA methodology, including difference between quick fixes and root cause elimination or breaking of causal tree
- principles and normal operation of equipment, plant and processes in own work area sufficient to undertake a RCA and propose solutions
- common variances to normal performance that are indicators of a problem
- use of relevant analysis tools (e.g. cause/effect diagrams, Pareto charts and 5 Whys)
- operations in own work area

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and	A person who demonstrates competency in this unit must

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evidence required to demonstrate competency in this unit	be able to provide evidence of the ability to: • undertake problem identification • use appropriate processes to achieve root cause identification • prioritise solutions • recommend solutions and implementation procedures to problems within own area and range of technical skills and knowledge • evaluate implementation of solutions.
Context of and specific resources for assessment	Assessment of performance must be undertaken in a workplace using or implementing one or more competitive systems and practices. Access may be required to: • workplace procedures and plans relevant to work area • specifications and documentation relating to planned, currently being implemented, or implemented changes to work processes and procedures relevant to the assessee • documentation and information in relation to production, waste, overheads and hazard control/management • reports from supervisors/managers • case studies and scenarios to assess response to contingencies.
Method of assessment	A holistic approach should be taken to the assessment. Competence in this unit may be assessed by using a combination of the following to generate evidence: • demonstration in the workplace • workplace projects • suitable simulation • case studies/scenarios (particularly for assessment of contingencies, improvement scenarios, and so on) • targeted questioning • reports from supervisors, peers and colleagues (third-party reports) • portfolio of evidence. In all cases it is expected that practical assessment will be combined with targeted questioning to assess underpinning knowledge. Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and

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	disability.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the candidate and the work being performed.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Competitive systems and practices	Competitive systems and practices may include, but are not limited to: • lean operations • agile operations • preventative and predictive maintenance approaches • monitoring and data gathering systems, such as Systems Control and Data Acquisition (SCADA) software, Enterprise Resource Planning (ERP) systems, Materials Resource Planning (MRP) and proprietary systems • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree

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	Competitive systems and practices should be interpreted so as to take into account: • the stage of implementation of competitive systems and practices • the size of the enterprise • the work organisation, culture, regulatory environment and the industry sector
Features or occurrences indicative of a problem	Examples of features or occurrences indicating problems include: • variation to normal plant or equipment operation • unplanned or non-conforming process or operations outcomes • out of specification products • excess scrap • accidents and emergencies • regulatory breaches • customer returns and complaints • reduction or loss of sales
Root cause	There are many possible causes of any problem. The root cause contrasts with other possible causes of a problem which when eliminated have no impact or only ameliorate the problem. Elimination of the root cause permanently eliminates the problem. There should only be one root cause for any problem and so the analysis should continue until this one cause is found.
Cause tree	The series of causes is referred to as the cause tree. Not all root causes are accessible and able to be eliminated. Breaking the cause tree is such a way that the problem cannot recur is an acceptable alternative. Not all situations can wait for the RCA and eventual elimination of the root cause as there may be serious current impacts. The quick fix will control these immediate impacts, but does not eliminate the root cause.
Quick fix	A quick fix is not a short cut or side step for a permanent solution to the root cause. It is a necessary step designed to control the immediate impacts of a problem, for example, to prevent ongoing errors or to ameliorate damage.
Appropriate techniques/charts	Appropriate techniques/charts may include: • control charts • Pareto charts

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	• run charts • flow charts • cause and effect diagrams • tree diagrams • 5 Whys analysis

Unit Sector(s)

Unit sector Competitive systems and practices

Custom Content Section

Not applicable.

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NWP227B Control vegetation on a site

Modification History

NWP227B Release 2: Layout adjusted. No changes to content.

NWP227B Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to control vegetation on a site by inspecting, identifying and treating weeds, plants and shrubs. The ability to plan and undertake work safely, including the safe handling of chemicals and equipment, is essential to performance.

Application of the Unit

This unit supports the attainment of skills and knowledge required for field and operational staff involved in plant control but it does not reflect the requirements for undertaking plant control on the properties of third parties where further training and licensing requirements may apply.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Plan and prepare work.	1.1 Plan work according to work specifications, ***relevant legislation and organisational procedures***.
	1.2 Perform site check according to organisational requirements to prevent damage to other utilities and environment.
	1.3 Select and check ***equipment and personal protective equipment*** and material safety data sheets to meet safety requirements of task and site.
	1.4 Identify noxious weeds, plants and shrubs.
2 Treat vegetation.	2.1 Conduct monitoring programs to determine spread, growth rate and extent of problem caused by weeds.
	2.2 Store, handle, transport and mix chemicals and other control mechanisms according to relevant legislation and organisational procedures.
	2.3 Use ***processes*** to treat vegetation in a manner safe to all stakeholders and according to appropriate standards and organisational operational procedures.
	2.4 Implement controls according to organisational requirements to minimise environmental damage and deal with emergencies and spillage.
3 Check work and restore work site.	3.1 Clean equipment after use and prepare for safe storage or re-use.
	3.2 Identify potential hazards and dispose of waste according to organisational requirements.
4 Complete records and reports.	4.1 Record use of chemicals and control mechanisms according to legislative and organisational requirements.
	4.2 Complete work reports and documentation as required.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- identify and report operational problems
- produce reports and logs
- use personal protective equipment
- use tools and machinery

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- use chemicals and other treatments
- follow plans, charts and instructions
- perform work-related calculations
- interpret material safety data sheets (MSDS)
- apply procedures and standards
- communicate with employees and customers
- work effectively as part of a team
- use communication equipment
- use literacy skills in regard to verbal and written communication in the workplace
- give and receive instructions

Required knowledge:

- environmental aspects of controlling vegetation
- relevant utilities and service bodies
- communication systems
- use, storage, handling and transport of hazardous substances
- landscape and ground structure of work area
- risk factors and potential hazards of vegetation control processes
- equipment operation, capacity and limitations
- effects of weather and conditions on use of chemical treatment, site or plant
- control systems
- materials handling
- landscape and ground structure of work area

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate should demonstrate the ability to control vegetation on a site by inspecting, identifying and treating weeds, plants and shrubs including:

- interpreting work requirements from given documentation
- identifying noxious weeds and appropriate control methods
- planning and preparing equipment and materials required for work
- treating vegetation according to legislative and organisational procedures
- identifying risks and implement controls
- restoring work site according to environmental and

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organisational requirements
- completing relevant documentation.

Context of and specific resources for assessment

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards and government regulations.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence only taken at the point when the assessor has complete confidence in the person's competence over time and in various contexts
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator and cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Relevant legislation and organisational procedures include:	• relevant federal and state or territory legislation and regulations • codes of practice, associated standards and guidance material • documented organisational policies, manuals and induction programs • relevant community planning and development agreements, such as land care agreements
Equipment and personal protective equipment may include:	• hand and power tools • on- and off-road vehicles • lifting and winching equipment • mechanical excavation equipment • chemicals and mixers • chemical spraying apparatus • mixing equipment and storage areas • communication equipment • gas detection equipment • rescue equipment • breathing apparatus • other appropriate personal protective equipment, including goggles and gloves
Processes used to treat and control vegetation include:	• application of chemicals • manual extraction • use of genetic plant modification • companion planting • other environmental controls, including use of insects

Unit Sector(s)

Not applicable.

Competency field

Common.

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PMC552061C Deliver concrete to site

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the efficient delivery of quality concrete to site using an agitator or similar.

Application of the Unit

Application of the unit	This competency covers the efficient delivery of quality concrete to site using an agitator or similar. It includes the operation of all ancillary equipment and the operation of plant using PLCs where appropriate. This competency is NOT intended to be used for the delivery of concrete within a site using mobile equipment or overhead cranes. *PMC562070B Move materials* should be used in these circumstances. In a typical scenario the agitator will be truck mounted. This unit does not cover the driving of the truck. Local regulations should be consulted and complied with. Typically an operator would: • deliver premix concrete to a customer. • determine the product/delivery requirements from the production schedule, specifications. delivery docket and/or other specifications. • resolve and prevent routine problems; and • ensure the delivered product is to specification. The operator generally works independently with frequent contact with the base plant.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
1. Load agitator.	1.1. Check job requirements 1.2. Position agitator for loading 1.3. Load agitator with correct concrete batch 1.4. Check any special requirements and take action required. 1.5. Check that slump is to specification and take any action required
2. Deliver concrete.	2.1. Deliver concrete without delay 2.2. Position vehicle/agitator as required by safety needs

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ELEMENT	PERFORMANCE CRITERIA
	and if practical customer requirements 2.3. Report breakdowns or lengthy delays en route to relevant person 2.4. Maintain product quality as per requirements and procedures.
3. Conform to site protocols	3.1. Check access to site with customer 3.2. Assess site conditions and enter in a manner suited to the conditions, load and site requirements 3.3. Mix concrete on site as per quality requirements 3.4. Discharge concrete as required by customer 3.5. Wash down chutes and agitator in the area designated by the customer 3.6. Complete all records
4. Rectify routine problems	4.1. Identify the range of faults that can occur during the operation 4.2. Determine and rectify fault causes in accordance with procedures/work instructions 4.3. Identify and rectify equipment failure causes in accordance with procedures 4.4. Make sure appropriate records and log books of equipment operations are maintained to meet procedures 4.5. Identify non-routine problems and take appropriate action. 4.6. Ensure required checklists are completed
5. Control hazards	5.1. Identify hazards from the job to be done 5.2. Identify other hazards in the work area 5.3. Assess the risks arising from those hazards 5.4. Implement measures to control those risks in line with procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills

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REQUIRED SKILLS AND KNOWLEDGE
Skills required for this unit include the ability to: • communicate with customers • determine, and meet customer requirements while maintaining HSE standards • deliver product to site on time and within specification • operate the equipment safely Reading and numeracy is required to the level of interpreting workplace documents and technical information.
Required knowledge

• Knowledge and understanding of the equipment sufficient to recognise problems and the appropriate action to be taken.
• Knowledge of the organisation's procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and in a manner relevant to the operation of the equipment.
• Knowledge of:
  • the relationship between mixing time/water cement ratio and product quality
  • importance of slump
  • quality procedures
  • handling techniques to maintain quality
• Knowledge of underlying causes of faults such as precipitated by:
  • irregular mixing action
  • mechanical failure
  • electrical equipment malfunction
as is relevant to the practical operation of the equipment.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency.
Critical aspects for assessment and evidence required to demonstrate	Competence must be demonstrated in the ability to recognise situations requiring action and then in

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EVIDENCE GUIDE	
competency in this unit	implementing appropriate corrective action. Consistent performance should be demonstrated. In particular look to see that: • concrete is delivered in full, on time and in specification • there are good relations with the customers • there is good liaison with the batching plant. These aspects may be best assessed using a range of scenarios/case studies/what ifs as the stimulus, with a walk-through forming part of the response. The assessment activities should include responding to a range of problems.
Context of and specific resources for assessment	Assessment for this unit of competency will be on an operating work site. Assessment will occur over a range of situations which will include disruptions to normal, smooth operation. Simulation or case studies/scenarios may be required to allow for timely assessment of parts of this competency unit (e.g., those parts of element 3 referring to dealing with customers). Simulation should be based on the actual plant and will include 'walk-throughs' of the relevant competency components. Simulations may also include the use of case studies/scenarios and role plays. Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations. A bank of scenarios/case studies/what ifs will be required as will a bank of questions which will be used to probe the reasoning behind the observable actions.
Method of assessment	It may be appropriate to assess this unit together with: • TLIC407D Drive heavy rigid vehicle • TLIC307C Drive medium rigid vehicle • TLIC507D Drive heavy combination vehicle or such other unit as may be appropriate. This unit may be assessed in conjunction with: • MSAPMSUP280A Manage conflict at work • PMC562081B Deliver customer service. Individual enterprises may choose to add prerequisites

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EVIDENCE GUIDE	
	and co-requisites relevant to their processes.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Procedures	All operations are performed in accordance with standard procedures and work instructions.
Special requirements	Special requirements may be noted on the docket or instructed by the batcher or otherwise communicated. Special requirements may include the addition of water.
Relevant person	Relevant person for reporting delays/breakdowns may include batcher, dispatcher or other person as specified in the procedures.
Records	Completion of records must include: • the addition of water • other items identified in the procedures and where possible the customer signature. Records may be completed on the docket or other means as specified in the procedures.
Checklists	Required checklists ma include: • maintenance checklists • pre start checklists • other checklists

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RANGE STATEMENT	
Context	This unit includes: • determining and adding the correct amount of water taking into account required specification and moisture/water already in the mix • measurement of slump or similar tests • customer service and product knowledge • knowledge of relevant road rules and waste disposal requirements. • It does NOT include the driving of the truck (which is a prerequisite). However the driver's road skills should be observed to ensure that they meet the business's standards. It does NOT include the driving of the truck. However, the driver's road skills should be observed to ensure that they meet the business's standards.
Typical problems	Typical problems may include: • sites with poor access/unstable soil • transportation/site delays • site conflicts • disposal of agitator washings

Unit Sector(s)

Unit sector	Operational/technical

Competency field

Competency field	

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Co-requisite units

Co-requisite units		

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PSPGOV205B Participate in workplace change

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers participation in the change process within a workgroup. It includes suggesting options for change and contributing to the implementation of change.

In practice, participating in workplace change may overlap with other generalist or specialist public sector work activities such as working effectively in the public sector, communicating with others, using resources, handling information, using technology, etc.

This is one of 6 units of competency in the *Working in Government* and *Management* Competency Fields that deal with change. Related units are:

- PSPGOV306B Implement change
- PSPGOV405B Provide input to change processes
- PSPGOV514A Facilitate change
- PSPMNGT604B Manage change
- PSPMNGT703A Lead and influence change
-

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Suggest options for change	1.1 Possible changes to aspects of operational work which could improve efficiency and effectiveness are identified and suggested. 1.2 Advantages, disadvantages and consequences of proposed suggestions are considered and discussed with the workgroup. 1.3 Other workgroup members' input is accepted and considered in suggesting options for change.
2. Contribute to the implementation of change	2.1 Specific changes in own routine operations and procedures are implemented as required in accordance with ***legislation, policy and procedures***. 2.2 ***Changes*** are made in response to directions to achieve service standards and identified outcomes. 2.3 Available resources and supports are accessed to assist in changing own work practices. 2.4 Personal responses to change are discussed with the workgroup. 2.5 Effects upon others of own actions/reactions to change are considered. 2.6 Support mechanisms to assist with the implementation of change are identified and accessed as required.

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Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- working in a team in a way that demonstrates consideration of the effect of change on others and the effect of one's own reaction to change on others
- communicating with team members on issues and personal reactions to change
- implementing change as required
- accessing assistance for coping with change
- responding to diversity, including gender and disability
- applying public sector legislation such as occupational health and safety, and environment in the context of change

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- personal response to change
- impact of change as it affects individuals and groups
- public sector legislation, policy and guidelines
- environmental and sustainability guidelines
- workgroup practices and service standards
- equal employment opportunity, equity and diversity principles
- occupational health and safety and environmental impact of change including stress, and stress management

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPGOV201B Work in a public sector environment

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- PSPGOV202B Use routine workplace communication techniques
- PSPGOV203B Deliver a service to clients
- PSPGOV204B Access and use resources
- PSPGOV206B Handle workplace information
- PSPGOV207B Use technology in the workplace
- PSPGOV208A Write routine workplace materials

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- participation in workplace change in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to change in the public sector
- case studies and workplace scenarios to capture the range of situations likely to be encountered when participating in workplace change

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when participating in workplace change, including coping with difficulties, irregularities and breakdowns in routine
- participation in workplace change in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

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	• case studies • portfolios • questioning • scenarios • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Legislation, ***policy and procedures*** may include:	• Commonwealth, State/Territory and Local Government legislation • government policy • public sector code of ethics • national standards specific to service delivery area • the organisation's policies and practices • environment and sustainability policies • organisational code of conduct • specific work unit/business area policy and procedures
Change in the workplace may include:	• organisational change • implementation of new/revised work practices • sustainability practices • technology change in the workplace • work location • structural and functional change • client base • staffing changes • job role changes • work priorities • shared services environment • machinery of government changes • legislative change

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Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV306B Implement change

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers implementation of change and participation in refinement of work procedures. It includes preparing for, implementing and monitoring change and working with ambiguity in the face of change.

In practice, implementing change may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, contributing to the workgroup, organising information, using resources, etc.

This is one of 6 units of competency in the *Working in Government* and *Management* Competency Fields that deal with change. Related units are:

- PSPGOV205B Participate in workplace change
- PSPGOV405B Provide input to change processes
- PSPGOV514A Facilitate change
- PSPMNGT604B Manage change
- PSPMNGT703A Lead and influence change

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Prepare for change**	1.1 The need for ***change*** in work practices is accepted within the work unit and suggestions are made or options devised. 1.2 Advantages, disadvantages and consequences of proposed suggestions are identified. 1.3 Suggested workplace changes are discussed with supervisor and colleagues and acted upon as required. 1.4 Contributions are made to planning for change in the workgroup in accordance with organisational requirements. 1.5 Effects upon others of own emotions/reactions to change are considered and adjustments are made to support required change.
2. **Implement and monitor change**	2.1 Own work practices are changed according to agreed arrangements. 2.2 Advice and support are given to assist others to adjust to changes in work practice. 2.3 The benefits of change are promoted in the workplace as opportunity arises. 2.4 Opportunities for continuous improvement in the workplace are identified, referred for approval and acted on. 2.5 Change is monitored with others to determine the effectiveness

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ELEMENT	PERFORMANCE CRITERIA
	of revised procedures, and findings are advised to senior staff.
3. Work with ambiguity in the workplace	3.1 Ambiguity/uncertainty relating to changed roles, functions and procedures is identified and ***problem-focused strategies*** are used for coping. 3.2 A ***flexible approach*** is applied when carrying out instructions for changes to work practices. 3.3 Issues relating to change that cannot be resolved immediately are accommodated whilst implementing change in accordance with ***legislation, policy and procedures***.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying public sector legislation, policies and guidelines in an environment of change
- communicating including consultation and negotiation with a diverse workforce, including peers and supervisors
- responding to diversity, including gender and disability
- observing and evaluating
- giving and receiving feedback
- coping with ambiguity, emotions and stressors related to implementing change
- applying occupational health and safety and environmental requirements in the context of change

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, policies and guidelines relating to public sector environments
- principles of adapting to change
- group dynamics
- emotional intelligence
- workgroup practices
- at least one change management model
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of change management

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Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC301B Uphold the values and principles of public service
  - PSPGOV301B Work effectively in the organisation
  - PSPGOV302B Contribute to workgroup activities
  - PSPGOV303B Build and maintain internal networks
  - PSPGOV307B Organise workplace information
  - PSPGOV308B Work effectively with diversity
  - PSPGOV312A Use workplace communication strategies
  - PSPGOV314A Contribute to conflict management
  - PSPGOV315A Give and receive workplace feedback
  - PSPLEGN301B Comply with legislation in the public sector

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- changes implemented in a range of (3 or more) contexts (or occasions, over time).

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to change management
- case studies and workplace scenarios to capture the range of situations likely to be encountered when implementing change

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when implementing change, including coping with

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difficulties, irregularities and breakdowns in routine
- changes implemented in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Change may be:	• imposed or self-initiated • at individual, team, organisational or regional level
Change may include:	• technology • work practices and procedures • staffing • resources

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	• work priorities and objectives • budget • organisational structure/restructure • machinery of government changes • amalgamation of agencies • work location • shared services environment • workplace re-organisation
Problem-focused strategies may include:	• clearly identifying problem • seeking advice and direction for clarifying/dealing with problem • developing a plan of action • seeking feedback on planned action • implementing planned action and reflecting on/evaluating outcomes in order to modify/use same strategy
Flexible approach may include:	• positive attitude to change even though there may be some ambiguity about what is required • being prepared to perform work differently one day to the next • accepting an iterative approach to changes in work practices
Legislation, ***policy and procedures*** may include:	• Commonwealth, State/Territory and Local Government legislation • government policy • environmental and sustainability policies • public sector code of ethics • national standards related to service delivery area • the organisation's policies and practices • organisational code of conduct

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV404B Develop and implement work unit plans

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers development and implementation of work unit plans at both the work unit and individual level to achieve results through planning. It includes participating in the planning activities of the work unit, preparing individual work plans, and implementing and evaluating work plans.

In practice, development and implementation of work plans may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

This is one of 6 units in the *Working in Government* and *Management* Competency Fields that deal with working with others. Related units are:

- PSPGOV302B Contribute to workgroup activities
- PSPGOV511A Provide leadership
- PSPGOV516A Develop and use emotional intelligence
- PSPGOV604A Foster leadership and innovation
- PSPMNGT701B Provide strategic

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Participate in planning activities**	1.1 Contributions are made to planning that reflect a knowledge of corporate goals and their relationship to work unit and individual plans. 1.2 Consideration of ***workplace requirements*** is reflected in contributions to ***work unit plans***. 1.3 Planning activities are completed as requested within the defined timeframe and meet the organisation's requirements. 1.4 Feedback is sought and acted on in relation to effectiveness of input to planning activities.
2. **Prepare individual work plans**	2.1 Work plan objectives are linked to and consistent with organisational and work unit aims. 2.2 Objectives are stated as measurable targets with clear performance indicators. 2.3 Innovative and cost-effective options for achieving objectives are explored and aligned to organisational aims. 2.4 Individual work plans are used to promote the achievement of work unit objectives and to reflect personal and organisational accountability to all clients. 2.5 Collaborative planning with other workgroup members is used to integrate individual plans and build working relationships.

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ELEMENT	PERFORMANCE CRITERIA
3. Implement and evaluate work plans	3.1 Work methods and practices to implement plans are identified in consultation with others. 3.2 Workload and work flows are monitored and balanced. 3.3 Work is completed in accordance with work plans and meets time and workplace requirements, ***legislation, policies and procedures***. 3.4 Problems in implementing work plans are monitored and solutions are proposed within area of responsibility. 3.5 Work plans are revised according to changes in work priorities and organisational needs.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- planning own work to achieve goals
- engaging in collaborative planning with other workgroup members
- applying problem solving
- monitoring and evaluation of progress towards work unit goals
- negotiating goals and outcomes
- responding to diversity, including gender and disability
- applying public sector legislation such as occupational health and safety and environment in the context of work planning

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to work planning in the public sector
- effective planning processes
- policies and procedures on sustainable practice
- corporate goals or aims
- organisational procedures
- importance of aligning work unit plans with organisational goals
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of work planning

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Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPBORD401A Create and maintain profiles
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPGOV403B Use resources to achieve work unit goals
  - PSPGOV405B Provide input to change processes
  - PSPGOV406B Gather and analyse information
  - PSPGOV408A Value diversity
  - PSPGOV411A Deal with conflict
  - PSPGOV412A Use advanced workplace communication strategies
  - PSPGOV413A Compose complex workplace documents
  - PSPGOV417A Identify and treat risks
  - PSPGOV422A Apply government processes
  - PSPLEGN401A Encourage compliance with legislation in the public sector
  - PSPOHS401B Implement workplace safety procedures and programs
  - PSPPM401B Design simple projects
  - PSPPM402B Manage simple projects
  - PSPPROC410A Administer contracts

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- work unit plans developed and implemented in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to work planning in the public sector

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- case studies and workplace scenarios to capture the range of situations likely to be encountered when developing and implementing work unit plans

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when developing and implementing work unit plans, including coping with difficulties, irregularities and breakdowns in routine
- work unit plans developed and implemented in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- observation
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the

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Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Workplace requirements may relate to:	• staffing procedures • resourcing allocations and requirements • identified timeframes • relevant legislation affecting organisational administration • organisation, corporate and strategic plans and activity calendars • relevant industrial awards • financial circulars (or equivalent) • organisation financial and personnel management guidelines • technology and data associated with work • environmental and sustainability practices
Work unit plans may include:	• daily/weekly/monthly work unit plans • project plans • specific purpose plans including equal employment opportunity, industrial democracy and occupational health and safety • resource plans

Legislation, ***policy and procedures*** may include:	• State/Territory and Commonwealth legislation and regulations such as:
	  • public sector management acts
	  • financial management acts
	  • privacy legislation
	  • equal employment opportunity, anti-discrimination and harassment legislation
	  • occupational health and safety legislation
	  • consumer legislation
	  • environmental and sustainability legislation
	  • risk management guidelines.
	• ethics and accountability standards
	• public sector standards
	• fraud control standards
	• government security standards
	• organisational policy, procedures and protocols

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Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV406B Gather and analyse information

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers collection and analysis of information to achieve work unit objectives and meet client needs. It includes identifying and collecting information, analysing and interpreting information, developing and applying workable solutions, presenting information and maintaining information.

In practice, gathering and analysing information may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, using resources, gathering evidence, carrying out projects, using financial processes, identifying and treating risks, monitoring for fraud, undertaking, court listings, conducting claim assessments, etc.

This is one of 5 units of competency in the *Working in Government* and *Management* Competency Fields that deal with information/knowledge management. Related units are:

- PSPGOV206B Handle workplace information
- PSPGOV307B Organise workplace information
- PSPGOV504B Undertake research and analysis
- PSPMNGT614A Facilitate knowledge management

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Identify and collect information**	1.1 Nature, extent and purpose of required ***information*** is identified. 1.2 Internal and external ***sources*** are identified and accessed to produce required information in accordance with ***legislation, policy and procedures***. 1.3 Information is collected, organised, recorded and reported in accordance with organisational procedures and defined guidelines. 1.4 Information collected is organised in a way which enables easy access and retrieval by other staff.
2. **Analyse and interpret information**	2.1 Information and its sources are critically evaluated for relevance and validity to business/client requirements. 2.2 Basic ***analysis of information*** is undertaken as required to identify key issues. 2.3 More detailed analysis of information is carried out as required using relevant techniques including mathematical calculations and methods for numerical/graphical information.
3. **Develop and apply workable solutions**	3.1 Workable solutions to business/client requirements are developed on consideration of analysed information. 3.2 Proposed solutions are communicated or implemented as

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ELEMENT	PERFORMANCE CRITERIA
	required.
4. **Present information**	4.1 Information is reported in the required format, style, structure and timeframe.
	4.2 ***Information is presented*** in required medium in accordance with organisational requirements using relevant technology.
5. **Maintain information**	5.1 A range of standard and complex ***information systems*** and operations is used in accordance with organisational policy and procedures.
	5.2 Information and records are maintained in accordance with organisational procedures to ensure data and system integrity.
	5.3 Routine data and records are reconciled as required.
	5.4 Inadequacies in system/s relating to information retrieval are identified and corrected or reported to relevant staff as required.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying public sector legislation such as occupational health and safety and environment in the context of information management
- accessing and using information ethically and legally
- using manual and computerised techniques for information management
- applying computer technology to data storage, security, retrieval and presentation
- using basic statistical and numerical manipulation
- using critical analysis techniques
- communicating with colleagues and supervisors
- presenting information in a range of ways such as report format, numerically, in tables, with graphs, spatially
- responding to diversity, including gender and disability
- using problem solving and referring problems as required
- applying equal employment opportunity, equity and diversity principles

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, policies, procedures and guidelines relating to information handling in the public sector, such as confidentiality, privacy, security, freedom of information

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- data collection and management procedures
- organisational information handling and storage procedures
- cultural aspects of information and meaning
- sources of public sector work-related information
- economic, legal, security and social issues surrounding the use of information
- public sector standards
- electronic and manual filing systems
- databases and data storage systems
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of information management

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPCRT407A Undertake court listings
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPFIN401A Use public sector financial processes
  - PSPFRAU401B Monitor data for indicators of fraud
  - PSPGOV402B Deliver and monitor service to clients
  - PSPGOV403B Use resources to achieve work unit goals
  - PSPGOV404B Develop and implement work unit plans
  - PSPGOV405B Provide input to change processes
  - PSPGOV407B Provide a quotation
  - PSPGOV417A Identify and treat risks
  - PSPGOV422A Apply government processes
  - PSPIM401A Conduct initial claim assessments
  - PSPLEGN401A Encourage compliance with legislation in the public sector
  - PSPPM404A Carry out simple project activities
  - PSPREG411A Gather information through interviews

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- PSPREG412A Gather and manage evidence
- PSPSEC405A Handle security classified information

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- information gathered and analysed in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to information research, presentation and management
- access to electronic information/records management systems
- Case studies and workplace scenarios to capture the range of situations likely to be encountered when gathering and analysing information

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when gathering and analysing information, including coping with difficulties, irregularities and breakdowns in routine
- information gathered and analysed in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios

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	• simulation or role plays • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Information may include:	• legislation, guidelines and awards • organisation, legal and policy materials • client information • market trends • media reports • registries and file records • library materials • financial records • basic statistical information • human resources/personnel records • asset records • meta-data

Sources of information may include:	• those internal to the organisation such as:
	  • intranet
	  • databases/files
	  • library collections
	  • internal publications
	  • annual reports
	  • newsletters
	  • other staff
	• those external to the organisation such as:
	  • Internet
	  • local, state, national and international libraries and archives
	  • other organisations' publications

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	• staff in external organisations
Legislation**, **policy and procedures may include:	• Commonwealth and State/Territory legislation, standards and guidelines especially relating to privacy, confidentiality, freedom of information, security, fraud control, copyright, intellectual property • government policy • public sector code of ethics • national standards • Australian standards such as records management, knowledge management, risk management • the organisation's policies/practices/code of conduct
Analysis of information may include:	• qualitative analysis • quantitative analysis • critical analysis • problem solving • matching • statistical analysis • mathematical calculations • forecasting
Presentation of information may include:	• routine reports and submissions • briefing notes, Ministerials • proposals, project plans • articles and promotional material • tabular or graphical presentation • overhead transparencies • slideshow data presentation • face-to-face • telephone
Information systems may include:	• file/records management systems • personnel/human resources systems • specific purpose databases • library systems • data warehouse systems • web sites • financial information systems • workplace communication systems

Unit Sector(s)

Not applicable.

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Competency field

Working in Government.

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PSPGOV413A Compose complex workplace documents

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers written communication involving the evaluation and composition of complex workplace documents. It includes interpreting and evaluating workplace information, composing complex written materials and editing.

In practice, composing complex workplace documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

This is one of 5 units of competency in the *Working in Government* Competency Field that deal with written communication. Related units are:

- PSPGOV208A Write routine workplace materials
- PSPGOV313A Compose workplace documents
- PSPGOV513A Refine complex workplace documents
- PSPGOV606A Prepare high-level/sensitive written materials
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret and evaluate workplace information	1.1 ***Information*** is sourced from inside and outside the organisation in accordance with organisational requirements and sources analysed for reliability. 1.2 Cultural context of the information is distinguished and used to aid in interpretation. 1.3 Information is analysed for relevance to own work and assistance is sought with interpretation of complex materials in accordance with organisational procedures. 1.4 Assumed prior knowledge underpinning workplace information is identified and additional information is gathered if necessary to allow interpretation. 1.5 Implications of information are passed on to relevant personnel in accordance with legislation, policy and procedures.
2. Compose complex written materials	2.1 The ***purpose***, objectives and format for the ***materials*** are determined in accordance with organisational requirements. 2.2 Information to inform the document is sourced, collated in a logical manner and assessed for relevance and inclusion. 2.3 ***Content, structure and sequencing*** of materials are determined in line with the purpose and intended audience. 2.4 Options/recommendations are considered for inclusion. 2.5 Possible impact on the target audience is assessed and potential criticism countered where necessary. 2.6 Written materials are composed, reviewed to confirm objectives, ***organisational and legislative requirements*** are

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ELEMENT	PERFORMANCE CRITERIA
	met, and materials are submitted within required timeframes.
3. Edit written material	3.1 Intent of the communication is confirmed.
	3.2 Content is checked and proofread for grammar, spelling and punctuation.
	3.3 Communication is assessed in light of the needs of the intended audience.
	3.4 Recommendations for improvement are made if necessary and explained/recorded in a manner that provides a learning opportunity for the future.
	3.5 Information is amended if required, and submitted for approval in accordance with organisational policy and procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements:

Look for evidence that confirms skills in:

- reading and writing at a complex level to cope with a range of workplace materials
- integrating information from a diverse number of sources in order to generate meaning
- writing and sequencing abstract concepts according to the required purpose of written material
- linking complex ideas in written material through selection and use of words, grammatical structures, headings and punctuation appropriate to the purpose
- spelling, punctuation and grammar for workplace documents at an experienced level
- responding to diversity, including gender and disability
- implementing ergonomic requirements for office work
- complying with environmental policies such as those relating to paper use/wastage/recycling

Knowledge requirements:

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to written communication in the public sector such as privacy, freedom of information, information security, confidentiality, copyright
- principles of effective written communication at a high level of complexity
- differences in register/style between workplace communication for different

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purposes
- government style manual
- organisation protocols for a range of complex written communication
- channels of communication and processes for obtaining advice, approvals etc
- organisational policy for recordkeeping - paper-based and electronic
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of preparing written materials

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite units* that must be achieved prior to this unit: *Nil*
- *Co-requisite units* that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPGOV402B Deliver and monitor service to clients
  - PSPGOV405B Provide input to change processes
  - PSPGOV406B Gather and analyse information
  - PSPGOV408A Value diversity
  - PSPGOV411A Deal with conflict
  - PSPLEGN401A Encourage compliance with legislation in the public sector
  - PSPOHS401B Implement workplace safety procedures and programs

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- advanced communication strategies used in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to

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communication in the public sector, including freedom of information, privacy, equal employment opportunity, anti-discrimination, occupational health and safety
- case studies and workplace scenarios to capture the range of advanced communication situations likely to be encountered and required in the public sector

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when using advanced communication strategies, including coping with difficulties, irregularities and breakdowns in routine
- advanced communication strategies used in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

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Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Information for evaluation may include:	• applications • briefing papers • discussion papers • expert opinion • literature • minutes • project briefs • reports • research • speeches • strategic and operational plans • submissions • web site information
Purpose may include:	• to influence opinion • to report on achievement • to recommend options and corresponding actions • to meet regulatory requirements • to meet public sector reporting requirements • to develop policy • to document policy • to obtain funding • to provide briefing material • to provide or contribute to strategic planning • to respond to enquiries/complaints
Materials to be composed may include:	• position papers • discussion papers • briefing materials • funding submissions • business cases • project briefs • reports • operational and other plans
Content, structure and	• facts and observations • case studies

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sequencing may include:	• critical analysis • opinion • creative ideas • recommendations and supporting arguments • anticipated arguments and rebuttals • conclusions • division into chapters or sections • tables of contents and indexes • glossaries • executive summary • precis • chronological structure • alphabetic structure • operating sequence
Organisational and legislative requirements may include:	• use of plain English • style formats • acknowledgements • particular terminology to be used/not used: • acronyms • technical terms • bureaucratic language • abbreviations • requirements for minimising jargon in written materials • requirements for written material to take account of cultural, ethnic, religious or language differences, disabilities, etiquette • guidelines for illustrative items • standards for references, acknowledgements, citations, footnotes, endnotes, bibliographies • particular communication channels • State/Territory or Commonwealth legislation, regulations, policies, procedures and guidelines relating to the preparation and security of written information in the public sector, including freedom of information, copyright, privacy, confidentiality, equal employment opportunity, diversity, occupational health and safety • risk assessment • information security requirements • public sector standards • fraud control standards • codes of practice • codes of ethics • private or confidential materials • embargoed materials

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	• security requirements • politically sensitive materials • security standards for government information

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV421A Exercise delegations

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the exercise of delegations in the public sector. It includes confirming the delegation, applying other interacting legislation, policy and guidelines, and exercising delegations.

In practice, exercising delegations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Confirm delegation**	1.1 Current information relating to ***enabling legislation, standards, instructions*** and delegated authority is accessed and used to maintain up-to-date knowledge of requirements. 1.2 ***Delegation*** provided under legislation and the boundaries of that authority are confirmed. 1.3 Rights, responsibilities and accountabilities under the delegation are identified and confirmed. 1.4 All levels of authority under the delegation are confirmed with management and staff to ensure referrals as limits of authority are reached.
2. **Apply other legislation**, **policies and instructions**	2.1 ***Other legislation, policies or instructions*** that impact on authority under a delegation are identified and these requirements confirmed. 2.2 Apparently conflicting legislative directions are resolved or referred in accordance with organisational policy and procedures.
3. **Exercise delegations**	3.1 Exercise of delegations is consistent with organisational processes and the boundaries and authority contained in legislation, policies and instructions. 3.2 Decisions are documented and records kept in accordance with organisational policy and procedures to provide audit information of delegated authority exercised. 3.3 Circumstances requiring the exercise of delegations that are outside own limits are identified and approvals are obtained in accordance with organisational policy and procedures. 3.4 Risks associated with the exercise of delegations are identified and strategies to manage risks are identified in accordance with the organisation's risk management strategy.

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Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to delegations
- using information technology to access relevant legislation and procedures
- reading complex written materials such as legislation, instructions, and standards and applying them to work practices
- scanning techniques to locate main ideas in legislation, policy documents and instructions
- using questioning strategies to clarify understanding
- using communication strategies involving exchanges of often complex oral information
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of exercising delegations

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to delegations
- the range of delegations applicable in the public sector
- instructions and standards relating to delegations
- organisational structure and levels of authority/delegations
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of delegations

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to

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increase the efficiency and realism of the assessment process include, but are not limited to:

- PSPETHC401A Uphold and support the values and principles of public service
- PSPFIN401A Use public sector financial processes
- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV406B Gather and analyse information
- PSPGOV422A Apply government processes
- PSPHR402A Administer human resource processes
- PSPLEGN401A Encourage compliance with legislation in the public sector
- PSPPROC405B Dispose of assets
- PSPPROC406A Procure goods and services

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- exercising delegations in a range of (3 or more) contexts (or occasions, over time).

Resources required to carry out assessment

These resources include:

- legislation, policy, standards, instructions and procedures relating to delegations
- case studies and workplace scenarios to capture the range of situations likely to be encountered when exercising delegations

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when exercising delegations, including coping with difficulties, irregularities and breakdowns in routine
- exercising delegations in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

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	Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: • case studies • portfolios • questioning • scenarios • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Enabling legislation may include:	• State/Territory and Commonwealth legislation related to: • public sector management, financial management, auditor general • customs and excise, quarantine, fisheries, agriculture, land management, conservation, coastal management, environmental protection, workers' compensation, workplace relations, legal administration, planning, construction, transport, energy, mining, communications, education and children's services, employment, vocational education and training. • audit, equal employment opportunity and anti-discrimination, occupational health and safety, environment
Standards may include:	• public sector standards, such as human resource management standards • government security standards • fraud control standards
Instructions may include:	• public service Commissioner's instructions • chief executive officer's instructions
Delegations are:	• functions or powers (under an act) assigned (by the Minister) to others • made to specified limits

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	• made to persons in specified positions (i.e. made to the position rather than the individual)
Delegations may include:	• financial • human resources • purchasing • contracting • industrial relations • licensing • regulatory powers • legislation
Other legislation, ***policies and instructions*** may include:	• aspects of common law • contract law • administrative law • industrial relations law • financial management acts • public service acts

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV503B Coordinate resource allocation and usage

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers coordination and monitoring of available resources to achieve work unit outcomes. It includes allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage.

In practice, coordination of resource allocation and usage may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, working with diversity, research and analysis etc.

This is one of 5 units of competency in the *Working in Government* and *Management* Competency Fields that deal with resources. Related units are:

- PSPGOV204B Access and use resources
- PSPGOV305B Access and use resources and financial systems
- PSPGOV403B Use resources to achieve work unit goals
- PSPMNGT602B Manage resources
-

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Allocate available resources to achieve results	1.1 Required ***resources*** are identified, obtained and allocated to enable achievement of work unit objectives. 1.2 Resource allocation is undertaken in accordance with ***legislation, policies and guidelines.***
2. Monitor and evaluate resource usage	2.1 Systems are implemented to enable timely and accurate monitoring and evaluation of resource usage against targets and organisational standards. 2.2 Records of resource allocation and usage are maintained in accordance with relevant legislation and guidelines. 2.3 Resource usage issues are identified, analysed and addressed within limits of individual delegation or referred in accordance with organisational procedures. 2.4 Replacements or additional resources are allocated as required.
3. Report on resource usage	3.1 Resource usage is reported in required format and on a regular basis in accordance with organisational requirements. 3.2 Reports are completed to indicate the level of performance achieved and any follow-up action. 3.3 Technology is applied to resource management systems in accordance with organisational requirements.

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Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- accessing and using legislation and guidelines relating to resource allocation and usage
- meeting organisational reporting requirements
- recordkeeping in relation to resource allocation and usage
- accessing and using information systems in the context of resource allocation and usage
- responding to diversity, including gender and disability
- applying public sector legislation including occupational health, safety and environment and sustainability in the context of resource allocation and usage

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, policy and guidelines relating to resource allocation and usage
- operational procedures for accessing, storing, maintaining and using resources
- stock handling procedures
- financial management principles and procedures
- budget processes
- fraud control guidelines
- government security procedures relating to resources
- equal employment opportunity, equity and diversity principles
- public sector legislation including occupational health, safety and environment and sustainability in the context of resource allocation and usage

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public

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service
- PSPGOV502B Develop client services
- PSPGOV504B Undertake research and analysis
- PSPGOV505A Promote diversity
- PSPGOV507A Undertake negotiations
- PSPGOV511A Provide leadership
- PSPGOV512A Use complex workplace communication strategies
- PSPGOV513A Refine complex workplace documents
- PSPGOV517A Coordinate risk management
- PSPLEGN501B Promote compliance with legislation in the public sector
- PSPOHS501A Monitor and maintain workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- coordination of resource allocation and usage in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to resource allocation and usage
- case studies and workplace scenarios to capture the range of situations likely to be encountered when coordinating resource allocation and usage

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when coordinating resource allocation and usage, including coping with difficulties, irregularities and breakdowns in routine
- coordination of resource allocation and usage in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people

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	• older people • people in rural and remote locations. Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: • demonstration • portfolios • projects • questioning • scenarios • simulation or role plays • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Resources may include:	• finances • facilities • equipment • stock and supplies • human • technical expertise • consultants • information, knowledge and other intellectual resources
Legislation, ***policies and guidelines*** may include:	• public sector legislation, policies and procedures • procurement legislation and guidelines • fraud control • government security management • environmental and sustainability practices • organisational code of practice • public sector code of ethics

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	• asset management legislation and guidelines • financial management legislation and guidelines

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV504B Undertake research and analysis

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information.

In practice, undertaking research and analysis may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, developing policy, preparing for community engagement, initiating projects, developing procedures for service delivery, undertaking scientific research, detecting fraud, identifying contaminated sites, assessing security risks, undertaking court listing activities, determining liability, etc.

This is one of 5 units of competency in the *Working in Government* and *Management* Competency Fields that deal with information/knowledge management. Related units are:

- PSPGOV206B Handle workplace information
- PSPGOV307B Organise workplace information
- PSPGOV406B Gather and analyse information
- PSPMNGT614A Facilitate knowledge management
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and undertake research	1.1 Information needs are defined based on work objectives and client and organisation requirements. 1.2 Potential ***sources of information*** and the ***format*** in which they are presented are evaluated and selected in line with the purpose and audience for the research. 1.3 ***Strategies*** are developed to acquire required information in accordance with ***legislation, policy and procedures***. 1.4 Information is researched in a timely and thorough way and within resource allocation. 1.5 Quantity, quality and relevance of initial search results are assessed and gaps filled using the same or adjusted research strategies. 1.6 The methods and outcomes of research, and the criteria used to make information decisions and choices are clearly communicated.
2. Analyse information and apply the results of analysis	2.1 Information from various sources is examined, compared and ***evaluated for content***, structure and logic. 2.2 Analytical techniques and processes are selected in line with defined objectives. 2.3 Information is collated, consolidated and ***analysed*** and

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ELEMENT	PERFORMANCE CRITERIA
	outcomes are advised to senior staff in accordance with organisational policy and procedures.
	2.4 Facts, issues, patterns, interrelationships and trends are identified through analysis in accordance with research aims.
	2.5 Agreed project timelines are met, and the defined standards of the organisation are met for all work.
3. Maintain information systems	3.1 ***Information systems*** are maintained, validated and reconciled so that data and system integrity are assured.
	3.2 A range of standard and complex information systems and applications is maintained in accordance with organisation standards.
	3.3 Information systems are reviewed and updated as necessary.
4. Compile reports from information systems	4.1 The findings from analysing information are used to meet ***client/organisational needs*** and organisation standards.
	4.2 Content of reports is determined and organised in a manner that supports the purposes and format of the organisation and audience.
	4.3 Reporting of results is sequenced logically, is concise and clear, and includes predictions, assumptions and constraints where relevant.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying public sector legislation such as occupational health and safety and environment in the context of information management
- accessing and using information ethically and legally
- using manual and computerised techniques for information management
- applying computer technology to data storage, security, retrieval and presentation
- undertaking statistical analysis
- using critical analysis techniques
- communicating with colleagues and supervisors
- presenting information in a range of ways such as report format, numerically, in tables, with graphs, spatially
- responding to diversity, including gender and disability

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- applying problem solving and referring problems as required

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, policies, procedures and guidelines relating to information handling in the public sector, such as confidentiality, privacy, security, freedom of information
- data collection and management procedures
- organisational information handling and storage procedures
- cultural aspects of information and meaning
- sources of public sector work-related information
- economic, legal and social issues surrounding the use of information
- public sector standards
- standard reporting procedures
- electronic and manual filing systems
- databases and data storage systems
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of information management

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV507A Undertake negotiations
  - PSPGOV512A Use complex workplace communication strategies
  - PSPGOV513A Refine complex workplace documents
  - PSPGOV520A Scope statistical data collection
  - PSPGOV521A Collect statistical data
  - PSPGOV522A Process statistical data
  - PSPGOV523A Interrogate and analyse statistical data
  - PSPGOV524A Interpret data and related statistics

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- PSPSCI503A Develop and undertake scientific/technological research
- PSPFRAU502B Anticipate and detect possible fraud activity
- PSPLAND506A Identify and manage contaminated sites
- PSPSEC501A Assess security risks
- PSPCRT505A Undertake senior court listing activities

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- research and analysis undertaken in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to research and analysis
- access to electronic and other information sources relevant to the workplace
- case studies and workplace scenarios to capture the range of situations likely to be encountered when undertaking research and analysis.

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when undertaking research and analysis, including coping with difficulties, irregularities and breakdowns in routine
- research and analysis undertaken in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination

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	of 2 or more of: • case studies • portfolios • projects • questioning • scenarios • simulation or role plays • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Sources of information may include:	• organisation materials • client information • market trends • registries and file records • library materials • financial records • statistical information • personnel/human resource records • asset records • legislation • policies
Information ***format*** may include:	• multimedia • database • web site • dataset • audio/visual • word processed documents • books • gazettes and other publications

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	• reports • pivot tables
Strategies may include:	• research plan • search strategy tailored to the information retrieval system selected: • using key concepts and terms • using classification schemes • using search engines • using analysis systems • using data warehouse systems • using internal organisers such as indexes in books
Legislation, ***policy and procedures*** may include:	• Commonwealth and State/Territory legislation, standards and guidelines especially relating to privacy, confidentiality, freedom of information, security, fraud control, copyright, intellectual property • government policy • public sector code of ethics • national standards • Australian standards such as records management, knowledge management, risk management • the organisation's policies and practices • organisational code of conduct • Internet etiquette (netiquette)
Evaluation of content may include:	• reliability • validity • accuracy • authority • currency • point of view • bias • prejudice • deception • manipulation • supporting arguments • contradictions • different viewpoints • the cultural, physical or other context in which the information was created • the impact of context on interpretation of the information • comparison of new knowledge with prior knowledge • whether information contradicts or verifies information from other sources

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Analysis may include:	• application of statistical methods • mathematical calculations • critical analysis • problem solving • forecasting
Information systems may contain:	• computers and networks • communication channels • records management guidelines • data • procedures • protocols • legislation, guidelines and awards • organisation, legal and policy materials • client information • market trends • registries and file records • library systems • financial records • basic statistical information • personnel records
Client/organisational needs may include:	• provision of advice • input into policy development • solutions/options for action • forecasting • determining future outcomes • identifying strategies derived from analysis of information

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV506A Support workplace coaching and mentoring

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers promotion and support for coaching and mentoring in the organisation. It includes developing a coaching/mentoring strategy, establishing a coaching/mentoring framework, implementing and supporting coaching/mentoring, monitoring coaching and mentoring arrangements and consolidating opportunities for further coaching/mentoring.

In practice, supporting workplace coaching and mentoring in the organisation may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy, etc.

This unit is one of 4 units of competency in the *Working in Government* Competency Field that deal with coaching/mentoring. Related units are:

- PSPGOV311A Work with a coach or mentor
- PSPGOV414A Provide workplace mentoring
- PSPGOV415A Provide workplace coaching
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Develop coaching/ mentoring strategy**	1.1 The potential for ***coaching*** and ***mentoring*** within the work group/organisation is researched. 1.2 A strategy is developed to implement and promote a coaching and mentoring framework, linked to ***other human resource strategies*** in the organisation. 1.3 ***Benefits*** to all parties involved in coaching and mentoring are clearly outlined, consistent with the organisation's philosophy and goals. 1.4 ***Ground rules*** established for coaching and mentoring in the organisation are contained within the strategy. 1.5 Timelines for the implementation of the strategy are developed with key ***stakeholders***. 1.6 Organisational support and resources are obtained for the strategy in accordance with organisational procedures.
2. **Establish a coaching/ mentoring framework**	2.1 A range of coaching/mentoring models is identified to suit the organisation's needs. 2.2 Training is arranged for those interested in being coaches, coached, mentors and/or mentored. 2.3 The requirements of coaching and mentoring contracts/agreements are developed and monitored in accordance with the coaching and mentoring strategy. 2.4 The range of stages in coaching and mentoring relationships is identified and flexibility is built in to the framework to manage the stages where necessary.

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ELEMENT	PERFORMANCE CRITERIA
	2.5 Protocols for ***matching participants*** and dealing with difficulties, disputes and grievances are formalised in accordance with the organisation's existing procedures.
3. Implement and support coaching and mentoring	3.1 The value of coaching and mentoring is promoted at all levels of the organisation in accordance with organisational policy and procedures. 3.2 ***Opportunities for mentoring*** and coaching are identified and communicated to interested parties in accordance with the strategy. 3.3 Internal and external ***networks*** are used to support coaching and mentoring in accordance with ***legislation, policy and procedures***. 3.4 ***Techniques and practices*** are suggested for resolving differences/problems without damaging relationships, or assistance/referral is provided in accordance with organisational policy and procedures.
4. Monitor coaching and mentoring arrangements	4.1 People involved in coaching and mentoring are encouraged to reflect on organisational processes, organisational support and their activities to identify opportunities for improvement and innovation. 4.2 Recommendations made for improvements in the coaching/mentoring strategy are evaluated and implemented as necessary in accordance with organisational policy and procedures.
5. Consolidate opportunities for further coaching and mentoring	5.1 The positive contributions of individuals to coaching and mentoring arrangements are recognised and acknowledged. 5.2 Positive changes created through coaching and mentoring arrangements are celebrated and rewarded in accordance with organisational policy and procedures. 5.3 Ongoing opportunities for coaching and mentoring are identified and promoted in accordance with individual and organisational requirements.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

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- applying legislation, regulations and policies relating to workplace coaching and mentoring
- undertaking research and analysis
- planning
- networking
- using effective communication with a diverse workforce including active listening, giving and receiving feedback
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and the environment in the context of workplace coaching and mentoring

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to workplace coaching and mentoring including privacy and freedom of information
- equal employment opportunity, equity and diversity principles
- codes of ethics
- code of conduct
- policy and procedures for specific environment
- human resource strategies that link to a coaching/mentoring strategy
- strategic goals and direction/plan
- principles and practices of coaching and mentoring that need to be addressed in the organisational strategy
- coaching/mentoring methodologies and strategies
- public sector legislation such as occupational health and safety and the environment in the context of workplace coaching and mentoring

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV502B Develop client services

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- PSPGOV503B Coordinate resource allocation and usage
- PSPGOV504B Undertake research and analysis
- PSPGOV505A Promote diversity
- PSPGOV511A Provide leadership
- PSPGOV512A Use complex workplace communication strategies
- PSPGOV516A Develop and use emotional intelligence
- PSPHR503A Facilitate performance management processes
- PSPHR504A Implement workforce planning and succession strategies
- PSPHR508A Coordinate career development
- PSPLEGN501B Promote compliance with legislation in the public sector
- PSPOHS501A Monitor and maintain workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- coaching and mentoring supported in the organisation in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to workplace coaching and mentoring
- current theory and practice for workplace coaching and mentoring
- case studies and workplace scenarios to capture the range of situations likely to be encountered when supporting coaching and mentoring in the organisation

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when supporting coaching and mentoring in the organisation, including coping with difficulties, irregularities and breakdowns in routine
- coaching and mentoring supported in the organisation in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds

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- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Coaching:

- has a focus on the acquisition of job skills and knowledge and is generally short-term
- is a defined relationship to enhance performance
- is results oriented
- is performance or goal directed
- emphasises action or improved performance in a specific area
- requires good interpersonal relations
- is identified on personal learning and development plans
- is provided by a coach who:
  - provides learning opportunities
  - monitors performance
  - provides constructive feedback

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- maintains confidentiality
- may have undertaken training/development to undertake the role

- is not necessarily hierarchical

Mentoring:

- generally has a longer-term focus on personal growth and learning
- includes a wide range of learning oriented to:
  - exchange of wisdom
  - support
  - guidance in personal or professional growth.
  - is a relationship, not just a procedure or activity
  - is one person professionally assisting the professional development of another
  - is a developmental effort to build skills and knowledge for advancement based on merit, rather than alliances/politically-based partnerships to advance careers based on politics rather than aptitude
- is provided by a mentor who:
  - facilitates the growth of the person being mentored and professional development
  - provides information, guidance and constructive comments
  - evaluates the plans of the person being mentored, decisions, goals and objectives
  - supports, encourages and, where necessary, highlights shortfalls in agreed performance
  - maintains confidentiality in the relationship
  - does NOT take over problems and try to solve them
  - does NOT give advice, criticisms or solutions, but supports the person being mentored to make their own decisions
  - is not the direct manager of the person being mentored

Other human resource strategies may include:

- performance management
- learning and development
- succession planning
- career management

Benefits may include:

- for the organisation:
  - increased productivity
  - new competencies available
  - more committed, involved and responsible personnel at all levels

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- personal and trusting developmental relationships
- knowledge sharing
- safeguarding investment in high potential people
- culture change

- for the person being coached or mentored:
  - empowerment
  - opportunity to acquire competencies and professional experience
  - insights into the organisational culture, attitudes, protocols and expected behaviours
  - increased potential for career mobility and promotion
  - a supportive environment in which successes and failures can be evaluated
  - internal and external networking opportunities
  - development of professional abilities and self-confidence
  - recognition and job satisfaction
  - mutual respect
- for the coach/mentor:
  - renewed enthusiasm for the role (if an experienced employee)
  - challenging discussions with people who may have fresh perspectives
  - satisfaction from contributing to another's development
  - opportunities to reflect upon and articulate the role of coach/mentor
  - improved ability to share experiences and knowledge
  - opportunities to test new ideas
  - being of service to others
  - increased self-esteem

Ground rules may include:

- relationship is voluntary, although the requirement to participate in coaching may not be
- mentoring partners should not be in the same chain of command
- supervisors of both partners must approve, if in-house rather than out-sourced arrangement
- guidance and counsel from a coach/mentor does not supersede that of the supervisor in work-related matters
- training for coaching and mentoring partners
- a formal agreement
- active involvement of both partners in the process
- commitment from the organisation and both parties to the

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	arrangement • effectiveness measures • requirements to monitor/evaluate and report on outcomes • provision for either party can end the relationship any time for any reason, or no reason

Stakeholders may include:	• all those individuals and groups both inside and outside the organisation that have some direct interest in the organisation's behaviour, actions, products and services such as:
	  • employees at all levels of the organisation
	  • other public sector organisations
	  • private sector organisations/businesses
	  • non-government organisations
	  • union and association representatives
	  • boards of management
	  • government
	  • Ministers

Matching participants may include consideration of:	• age • cultural background • educational level • ethnicity • expertise • family responsibilities • gender • goals • interests • interpersonal approach • language • learning/thinking styles • life experience • marital status • personality • physical ability • religious belief • sexual orientation • socio-economic background • work experience • working style • coach/mentor with particular attributes depending on the purpose and objectives of the arrangement

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Mentoring opportunities may include:	• secondments • relieving opportunities • work shadowing • project assignments • intra- and inter-departmental release • networks • outsourced (paid) - business coach/mentor when none is available internally
Networks may include:	• professional organisations • informal common interest groups • public sector management consultants
Legislation, ***policy and procedures*** may include:	• State/Territory and Commonwealth legislation and regulations such as: • public sector management acts • privacy legislation • equal employment opportunity, anti-discrimination and harassment legislation • occupational health and safety legislation • ethics and accountability standards • public sector standards • organisational policy, procedures and protocols
Techniques and practices for resolving differences may include:	• finding a mutually beneficial solution • inviting discussion • providing explanations • not taking it personally when information is rejected • not laying blame • using 'I' messages • self-disclosure

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV511A Provide leadership

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers achievement of operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers, inter-agency members, etc. It includes facilitating commitment to objectives and required standards; contributing to the development of a cooperative, high performance workgroup; giving and receiving feedback on performance; supporting and participating in development activities; and providing leadership, direction and guidance in the workgroup.

In practice, leading a workgroup may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, developing policy, building community relationships, improving workplace legislative performance, providing technical expertise, etc.

This is one of 6 units in the *Working in Government* and *Management* Competency Fields that deal with working with others. Related units are:

- PSPGOV302B Contribute to workgroup activities
- PSPGOV404B Develop and implement work unit plans
- PSPGOV516A Develop and use emotional intelligence
- PSPGOV604A Foster leadership and innovation
- PSPMNGT701B Provide strategic direction

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

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Facilitate commitment to objectives and required standards	1.1 The organisation's vision, strategic objectives and required standards of performance are discussed and clarified with others in accordance with the needs, communication and learning styles of workgroup members. 1.2 Establishment of the purpose, objectives, roles and responsibilities in the ***workgroup*** is facilitated in accordance with organisational requirements and objectives. 1.3 Commitment to objectives and standards is modelled to provide leadership and develop workgroup commitment. 1.4 Equal employment opportunity, occupational health and safety, diversity management and participative work practices are modelled and promoted within the workgroup in accordance with ***legislation, policy and procedures***.
2. Contribute to the development of a co-operative, high	2.1 Work contributions or suggestions are encouraged, acknowledged and considered constructively. 2.2 Workgroup members are supported to use, share and develop

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ELEMENT	PERFORMANCE CRITERIA
performance workgroup	their skills according to work requirements. 2.3 ***Work allocation*** is facilitated within the group on the basis of current skills and development needs. 2.4 Implementation of new work practices is undertaken in consultation with workgroup members. 2.5 Conflict and other ***issues which affect the performance of the workgroup*** are resolved within the workgroup wherever possible, or referred in accordance with organisational policy and procedures.
3. Give and receive feedback on performance	3.1 Feedback is obtained from others outside the workgroup on personal and workgroup performance, and open and constructive responses to feedback are given. 3.2 Regular constructive feedback on all aspects of work performance is gathered from and provided to the workgroup. 3.3 Performance is assessed and addressed in a fair and timely manner and where possible notable performance is recognised/rewarded in accordance with organisational policy and procedures. 3.4 Under-performance of self and others is addressed in accordance with relevant legislation, guidelines and procedures. 3.5 Feedback is used to continuously improve performance and outcomes.
4. Support and participate in development activities	4.1 An action plan to meet ***individual*** and group learning and development needs is developed, agreed and implemented. 4.2 Individuals are supported to identify their specific learning/development needs. 4.3 Workgroup members are encouraged and supported to take advantage of development opportunities in accordance with their needs and organisational requirements. 4.4 ***Learning and development opportunities*** are accessed to continuously improve own leadership skills and other identified development needs. 4.5 On-the-job learning opportunities are provided for in accordance with individual needs and to the required standard. 4.6 Workgroup members are encouraged and supported in applying new skills and knowledge in the workplace.

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ELEMENT	PERFORMANCE CRITERIA
5. **Provide leadership, direction and guidance in the workgroup**	5.1 Participative decision making is used routinely in developing, implementing and reviewing the work of the group and the distribution of responsibilities, where appropriate. 5.2 Opportunities and encouragement are given to workgroup members to develop new and innovative work practices and strategies. 5.3 Workgroup members are provided with the support, leadership, advice and policy direction necessary to perform work safely and effectively. 5.4 Tasks are allocated in accordance with the competencies of workgroup members, and autonomy and authority are delegated as appropriate. 5.5 Leadership and guidance strategies are varied to meet changing priorities and situations, and take into account the differing needs and skills of individuals and the requirements of the tasks and workplace.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations, policies, procedures and guidelines
- providing leadership, supervision and performance feedback
- undertaking problem solving in a team environment
- using transparent decision making
- communicating with a diverse workplace including listening, facilitating, negotiating, mentoring
- responding to diversity, including gender and disability

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to the public sector
- principles of effective team operation
- principles of facilitation and empowerment
- group processes
- group dynamics

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- range of leadership styles and the application of these to suit different groups and tasks
- learning and development in the workplace
- equal employment opportunity, equity and diversity principles
- occupational health and safety and environment legislation in the context of leading a workgroup

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV503B Coordinate resource allocation and usage
  - PSPGOV504B Undertake research and analysis
  - PSPGOV505A Promote diversity
  - PSPGOV506A Support workplace coaching and mentoring
  - PSPGOV507A Undertake negotiations
  - PSPGOV508A Manage conflict
  - PSPGOV512A Use complex workplace communication strategies
  - PSPGOV514A Facilitate change
  - PSPGOV517A Coordinate risk management
  - PSPLEGN501B Promote compliance with legislation in the public sector
  - PSPOHS501A Monitor and maintain workplace safety
  - PSPWPI502B Facilitate improvement in workplace legislative performance

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit

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- provision of leadership in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to the public sector
- case studies and workplace scenarios to capture the range of situations likely to be encountered when providing leadership to a workgroup

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when providing leadership to a workgroup, including coping with difficulties, irregularities and breakdowns in routine
- provision of leadership in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

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Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Workgroup may include:	• an existing team • business unit • group formed for a special purpose or project • group of community members • volunteers • inter-agency members • client group, such as employees on a safety committee • group of employers • members of the public in a special interest group etc
Issues affecting the workgroup may include:	• legislation • plans • industrial awards and agreements • organisation policies, plans, procedures and protocols • performance management systems • quality standards • efficiency indicators

Legislation, ***policy and procedures*** may include:	• State/Territory and Commonwealth legislation and regulations such as:
	  • public sector management acts
	  • financial management acts
	  • privacy legislation
	  • equal employment opportunity, anti-discrimination and harassment legislation
	  • occupational health and safety legislation
	  • consumer legislation
	  • environment legislation.
	• risk management guidelines
	• ethics and accountability standards
	• public sector standards
	• fraud control standards
	• government security standards

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	• organisational policy, procedures and protocols
Work allocation may include:	• procedures and systems for team functioning • procedures to identify development requirements
Individual learning needs includes:	• needs of self and others • self-awareness
Learning and development opportunities may include:	• formal course participation • on-the-job training • work experience • staff exchanges • mentoring • coaching • external study • conference and seminar attendance • induction • job rotation • projects • secondment • opportunities to act in higher positions

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV512A Use complex workplace communication strategies

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers complex workplace communication for working at middle management level with internal and external clients, colleagues and other staff. It includes preparing for complex communication, analysing and responding to opinions, presenting a convincing argument, and developing a range of communication strategies.

In practice, using complex workplace communication strategies may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity, etc.

This is one of 5 units of competency in the *Working in Government* Competency Field that deal with communication. Related units are:

- PSPGOV202B Use routine workplace communication techniques
- PSPGOV312A Use workplace communication strategies
- PSPGOV412A Use advanced workplace communication strategies
- PSPGOV605A Persuade and influence opinion
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Prepare for complex communication**	1.1 ***Communication objectives*** are clarified, those to be ***present*** are confirmed and ***communication mode*** is identified. 1.2 Analysis is undertaken to anticipate the likely positions to be taken by those present on the matters under discussion. 1.3 Subject matter is researched/***organised***, key points to be conveyed are identified and recorded, and information to counter other positions is summarised. 1.4 Requirements of ***legislation, policy and guidelines*** relevant to the discussion are identified and incorporated.
2. **Analyse and respond to opinions**	2.1 Discussion is evaluated to identify impartiality, bias or unsupported argument. 2.2 Points of view of other speakers are noted and information to counter opposing views is presented objectively in accordance with required position. 2.3 ***Reaction to speakers*** and their point of view is analysed to identify and manage emotional reactions and maintain objectivity. 2.4 Opposing/challenging views are examined for their value in achieving the same ends. 2.5 Active listening and questioning are used to clarify own

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ELEMENT	PERFORMANCE CRITERIA
	understanding, challenge or justify other points of view.
3. **Present a convincing argument**	3.1 ***Communication approach*** is chosen and used to suit the given audience.
	3.2 Prepared position is asserted with conviction and purpose.
	3.3 ***Verbal and non-verbal behaviour*** are adjusted to maintain listener interest if the audience is unresponsive.
	3.4 Questions are used to elicit feedback and check audience understanding.
	3.5 Audience questions and argument are responded to objectively, and answers are backed by reasoned explanation.
	3.6 Agreement is negotiated where possible, concluding with a summary of agreed items.
4. **Develop a range of communication strategies**	4.1 Feedback from others is obtained and the outcomes of communication are assessed.
	4.2 Lessons learnt are recorded and used to underpin future interactions.
	4.3 ***Language structures and features*** that influence audiences to a preferred point of view are developed and practised.
	4.4 Communication strategies are explored and practised for a range of workplace applications in accordance with organisational requirements.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to communication in the public sector
- analysing and using language structures and features that influence the interpretation of spoken communication
- interacting confidently with groups on familiar topics in formal and informal workplace situations
- speaking with confidence and listening critically
- clarifying meaning, exploring issues and problem solving
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in

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the context of high-level communication

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to communication in the public sector
- the power and effect of spoken language
- knowledge of organisation processes and hierarchy
- techniques to deal with opposing views and positions
- emotional intelligence techniques
- organisational protocols and etiquette for communication in meetings
- communication strategies to suit different audiences, such as workgroup, organisational, inter-agency
- ways to influence the interpretation of spoken communication
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of high-level communication

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV504B Undertake research and analysis
  - PSPGOV505A Promote diversity
  - PSPGOV507A Undertake negotiations
  - PSPGOV508A Manage conflict
  - PSPGOV511A Provide leadership
  - PSPGOV514A Facilitate change
  - PSPGOV515A Develop and use political nous
  - PSPGOV516A Develop and use emotional intelligence
  - PSPLEGN501B Promote compliance with legislation in the public sector

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- PSPOHS501A Monitor and maintain workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- use of complex communication strategies in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to public sector communication
- current theory and practice on influencing skills for the public sector
- case studies and workplace scenarios to capture the range of situations likely to be encountered when using complex communication strategies

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when using complex communication strategies, including coping with difficulties, irregularities and breakdowns in routine
- complex communications strategies used in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- portfolios
- questioning

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	• scenarios • simulation or role plays • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Communication objectives may be to:	• share information • reach consensus • contribute to policy • represent the business unit's position/interests in internal negotiations • resolve differences • negotiate a joint position/compromise • build reputation (of self and organisation/business unit) • market services
Those to be present may include:	• peers • colleagues • those senior or junior to the position • staff from other agencies
Mode of communication may include:	• telephone • teleconference • video conference • Internet (online forums) • face-to-face • one-on-one, or in a group • forum, seminar or conference
Organisation of subject matter may include:	• identifying features, advantages and benefits and aligning evidence/examples • anticipating likely disagreements and structuring material to address these

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Legislation**, **policy and guidelines may include:	• State/Territory and Commonwealth legislation, regulations, policies, guidelines and standards relating to exchange of information in the public sector, such as:
	  • ethics and accountability guidelines/codes of practice
	  • information security standards
	  • principles of equal employment opportunity, equity and diversity
	  • freedom of information and privacy.
	• intellectual property
	• fraud standards
	• professional liability

Reaction to speakers may include:	• own reaction • others present
Communication approach may include:	• catering to political sensitivities • working within government processes and operational frameworks • balancing debate and action • consideration of wider organisational/public sector issues • speaking with confidence • cultural, ethnic, diversity or equity considerations • consultative • collaborative • assertive • reasonable • humorous
Verbal and non-verbal behaviour may include:	• inclusive language, ideas and information • congruent speech and body language • speaking with confidence • impartiality • responsiveness • drawing on different sources of information
Language structures and features may include:	• use of metaphors and similes • use of analogy, imagery and other comparisons • use of passive voice • using personal names repeatedly to convey intimacy or sincerity • tone, style and point of view

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Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV513A Refine complex workplace documents

Modification History

Release	TP Version	Comments
3	PSP12V1	Layout adjusted.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared. It includes critical analysis of workplace information, composition, revision and refinement to meet workplace requirements.

In practice, refinement of complex workplace documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy, undertaking research and analysis, etc.

This is one of 5 units of competency in the *Working in Government* Competency Field that deal with written communication. Related units are:

- PSPGOV208A Write routine workplace materials
- PSPGOV313A Compose workplace documents
- PSPGOV413A Compose complex workplace documents
- PSPGOV606A Prepare high-level/sensitive written materials

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Critically analyse information	1.1 ***Information*** is tested for relevance, reliability, consistency and usefulness to the task/organisation. 1.2 Fact is separated from opinion and underlying values and beliefs are identified. 1.3 Cultural context of the information is taken into account in the analysis. 1.4 Stereotypes, bias, prejudice and motive are recognised. 1.5 Conclusions are drawn and a critical analysis with supporting evidence is prepared and submitted in accordance with organisational requirements.
2. Compose/refine complex documents	2.1 The ***purpose***, audience and objectives of ***complex documents*** are confirmed in accordance with organisational requirements. 2.2 ***Structure and content*** of document is approved in line with the purpose and intended audience. 2.3 Risk assessment is undertaken and risk management is implemented in relation to document preparation and content, in accordance with the nature and classification of the material. 2.4 Information/documents provided by others are analysed for bias, gaps, the influence of values, attitudes and context, conflicting advice/evidence and political implications. 2.5 Information is synthesised and complex documents are prepared and ***submitted*** in accordance with ***organisational requirements, legislation, policy and procedures***. 2.6 Feedback is provided to contributors of information/documents

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ELEMENT	PERFORMANCE CRITERIA
	to improve future input in a manner that provides learning opportunities for the researchers/authors.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- reading and writing at a level to cope with a range of complex and sensitive workplace materials
- critically analysing and synthesising information to compose complex written documents
- refining content, structure and sequence according to the required purpose of written material
- using spelling, punctuation and grammar for workplace documents at an experienced level
- providing feedback on other people's work in ways suited to the diversity of the workplace, including creation of learning opportunities to improve research/document input
- responding to diversity, including gender and disability
- implementing ergonomic requirements for office work
- complying with environmental policies such as those relating to paper use/wastage/recycling

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to written communication in the public sector such as privacy, freedom of information, information security, confidentiality, copyright, intellectual property
- critical analysis of complex information
- politically and culturally sensitive documents
- organisational requirements for complex written documents
- government style manual requirements
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of preparing written materials

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Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV504B Undertake research and analysis
  - PSPGOV505A Promote diversity
  - PSPGOV515A Develop and use political nous
  - PSPLEGN501B Promote compliance with legislation in the public sector
  - PSPOHS501A Monitor and maintain workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- complex workplace documents composed/refined in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to written communication in the public sector
- examples of complex workplace documents
- government style guide
- case studies and workplace scenarios to capture the range of situations likely to be encountered when composing/refining complex workplace documents

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when refining complex workplace documents, including coping with difficulties, irregularities and breakdowns in routine
- complex workplace documents composed/refined in a range of (3 or more) contexts (or occasions, over time).

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Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Information for critical analysis may include:	• applications • briefing papers • discussion papers • expert opinion • literature • plans • policy advice • project briefs • reports • research

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	• speeches • submissions • web site information
Purpose may include:	• influencing opinion • reporting on achievement • recommending options and corresponding actions • meeting regulatory requirements • meeting public sector reporting requirements • documenting policy • developing policy • obtaining funding • providing briefing material • contributing to strategic planning • responding to enquiries/complaints
Complex documents may include:	• funding submissions • briefing papers • speeches • media briefs • position papers • discussion papers • business cases • reports • project briefs • strategic and operational plans • functional area strategy • justification for policy development • policy guidance • counter argument to submission
Structure and content may include:	• executive summary • division into sections or chapters • tables of contents and indexes • conclusions • glossaries • footnotes/endnotes • references • critical analysis • facts and observations • submissions • creative ideas • recommendations and supporting arguments • opinion

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	• anticipated arguments and rebuttals • case studies
Submission of document may include:	• approvals • sign-off procedures

Organisational requirements may include:	• use of plain English
	• style formats
	• acknowledgements
	• particular terminology to be used/not used:
	  • acronyms
	  • technical terms
	  • bureaucratic language
	  • abbreviations
	• requirements for minimising jargon in written materials
	• requirements for written material to take account of cultural, ethnic, religious or language differences, disabilities, etiquette
	• guidelines for illustrative items
	• standards for references, acknowledgements, citations, footnotes, endnotes
	• using particular communication channels

Legislation, ***policy and procedures*** may include:	• State/Territory or Commonwealth legislation, regulations, policies, procedures and guidelines relating to the preparation and security of written information in the public sector, including freedom of information, copyright, privacy, confidentiality, equal employment opportunity, diversity, occupational health and safety • risk assessment • information security requirements • public sector standards • fraud control standards • codes of practice • codes of ethics • private or confidential materials • embargoed material • politically sensitive materials • security standards for government information

Unit Sector(s)

Not applicable.

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Competency field

Working in Government

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PSPGOV515A Develop and use political nous

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the development and use of political nous to navigate and succeed in the political environment of the public sector. It includes identifying the political terrain, evaluating the political environment, forming alliances, and bargaining and negotiating to achieve outcomes.

In practice, developing and using political nous may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy etc.

This is one of 3 units of competency in the *Working in Government* Competency Field that deal with government processes. Related units are:

- PSPGOV422A Apply government processes
- PSPGOV601B Apply government systems
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Identify the political terrain**	1.1 ***Stakeholder positions are identified*** and taken account of. 1.2 Corporate politics are analysed to identify agendas and players. 1.3 Awareness of and sensitivity to political agendas, both open and hidden, are developed and utilised. 1.4 The current agenda is located in the wider context to appreciate the big picture and provide more than one perspective. 1.5 The impact of the agenda on the work area is identified and confirmed in accordance with organisational protocols.
2. **Evaluate the political environment**	2.1 Information is sourced from inside and outside the organisation, and its authenticity and reliability are confirmed. 2.2 An analysis of the political, social and economic environment is undertaken that takes into account emerging trends and current and possible future goals of the organisation.
3. **Form alliances**	3.1 Power structure and sources of ***power*** are identified in the organisation and the wider public sector. 3.2 People prepared to trade mutual support are identified and the benefits assessed. 3.3 Risks and benefits of possible alliances are weighed. 3.4 Interested groups/individuals are lobbied to gain support and acceptance of ideas/courses of action. 3.5 Influence is built with key policy makers, ***decision makers*** and key influencers, in accordance with public sector standards and legislation.

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ELEMENT	PERFORMANCE CRITERIA
4. Bargain and negotiate to achieve outcomes	4.1 Sound positions are developed with supporting arguments. 4.2 Responses to possible contradictory positions are formulated. 4.3 Positions are negotiated and refined with feedback from the negotiation process. 4.4 Consensus with others is achieved for one's position. 4.5 Outcomes are implemented in accordance with organisational policy and procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to the public sector
- undertaking research and analysis
- using a range of communication activities such as negotiating, consulting, influencing, bargaining, resolving conflict, networking, etc
- responding to diversity, including gender and disability
- applying risk management strategies
- applying procedures relating to occupational health and safety and environment in the context of the political environment.

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to the public sector environment
- organisational policies and procedures
- organisational and public sector power structures and sources of power
- macro view of agendas, positions, and power
- government directions and agendas
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment and sustainability

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Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPLEGN501B Promote compliance with legislation in the public sector
  - PSPGOV510A Undertake and promote career management
  - PSPGOV511A Provide leadership
  - PSPGOV512A Use complex workplace communication strategies
  - PSPGOV516A Develop and use emotional intelligence
  - PSPPOL501A Develop organisation policy.

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- development and use of political nous in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to the public sector
- organisational and public sector power structures and sources of power
- case studies and workplace scenarios to capture the range of situations likely to be encountered when developing and using political nous

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when developing and using political nous, including coping with difficulties, irregularities and breakdowns in routine

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- development and use of political nous in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Stakeholders may include:	• people within the organisation and the public sector • public sector organisations • non-government organisations • community organisations • peak bodies • lobby groups • statutory bodies • industry groups

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	• local government
Identification of positions may include:	• knowing who to talk to • recognising informal as well as formal structures • using personal profile within the organisation
Power may include:	• positional power • coercive power • power in relationships • control of scarce resources • information and knowledge • interpersonal alliances
Key decision makers may include:	• senior executive officers • government bodies • special interest groups • policy officers

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV516A Develop and use emotional intelligence

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.

In practice, developing and using emotional intelligence may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, facilitating change, leading a group, developing policy etc.

This is one of 6 units in the *Working in Government* and *Management* Competency Fields that deal with working with others. Related units are:

- PSPGOV302B Contribute to workgroup activities
- PSPGOV404B Develop and implement work unit plans
- PSPGOV511A Provide leadership
- PSPGOV604A Foster leadership and innovation
- PSPMNGT701B Provide strategic
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Identify the impact of own emotions on others in the workplace**	1.1 Own emotional strengths and weaknesses are identified. 1.2 Personal stressors and own emotional states related to the workplace are identified. 1.3 Awareness of own emotional triggers is developed and used to enable control to be exercised over emotional responses. 1.4 Workplace behaviours that demonstrate management of ***emotions*** are modelled. 1.5 Self-reflection is utilised and feedback from others is obtained to improve development of ***emotional intelligence***.
2. **Recognise and appreciate the emotional strengths and weaknesses of others**	2.1 The emotional states of co-workers are assessed and emotional cues responded to. 2.2 The varying cultural expressions of emotions are identified and utilised to respond to emotional cues in a diverse workforce. 2.3 Flexibility and adaptability are demonstrated in dealing with others. 2.4 The emotions of others are taken into account when making decisions.
3. **Promote the development of emotional**	3.1 Opportunities are provided for others to express their thoughts and feelings.

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ELEMENT	PERFORMANCE CRITERIA
intelligence in others	3.2 Others are assisted to understand the effect of their behaviour and emotions on others in the workplace. 3.3 Self-management of emotions is encouraged in others. 3.4 Others are encouraged to ***develop their own emotional intelligence*** to build productive relationships and maximise workplace outcomes.
4. Utilise emotional intelligence to maximise team outcomes	4.1 A positive emotional climate is encouraged in the workplace. 4.2 The strengths of workgroup members are used to achieve workplace outcomes.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to the public sector
- keeping check of emotions when challenges arise and maintaining composure
- perceiving the emotional motivators that drive individuals and groups in the workplace and engaging those motivators, where appropriate, to optimise organisational performance
- using a variety of words and language structures to explain complex ideas to different audiences
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to the public sector
- emotional intelligence principles and strategies
- the relationship between effective people and the attainment of business unit objectives
- communication with a diverse workforce
- varying cultural expressions of emotion
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of using emotional intelligence

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Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPCOM502A Develop and implement community engagement strategies
  - PSPCOM503A Build and maintain community relationships
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV507A Undertake negotiations
  - PSPGOV508A Manage conflict
  - PSPGOV511A Provide leadership
  - PSPGOV512A Use complex workplace communication strategies
  - PSPGOV514A Facilitate change
  - PSPLEGN501B Promote compliance with legislation in the public sector
  - PSPPOL501A Develop organisation policy

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- development and use of emotional intelligence in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to the public sector
- emotional intelligence background material and workplace strategies
- case studies and workplace scenarios to capture the range of situations likely to be encountered where the use of emotional intelligence is relevant

Where and how to

Valid assessment of this unit requires:

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assess evidence	• a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when developing and using emotional intelligence, including coping with difficulties, irregularities and breakdowns in routine • development and use of emotional intelligence in a range of (3 or more) contexts (or occasions, over time). Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as: • people with disabilities • people from culturally and linguistically diverse backgrounds • Aboriginal and Torres Strait Islander people • women • young people • older people • people in rural and remote locations. Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: • case studies • demonstration • observation • projects • questioning • scenarios • simulation or role plays • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

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Emotions may include:	• anger • anxiety • apathy • apprehension • caring • confidence • depression • elation • enthusiasm • excitement • fear • happiness • inadequacy • joy • nervousness • over-confidence • pride • stress • under-confidence • unhappiness

Emotional intelligence is:	• widely recognised as the ability of an individual to monitor their own and others' emotions in a social or work environment, to discriminate among the emotions and to use the information to guide their thinking and actions
	• characterised by:
	  • self-awareness (personal)
	  • self-management (personal)
	  • social awareness (social)
	  • relationship management (social)

Development of emotional intelligence may include:	• mentoring • shadowing • coaching • training • simulation

Unit Sector(s)

Not applicable.

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Competency field

Working in Government.

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PSPGOV518A Benchmark performance

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers benchmarking performance of a functional area or business unit of an organisation. It includes designing a benchmarking approach, establishing benchmarks, establishing and managing a benchmarking exercise, gathering and analysing information and reporting on/acting on benchmarking outcomes.

In practice, benchmarking performance may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy, etc.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Design benchmarking approach	1.1 The organisation's core business, functions, and purpose are confirmed to provide a context for the ***benchmarking*** exercise. 1.2 The organisation's strategic and organisational context is analysed to identify factors with current or future impact on the organisation. 1.3 The ***scope*** of the benchmarking exercise is established and objectives, desired outcomes, timeframes and ***resources*** are determined. 1.4 A ***benchmarking approach*** is designed in accordance with the scope, desired objectives/outcomes and available resources. 1.5 A project plan is prepared and approved in accordance with organisational policy and procedures.
2. Establish benchmarks	2.1 ***Key result areas*** are identified for benchmarking in accordance with determined scope and objectives. 2.2 ***Research*** is conducted to establish the ***benchmarks*** to be used for the measurement of organisational performance. 2.3 Consultation to consider and confirm the validity and usefulness of the benchmarks is conducted with key ***stakeholders***. 2.4 Benchmarks are confirmed and obtained, or arrangements made to develop/use them in accordance with ***legislation, standards, policies and guidelines***.
3. Establish and manage benchmarking exercise	3.1 ***Staffing arrangements*** are established and resourced in accordance with project plan. 3.2 Consultation, communication with stakeholders and ongoing progress reports are included as a feature of the management of the exercise to ensure the engagement and cooperation of those people in the areas being benchmarked. 3.3 Benchmarking exercise is managed in accordance with

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ELEMENT	PERFORMANCE CRITERIA
	timeframes and budgetary constraints.
4. Gather and analyse information	4.1 Networking and consultation are undertaken with staff in the areas to be benchmarked, to gather ***tacit knowledge***.
	4.2 Encouragement of open and honest input is provided to ensure outcomes are valid, reliable and useful for improving performance.
	4.3 Organisational data is gathered, collated with information from consultation and analysed against benchmarks in accordance with the project plan.
	4.4 Benchmarking findings are discussed with staff and management, and feedback is incorporated into final results.
5. Report on/act on benchmarking outcomes	5.1 Benchmarking report is written to meet audience needs and is presented in accordance with organisational requirements.
	5.2 Areas of excellence/strengths and recommendations for improvement are identified in the report in accordance with pre-determined objectives and outcomes.
	5.3 When required, a strategy is developed for phased implementation of recommendations that meet organisational requirements.
	5.4 Research information is preserved and stored in accordance with organisational and security requirements to provide historical data for subsequent benchmarking exercises.
	5.5 Benchmarking outcomes are acted upon/recommendations implemented in accordance with organisational requirements.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to benchmarking
- planning and managing projects
- collecting, recording and collating information
- undertaking research and analysis
- using records management systems
- interpreting organisational information
- communicating/consulting with a range of diverse stakeholders
- responding to diversity, including gender and disability

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- writing recommendations and reports requiring formality of expression
- using numeracy skills for data analysis
- applying procedures relating to occupational health and safety and environment in the context of benchmarking

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to benchmarking
- principles of benchmarking performance
- organisational structure and functions, systems and processes
- public sector standards including ethics and security relating to organisational information
- project management
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of benchmarking

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPIM503A Maintain and monitor service standards
  - PSPGOV503B Coordinate resource allocation and usage
  - PSPGOV504B Undertake research and analysis
  - PSPGOV505A Promote diversity
  - PSPGOV507A Undertake negotiations
  - PSPGOV508A Manage conflict
  - PSPGOV511A Provide leadership
  - PSPGOV512A Use complex workplace communication strategies
  - PSPGOV517A Coordinate risk management

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- PSPLEGN501B Promote compliance with legislation in the public sector
- PSPPM502B Manage complex projects
- PSPSEC502A Develop security risk management plans

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- performance benchmarked in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to benchmarking
- industry best practice standards for benchmarks
- access to similar organisations/areas/functions for comparison
- case studies and workplace scenarios to capture the range of situations likely to be encountered when benchmarking performance

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when benchmarking performance, including coping with difficulties, irregularities and breakdowns in routine
- performance benchmarked in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios

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	• projects • questioning • scenarios • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Benchmarking is:	• an activity undertaken by an organisation to gauge its performance against a set of internal or industry-specific best practice standards • applied organisation-wide, to departments or business units or to areas such as finance, human resources, customer service/satisfaction, etc
Scope may include:	• organisation-wide • functional area • business unit • skill area, such as management behaviours and practices • procedures, policies, guidelines, work instructions • resource deployment and usage • business practices • performance outcomes • organisational processes
Resources may include:	• personnel • funding • downtime when benchmarking is underway • equipment and supplies • research materials • technology
Benchmarking approach may include:	• a project team approach • comparison with similar organisation/function

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	• visit to and critique of a similar organisation • collaboration in 'critical friends' program • comparison with pre-determined standard • identifying and setting targets for improved performance • change management • resourcing commensurate with the size and perceived importance of the exercise • training/education about benchmarking • benchmarking networks
Key result areas may include:	• service delivery • finance • people management • client service • administration • safety • security • fraud control • process improvement, especially key business processes
Research may include:	• key stakeholders • current literature • industry research • internal, local, national or international search for benchmarks • ensuring benchmarks are valid (comparing apples with apples) and reliable • identifying confounding variables
Benchmarks may include:	• internal standards/performance indicators • historical data - past performance • external standards • industry standards • best/leading practice standards • national standards • international standards
Stakeholders may include:	• all those individuals and groups both inside and outside the organisation that have some direct interest in the organisation's behaviour, actions, products and services, including: • boards of management • clients • community organisations • contractors • employees at all levels of the organisation • government • Ministers

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	• other public sector organisations • service providers • suppliers • the public • union and association representatives • volunteers
Legislation, ***standards***, ***policies and guidelines*** may include:	• public sector management acts • financial management acts • audit acts • public sector standards • fraud control standards • government security standards • risk management guidelines • Australian standards, such as accounting standards, audit standards, risk management standards, knowledge management standards, quality standards • ethics and accountability standards • codes of conduct • confidentiality agreements
Staffing arrangements may be:	• internal • external • contracted expertise
Tacit knowledge is:	• knowledge that is not written down/recorded that resides in the mind and may include aspects of culture or 'ways of doing things'

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV519A Manage performance

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers supervision and performance management in accordance with the organisation's performance management system. It includes linking individual/workgroup activities to organisational goals, setting performance expectations, measuring performance achievements, and renegotiate performance and development plans.

In practice, performance management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a group, managing projects, supervising inspections, benchmarking performance, etc.

This is one of 4 units in the *Working in Government* and *Management* Competency Fields that deal with performance. Related units are:

- PSPGOV315A Give and receive workplace feedback
- PSPGOV416A Monitor performance and provide feedback
- PSPMNGT603B Facilitate people management
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Link individual/workgroup activities to organisational goals	1.1 The organisation's mission, vision and goals are identified, linked and explained in accordance with each individual's needs. 1.2 Individual and ***workgroup*** activities are aligned with organisational goals in consultation with workgroup members. 1.3 Individual and workgroup activities are prioritised in accordance with ***organisational directions***.
2. Set performance standards expectations	2.1 ***Performance standards*** are identified and clarified in accordance with organisational policy and procedures. 2.2 Performance standards are consulted upon, negotiated and agreed. 2.3 Performance and learning/development plans are developed and agreed, to document team and individual performance targets, standards and professional development objectives. 2.4 Performance targets and key performance indicators are developed that are specific, realistic and measurable. 2.5 Performance plans are implemented in accordance with organisational requirements.
3. Measure performance achievements	3.1 Individual performance is monitored, ***appraised*** and measured against performance goals and required business outcomes. 3.2 Performance is assessed and addressed in a fair and timely manner in accordance with ***legislation, policy and procedures***. 3.3 Disagreement or conflict is managed and documented in accordance with organisational policy and procedures.

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ELEMENT	PERFORMANCE CRITERIA
	3.4 Where possible, outstanding performance is recognised/rewarded in accordance with organisational policy and procedures.
	3.5 Under-performance is addressed promptly in accordance with organisational guidelines, procedures and the principles of natural justice.
	3.6 Areas/strategies for improvement are identified and implemented to continuously improve performance and outcomes.
4. Renegotiate performance and learning/ development plans	4.1 The results of performance management are documented in accordance with legislative and organisational requirements and used to identify strengths and performance gaps.
	4.2 Learning is captured to inform knowledge management strategies and transfer skills to other staff.
	4.3 Performance standards are renegotiated and agreed in accordance with organisational procedures.
	4.4 ***Learning and development*** objectives are identified and agreed to enhance performance and meet developing organisational and workgroup goals.
	4.5 Agreed performance standards and related professional development are documented in accordance with organisational policy and procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to performance management
- giving feedback on performance
- maintaining confidentiality
- communicating with a diverse workforce including listening, questioning, clarifying, negotiating and managing conflict
- responding to diversity, including gender and disability
- identifying future learning and development requirements
- applying time management
- recordkeeping

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- applying procedures relating to occupational health and safety and environment in the context of performance management

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to performance management such as:
  - equal employment opportunity
  - grievance procedures
  - disciplinary procedures
  - code of conduct
  - privacy legislation
  - freedom of information
- organisation's performance management system
- organisation's learning and development system
- impact of learning and development opportunities on performance
- remuneration systems
- equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of performance management

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV505A Promote diversity
  - PSPGOV507A Undertake negotiations
  - PSPGOV508A Manage conflict
  - PSPGOV511A Provide leadership
  - PSPGOV512A Use complex workplace communication strategies

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- PSPGOV516A Develop and use emotional intelligence
- PSPGOV518A Benchmark performance
- PSPLEGN501B Promote compliance with legislation in the public sector
- PSPOHS501A Monitor and maintain workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- performance management in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to performance management
- performance management processes
- access to previous performance assessments
- case studies and workplace scenarios to capture the range of situations likely to be encountered when managing performance

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when managing performance, including coping with difficulties, irregularities and breakdowns in routine
- performance management in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include a combination of 2 or more of:

- demonstration
- observation
- portfolios

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	• questioning • scenarios • simulation or role plays • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Workgroup may include:	• an existing team • group formed for a special purpose or project • business unit
Organisational directions may relate to:	• strategic plan • business plan • operational plan • sector-wide requirements • organisational capability framework • succession planning
Performance standards may include:	• selection criteria • best practice standards • quality standards • organisational practice standards • competencies • service level standards • standards in codes of ethics/conduct/confidentiality • standards in legislation/regulations/policy/guidelines • agreed goals and outcomes at workgroup (business) and organisation (strategic) level
Appraisal processes may include:	• 360° feedback • performance data • supervisor/employee feedback • peers

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	• client/customer feedback • assessor feedback • evaluation of job position statement against current job role • validation feedback • feedback from subject matter experts • results of training needs analyses for workgroup/individual • previous performance and development plans with agreed goals

Legislation**, **policy and procedures may include:	• State/Territory and Commonwealth legislation and regulations such as:
	  • public sector management acts
	  • privacy legislation
	  • freedom of information
	  • equal employment opportunity, anti-discrimination and harassment legislation
	  • employment legislation
	  • occupational health and safety legislation.
	• ethics and accountability standards
	• public sector standards
	• organisational policy, procedures and protocols
	• international legislation/codes of behaviour
	• enterprise bargaining agreements
	• award conditions/requirements
	• strategic and business plans

Learning and development opportunities may include:	• formal course participation • on-the-job training • work experience • staff exchanges • mentoring • coaching • external study • conference and seminar attendance • induction • job rotation • higher duties • work shadowing opportunities

Unit Sector(s)

Not applicable.

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Competency field

Working in Government.

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PSPGOV524A Interpret data and related statistics

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the interpretation of data and related statistics. It includes interpreting graphs or tables, interpreting data and its summarised highlights, interpreting a range of official statistics in a policy environment, presenting statistical results and guiding others in the interpretation of data.

In practice, interpreting data and related statistics may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working safely, conducting research and analysis, etc.

This is one of 5 units of competency in the *Working in Government* Competency Field that deal with statistics. Related units are:

- PSPGOV520A Scope statistical data collection
- PSPGOV521A Collect statistical data
- PSPGOV522A Process statistical data
- PSPGOV523A Interrogate and analyse statistical data

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret a graph or table	1.1 Reports based on the data are written which identify relevant relationships within the data. 1.2 Row and column percentages are calculated from a table. 1.3 A table/graph is interpreted in accordance with data reflected.
2. Interpret data and its summarised highlights	2.1 Data summaries and trends are defined and explained in a manner suited to the audience. 2.2 Survey data is interpreted according to ***accepted standards***. 2.3 Data is interpreted and its highlights are summarised. 2.4 Interpretation is verified with a suitably qualified person.
3. Interpret a range of official statistics in a policy environment	3.1 Data summaries and trends are identified and explained. 3.2 ***Statistical tests*** are interpreted and this interpretation explained. 3.3 The sampling method/survey design is critiqued. 3.4 Interpretation of the data is undertaken in such a way as to inform decision making. 3.5 Interpretation is verified with a suitably qualified person. 3.6 The shortcomings of statistical applications in the policy environment are identified.
4. Present statistical results	4.1 Data is ***presented*** in tables, charts and maps so that the reader does not misconstrue it. 4.2 Glossaries, technical notes and referencing are included where required.

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ELEMENT	PERFORMANCE CRITERIA
	4.3 Reports that include ***statistical concepts***, tables, charts and maps are prepared and presented in accordance with organisational policy and procedures.
	4.4 ***Findings are presented*** in a way that is most appropriate for the audience.
	4.5 Charts are used appropriately in presentations for the variables being charted and conform to ***accepted standards***.
5. Guide others in the interpretation of data	5.1 Data summaries and trends are clearly defined and communicated to staff involved in the project.
	5.2 Report findings are presented in a way that is most appropriate for the audience.
	5.3 The assumptions on which the interpretation is based are communicated in accordance with audience needs.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to statistical work
- explaining the results of an analysis in writing
- constructing graphs, tables and maps using software
- using presentation software
- communicating with diverse audiences including explaining, interpreting, presenting results
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of statistical interpretation

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to statistical work
- summary statistics
- statistical tests and related assumptions
- different methodologies and related assumptions
- the quality of a statistic
- sources of error including standard error

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- data collection methodologies
- sources of expertise within the organisation
- 'how numbers relate' or the associations between statistics
- the ethical issues associated with presenting statistical results
- intellectual property issues and how they might relate to the data
- confidentiality issues relating to the data
- relevant style manuals
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of statistical work

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV503B Coordinate resource allocation and usage
  - PSPGOV504B Undertake research and analysis
  - PSPGOV520A Scope statistical data collection
  - PSPGOV521A Collect statistical data
  - PSPGOV522A Process statistical data
  - PSPGOV523A Interrogate and analyse statistical data
  - PSPLEGN501B Promote compliance with legislation in the public sector

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- interpretation of data and related statistics in a range of (3 or more) contexts (or occasions, over time)

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Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to interpretation of statistics
- tools/equipment for interpreting and explaining statistics
- case studies and workplace scenarios to capture the range of situations likely to be encountered when undertaking statistical interpretation

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when interpreting data and related statistics, including coping with difficulties, irregularities and breakdowns in routine
- interpretation of data and related statistics in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and/or apply the competency in different situations or environments

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Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Accepted standards for survey data may include:	• showing awareness of data accuracy and reliability • identifying other related issues, such as sample size
Statistical tests include:	• equivalence of means and proportions • tests of association and prediction
Data ***presentation*** may include:	• the use of footnotes, caveats and references
Statistical concepts include:	• the results of statistical tests • trends over time • statistical associations • variability • sampling error
Presentation of findings may include:	• a mix of text, tables, charts, maps etc
Accepted standards for charts may include:	• appropriately labelled • appropriate scale selection • clear formatting

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV602B Establish and maintain strategic networks

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers establishing, expanding and utilising strategic networks. It includes identifying features of required strategic networks, identifying or establishing network links with key stakeholders and building strategic relationships.

In practice, establishing and maintaining strategic networks may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity, etc.

This unit is one of 3 units of competency in the Working in Government Competency Field that deal with networks. Related units are:

- PSPGOV303B Build and maintain internal networks
- PSPGOV418A Develop internal and external networks

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Identify features of required strategic networks**	1.1 The strategic value and likely outcomes of participating in ***networks*** are identified at an individual and organisational level. 1.2 The benefits of existing networks are researched and assessed. 1.3 ***Key stakeholders*** and their needs, expectations and roles are identified.
2. **Identify or establish network links with key stakeholders**	2.1 Existing network links between key stakeholders are identified, and strategies to maintain or expand them are identified and initiated. 2.2 New network links between self and key internal and external stakeholders are established and used effectively. 2.3 Strong working relationships are developed and maintained among network members.
3. **Build strategic relationships**	3.1 Effective communication channels are established to exchange strategic information for the mutual benefit of network members. 3.2 Interaction and consultation with key stakeholders are used to anticipate developments that may impact on the organisation and require a strategic approach to dealing with them. 3.3 Misunderstandings and conflict situations are identified and constructively addressed in accordance with principles of conflict resolution. 3.4 Opportunities are sought and acted upon to improve communication processes and achieve mutually beneficial outcomes.

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Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to public sector environment
- using a range of communication methods with diverse strategic networks including consultation, liaison, negotiation, building influence and reputation, transparency
- using formal and informal industry communication channels
- responding to diversity, including gender and disability
- resolving conflict in a strategic networking context
- applying procedures relating to occupational health and safety and environment in the context of strategic networking

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to work in a public sector environment
- local/national/international public sector structures/protocols
- industry/professional communication channels and networks
- principles of interpersonal, group and inter-agency communication
- principles of conflict resolution in a strategic context
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of strategic networking

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:

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- PSPETHC601B Maintain and enhance confidence in public service
- PSPGOV601B Apply government systems
- PSPGOV605A Persuade and influence opinion
- PSPLEGN601B Manage compliance with legislation in the public sector
- PSPMNGT604B Manage change
- PSPMNGT605B Manage diversity
- PSPMNGT609B Formulate business strategies
- PSPMNGT613A Develop partnering arrangements

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- strategic networks established/maintained in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to the public sector environment
- organisational charts
- case studies and workplace scenarios to capture the range of situations likely to be encountered when establishing and maintaining strategic networks

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when establishing and maintaining strategic networks, including coping with difficulties, irregularities and breakdowns in routine
- strategic networks established/maintained in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

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	Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: • case studies • portfolios • projects • questioning • scenarios • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Networks may include:	• formal or informal networks • circulation lists • e-networks • bulletin boards • virtual communities • mailing lists
Key stakeholders may include:	• officers from other government organisations • Ministerial advisers • community members • council members • industry representatives • professional associations • international public sector staff • international associations

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Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV605A Persuade and influence opinion

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers high-level workplace communication for working at a senior level with internal and external clients, colleagues and other staff. It includes preparing for high-level communication, critically analysing and responding to opinions, persuading and influencing others, and reflecting on and honing communication strategies.

In practice, persuading and influencing others may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity, etc.

This is one of 5 units of competency in the *Working in Government* Competency Field that deal with communication. Related units are:

- PSPGOV202B Use routine workplace communication techniques
- PSPGOV312A Use workplace communication strategies
- PSPGOV412A Use advanced workplace communication strategies
- PSPGOV512A Use complex workplace communication skills
-

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for high-level communication	1.1 ***Communication objectives*** are clarified, ***those to be present*** are confirmed and communication ***mode*** is identified. 1.2 Analysis is undertaken to anticipate the likely attitudes of and positions to be taken by those present on the matters under discussion. 1.3 ***Communication styles*** of those to be present are considered and their effect on the tone and likely direction/progress of the discussion is assessed. 1.4 Critical self-evaluation of communication strengths and vulnerabilities is undertaken and compared with other participant/s knowledge, styles and likely approaches in planned encounters. 1.5 Subject matter is researched/***organised***, key messages to be conveyed are distilled and tactics planned to utilise personal strengths and maximise outcomes for the organisation in accordance with ***legislation, policy and guidelines***.
2. Critically analyse and respond to opinions	2.1 Others are listened to critically and responsively to evaluate complex levels of meaning in spoken communication and to identify impartiality, bias or unsupported argument. 2.2 Tone, style, non-verbal elements and points of view of speakers are noted and their use in influencing and affecting particular

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ELEMENT	PERFORMANCE CRITERIA
	outcomes is considered.
	2.3 ***Reaction to speakers*** and their point of view is analysed to identify and manage emotional triggers and maintain objectivity.
	2.4 Opposing/challenging views are welcomed and examined for their value in achieving the same ends.
	2.5 Communication is examined for subtext, significant inclusions and exclusions, socio-cultural values, attitudes and assumptions.
	2.6 Complex concepts and ideas are explored to clarify understanding, and to challenge and justify interpretations based on underlying assumptions, beliefs and values.
3. Persuade and influence others	3.1 ***Communication approach*** is chosen and used to maximise effect with the given audience.
	3.2 Sustained points of view are asserted with determination and conviction.
	3.3 Content and approach are modified when speaking to an unresponsive audience, and diversions and unexpected questions handled confidently.
	3.4 A variety of ***verbal and non-verbal behaviour*** is used to explain abstract ideas and expand on complex issues to maintain listener interest.
	3.5 Complex questions and arguments are responded to quickly and saliently, backed by reasoned explanation.
	3.6 Disagreements or conflicting personalities are handled objectively and agreements are negotiated where possible, concluding with positive summaries of achievement.
4. Reflect on and hone communication strategies	4.1 Feedback from others is obtained, outcomes are assessed and underlying interactions and motivations analysed.
	4.2 Own vulnerability to emotional and other seductive appeals is analysed dispassionately.
	4.3 Lessons learnt are articulated and used to underpin future interactions.
	4.4 ***Sophisticated language structures and features*** that influence audiences to a preferred point of view are developed and practised.
	4.5 Creative and innovative communication strategies are explored and practised for a range of workplace applications in accordance with organisational requirements.

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Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to communication in the public sector
- analysing and using language structures and features that influence the interpretation of spoken communication
- interacting responsively, critically and confidently with both familiar and unfamiliar groups on specialised topics in formal and informal workplace situations
- speaking with confidence and listening evaluatively and critically
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of high-level communication

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to communication in the public sector
- the power and effect of spoken language
- stylistic devices and their ethical use for calculated effect
- the ways in which socio-cultural factors, language features and structures, and non-verbal elements combine to influence the interpretation of spoken communication
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of high-level communication

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:

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- PSPETHC601B Maintain and enhance confidence in public service
- PSPGOV601B Apply government systems
- PSPGOV602B Establish and maintain strategic networks
- PSPGOV604A Foster leadership and innovation
- PSPLEGN601B Manage compliance with legislation in the public sector
- PSPMNGT604B Manage change
- PSPMNGT605B Manage diversity
- PSPMNGT606B Manage quality client service
- PSPMNGT613A Develop partnering arrangements
- PSPMNGT614A Facilitate knowledge management
- PSPOHS602A Manage workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- opinion influenced in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to public sector communication
- current theory and practice on influencing skills for the public sector
- case studies and workplace scenarios to capture the range of situations likely to be encountered when persuading and influencing opinion

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when persuading and influencing opinion, including coping with difficulties, irregularities and breakdowns in routine
- opinion influenced in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people

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	• women • young people • older people • people in rural and remote locations. Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: • case studies • demonstration • observation • portfolios • questioning • scenarios • simulation or role plays • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Communication objectives may include:	• share information • brief Minister • reach consensus • shape opinion • influence policy • represent the organisation's position • represent the business unit's interests in internal negotiations • resolve differences • negotiate a joint position/compromise • build reputation (of self and organisation) • market services
Those to be present may	• peers

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include:	• colleagues • those senior or junior to the position • staff from other agencies • senior executives/chief executive • ministerial liaison personnel • Minister • Minister's chief of staff
Mode of communication may include:	• telephone • teleconference • video conference • Internet (online forums) • face-to-face • one-on-one, or in a group • forum, seminar or conference
Communication styles may include:	• inter-cultural, equity or diversity considerations • consultative • collaborative • competitive • confrontational • soft • passive • assertive • aggressive • reasonable • bombastic • humorous
Organisation of subject matter may include:	• identifying features, advantages and benefits and aligning evidence/examples • anticipating likely disagreements and structuring material to address these

Legislation, ***policy and guidelines*** may include:	• State/Territory and Commonwealth legislation, regulations, policies, guidelines and standards relating to exchange of information in the public sector, such as:
	  • ethics and accountability guidelines/codes of practice
	  • information security standards
	  • principles of equal employment opportunity, equity and diversity
	  • freedom of information and privacy acts
	  • intellectual property guidelines and policy
	  • fraud standards
	  • professional liability requirements

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Reaction to speakers may include:	• own reaction • others present
Communication approach may include:	• catering to political sensitivities • working within government processes and operational frameworks • balancing intellectual debate and action • considering wider organisational/public sector issues • using language calculated to appeal emotionally to a particular audience, such as humorous, serious, cajoling, authoritarian • speaking with confidence and authority • covering cultural, ethnic, diversity or equity considerations • selecting a communication style appropriate to the occasion/audience such as consultative, collaborative, assertive, reasonable etc
Verbal and non-verbal behaviour may include:	• inclusive language, ideas and information • congruent speech and body language • speaking with confidence • impartiality • responsiveness • drawing on different sources of information
Sophisticated language structures and features may include:	• use of metaphors and similes • use of analogy, imagery and other comparisons • stylistic devices such as using pronounced downward inflection to convey 'the final word', or upward inflection to invite opinion/agreement • use of passive voice • using personal names repeatedly to convey intimacy or sincerity • using 'we' rather than 'I' to infer corporate rather than personal position • tone, style and point of view • rhetorical devices • irony

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPGOV606A Prepare high-level/sensitive written materials

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers high-level written communication including the preparation of complex, sensitive materials. It includes preparing for high-level written communication, critically analysing other positions and preparing persuasive written communication.

In practice, preparing high-level/sensitive written materials may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity, etc.

This is one of 5 units of competency in the *Working in Government* Competency Field that deal with written communication. Related units are:

- PSPGOV208A Write routine workplace materials
- PSPGOV313A Compose workplace documents
- PSPGOV413A Compose complex workplace documents
- PSPGOV513A Refine complex workplace documents
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for high-level written communication	1.1 ***Communication objectives*** are clarified, stakeholders are identified and political or other sensitivities are determined. 1.2 Research is undertaken to anticipate the likely attitudes of and positions of ***stakeholders*** on the matter/s under consideration. 1.3 Subject matter is researched/***organised***, key messages to be conveyed are distilled and tactics are planned to utilise written materials to maximise outcomes for the organisation in accordance with ***legislation, policy and guidelines***.
2. Critically analyse other positions	2.1 Other positions are considered critically to evaluate complex levels of meaning in written communication and to identify impartiality, bias or unsupported argument. 2.2 Written materials are examined for subtext, significant inclusions and exclusions, socio-cultural values, attitudes and assumptions. 2.3 Complex concepts and ideas are explored to clarify understanding, and justify, or challenge interpretations based on underlying assumptions, beliefs and values. 2.4 Evidence is compared and contrasted and sources referred to are evaluated for reliability and authenticity. 2.5 Evidence is used to test other positions and draw conclusions about their validity and strengths.
3. Prepare persuasive written communication	3.1 ***Communication approach*** is chosen and used to positively influence and remove barriers to understanding for the given audience.

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ELEMENT	PERFORMANCE CRITERIA
	3.2 Risk assessment is undertaken and risk management is implemented in relation to document preparation and content.
	3.3 Input information/documents provided by others are analysed for fit with the chosen approach and to ensure consistency of values, attitudes and opinions.
	3.4 Information is synthesised and ***complex documents*** are prepared in accordance with ***organisational requirements***, legislation, policy and procedures.
	3.5 Feedback from others is obtained on the documents' effectiveness for the purpose intended, outcomes are assessed and lessons learnt are articulated and used to underpin future writing.
	3.6 Feedback is provided to contributors of information/documents to improve future input in a manner that provides learning opportunities for the contributors.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- reading and writing at a level to cope with a range of complex and sensitive workplace materials
- critically analysing and synthesising information to compose complex written documents
- researching other pertinent information, such as supporting/opposing position papers
- refining content, structure and sequence according to the required purpose of written material
- analysing and using language structures and features that influence the interpretation of written communication
- using spelling, punctuation and grammar for workplace documents at an experienced level
- providing feedback on other people's work in ways suited to the diversity of the workplace, including creation of learning opportunities to improve research/document input
- cross-cultural communication requirements
- implementing ergonomic requirements for office work
- complying with environmental policies such as those relating to paper use/wastage/recycling

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

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- legislation, regulations, policies, procedures and guidelines relating to written communication in the public sector such as privacy, freedom of information, information security, confidentiality, copyright, intellectual property
- critical analysis of complex information in a government context
- politically and culturally sensitive documents
- organisational requirements for complex written documents
- government style manual requirements
- persuasive written language devices and their ethical use for calculated effect
- the ways in which socio-cultural factors, language features and structures combine to influence the interpretation of written information
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of preparing complex/sensitive written materials

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC601B Maintain and enhance confidence in public service
  - PSPGOV601B Apply government systems
  - PSPGOV605A Persuade and influence opinion
  - PSPMNGT605B Manage diversity
  - PSPMNGT608B Manage risk
  - PSPMNGT609B Formulate business strategies
  - PSPLEGN601B Manage compliance with legislation in the public sector
  - PSPOHS602A Manage workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit

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- preparation of high-level/sensitive written materials in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to written communication in the public sector
- examples of complex workplace documents
- government style guide
- organisational writing guides
- case studies and workplace scenarios to capture the range of situations likely to be encountered when preparing high-level/sensitive written materials

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when preparing high-level/sensitive written materials, including coping with difficulties, irregularities and breakdowns in routine
- preparation of high-level/sensitive written materials in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

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Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.	
Communication objectives may include:	• influencing opinion • share information • brief Minister • reach consensus • shape opinion • influence policy • represent the organisation's position • represent the business unit's position • build reputation (of self and organisation) • market services • obtain funding

Stakeholders may include:	• all those individuals and groups both inside and outside the government that have some direct interest in government conduct, actions, products and services, such as:
	  • employees at all levels of the public sector
	  • government
	  • Ministers
	  • clients
	  • the public
	  • other public sector organisations
	  • other jurisdictions
	  • union and association representatives
	  • boards of management
	  • international governments
	  • international bodies
	  • community groups
	  • non-government organisations
	  • special interest groups
	  • key individuals of influence

Organisation of subject matter may include:	• identifying features, advantages and benefits and aligning evidence/examples • anticipating likely disagreements and structuring material to

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	address these
Legislation**, **policy and guidelines may include:	• State/Territory and Commonwealth legislation, regulations, policies, guidelines and standards relating to high-level written communication in the public sector, such as: • ethics and accountability guidelines/codes of practice • information security standards • principles of equal employment opportunity, equity and diversity • confidentiality • freedom of information • privacy • intellectual property • fraud standards • copyright • risk management
Communication approach may include:	• consideration of wider organisational/public sector issues • consideration of political sensitivities • language calculated to appeal emotionally to a particular audience, such as authoritative, serious, informal, informative • cultural, ethnic, diversity or equity considerations • working within government processes and operational frameworks • consultative • collaborative • assertive • reasonable
Complex documents may include:	• Cabinet submissions • briefing papers • speeches • media briefs • position papers • discussion papers • business cases • reports • public policy strategies • justification for policy development • policy guidance
Organisational requirements may include:	• use of plain English • style formats • acknowledgements • particular terminology to be used/not used:

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	• acronyms • technical terms • bureaucratic language • abbreviations • requirements for minimising jargon in written materials • requirements for written material to take account of cultural, ethnic, religious or language differences, disabilities, etiquette • guidelines for illustrative items • standards for references, acknowledgements, citations, footnotes, endnotes • use of particular communication channels • private or confidential materials • embargoed material • politically sensitive materials • security standards for government information

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

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PSPHR504A Implement workforce planning and succession strategies

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers workforce planning and succession to underpin the organisation's strategic and business decisions. It includes, conducting workforce analysis and assisting with workforce planning and succession management.

In practice, workforce planning overlaps with other generalist and specialist workplace activities such as promoting ethical behaviour and compliance with legislation, capitalising on diversity, initiating projects, providing client service.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Conduct workforce analysis	1.1 In-depth analysis is conducted of current workforce practices, numbers, deployment, ***diversity*** and competencies to provide a baseline for workforce planning and management.
	1.2 ***Workforce data*** is analysed and when required benchmarked against comparable ***data***, trends are identified and interventions are suggested to address developments that do not support the organisation's strategic or business directions.
	1.3 Labour market and industry analysis is undertaken to identify factors and trends that may impact on the organisation and the implications of these for workforce planning and management.
	1.4 ***Scenario planning*** or other forecasting tools are used to predict and assess likely futures for the organisation with their associated implications and risks.
	1.5 The ***results*** of workforce analysis are presented in objective and unbiased terms and reported in a form and language to suit the intended audience of the presentation.
	1.6 The results of workforce analysis are contributed to corporate decision making about projected future workforce requirements.
2. Contribute to workforce planning	2.1 Information and advice is provided to ***managers*** on all ***aspects of workforce planning*** according to their requirements for business planning/outcomes.
	2.2 Workforce planning tools are developed/provided to managers, and assistance is given in their use and the analysis of outcomes.
	2.3 Solutions are developed and suggested for current and future workforce planning and management ***issues*** in accordance with organisational requirements.
	2.4 Consultancy services are provided to develop the human resource aspects of organisational and business unit plans to

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ELEMENT	PERFORMANCE CRITERIA
	ensure the right numbers of appropriately diverse and skilled staff are available for future needs.
	2.5 Managers are assisted to question current work practices and structures and to prepare workforce plans to translate future business requirements into actionable human resource strategies.
3. Assist with succession management	3.1 The critical role of ***succession planning*** in managing the organisation's intellectual capital is communicated to managers and staff in ways suited to their level of understanding or experience.
	3.2 A succession management ***strategy*** is developed and candidate pools are ***identified*** for imminent and longer term future vacancies in accordance with ***legislation, policy and procedures*** and business unit needs.
	3.3 ***Succession processes*** are developed and agreed and the succession management strategy is implemented to meet organisational requirements.
	3.4 The results of workforce analysis and planning are used to assist managers to undertake succession planning to identify requirements and manage transition when staff leave the organisation or business unit.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- analysing information and trends
- consulting, negotiating and advising on workforce planning and succession management
- leading and influencing in relation to workforce analysis and planning
- applying problem solving
- using a variety of words and language structures to explain ideas to different audiences
- interpreting and explaining data and assisting others to apply the outcomes in the workplace
- preparing written advice and reports requiring reasoning and precision of expression

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- responding to diversity, including gender and disability
- applying occupational health and safety procedures and sustainability practices in the context of implementing workforce planning and succession strategies

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- data analysis
- forecasting and planning
- scenario planning
- strategic thinking and analysis
- organisational business planning cycle and processes
- organisational goals, policies and procedures related to workforce planning and analysis
- equal employment opportunity, equity and diversity principles
- standard and content requirements of workforce analysis and planning reports
- jurisdictional legislation applying to human resources, including freedom of information, privacy, confidentiality, occupational health and safety and environment and sustainability practices

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV502B Develop client services
  - PSPGOV505A Promote diversity
  - PSPGOV507A Undertake negotiations
  - PSPGOV511A Provide leadership
  - PSPGOV512A Use complex workplace communication strategies
  - PSPLEGN501B Promote compliance with legislation in

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the public sector
- PSPPM501B Design complex projects
- PSPPM502B Manage complex projects

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- workforce planning and succession strategies implemented in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policies and procedures
- workplace scenarios and case studies
- forecasting models
- workforce data for analysis
- workforce planning guidelines and other relevant workplace materials

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when implementing workforce planning and succession strategies, including coping with difficulties, irregularities and breakdowns in routine
- workforce planning and succession strategies implemented in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

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- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Workforce diversity data may include:

- age
- gender
- diversity profile
- competency profile
- qualifications

Workforce data may include:

- absenteeism
- age profile of staff
- complaints
- conference leave
- costs associated with under-staffing
- current functions, services and workplace practices
- grievances
- hard to fill jobs
- learning and development
- leave - annual, sick, recreation, personal
- leave without pay
- number, gender and diversity of staff at each classification level and across business units
- permanent versus temporary versus contract workforce
- recruitment and retention

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	• staff nearing retirement • staff retention rates • staff satisfaction/dissatisfaction • staff turnover • study leave • sustainability practices • use of employee assistance program • vacancies
Scenario planning is:	• a process for outlining the possible future as far as the organisation is concerned and developing a plan for dealing with that future. The uncertainty of both the forecasting process and the future itself may make it desirable to draw up a number of different scenarios. It is often advantageous to assign a degree of probability to a range of competing scenarios, for example, optimistic (best case scenario) or pessimistic (worst case scenario)
Results may include:	• matrix of required skills
Managers may include:	• line managers • business unit managers • senior executives
Aspects of workforce planning may include:	• downsizing • human resource forecasts • job redesign • labour market projections • organisational design • recruitment • retention strategies • skill set availability • succession planning • supply and demand forecasting • sustainability/environmental practice requirements • workforce capability requirements
Future workforce planning and management issues may include:	• future workforce requirements (size and skill set) • projected labour shortages • projected skill shortages • interventions to address projected shortages • over-supply • hard to recruit jobs • retention of skilled staff

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	• diverse workforce composition • environmental and sustainability practices
Succession planning is:	• '... more than fingering a slate of replacements for certain positions. It is a deliberate and systematic effort to project leadership requirements, identify a pool of high potential candidates, develop leadership competencies in those candidates through intentional learning experiences, and then select leaders from among the pool of potential leaders' National Academy of Public Administration, Washington (1997)
Succession planning strategy may include:	• inclusion of future development opportunities in position descriptions to encourage future progression
Candidate pools may be identified through:	• leadership assessment activities
Legislation, policy and procedures may include:	• Commonwealth and State/Territory legislation including equal employment opportunity, anti-discrimination and privacy law • national and international codes of practice and standards • the organisation's policies and practices • government policy • environmental/sustainability policies • codes of ethics/conduct
Succession processes may include:	• expressions of interest • formal interview process • acceptance into a candidate pool • learning and development • shadowing • coaching • mentoring

Unit Sector(s)

Not applicable.

Competency field

Human Resource Management.

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PSPHR620A Manage organisational development

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers management of organisational development in order to facilitate optimal performance by the business unit(s) or the organisation as a whole. It includes determining organisational development needs and opportunities, and planning and implementing intervention strategies.

In practice, managing organisational development overlaps with other generalist and specialist workplace activities such as managing change, managing diversity, managing policy implementation, facilitating workforce effectiveness.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine organisational development needs and opportunities	1.1 An ***environmental scan*** is undertaken to determine internal and external factors which will impact on organisational performance. 1.2 A consultation process is agreed with ***stakeholders*** in line with ***organisational policy and legislation***. 1.3 Ethical principles are applied in consulting with key stakeholders. 1.4 Information gathered through consultative processes is analysed and presented to a diverse stakeholder base and options are determined. 1.5 Recommendations are made to management on a proposed ***organisational development strategy***, resourcing implications, risk assessment and timeframes.
2. Plan intervention strategies	2.1 ***Intervention strategies*** that support the organisation's strategic goals and stakeholder responses are agreed. 2.2 The organisation's culture and legislative and policy framework are considered in developing the strategies. 2.3 Feedback is obtained from stakeholders and is used to redevelop/redefine the strategies prior to implementation. 2.4 Strategies are developed to embody the principles of natural justice, equity and fairness. 2.5 Information and advice are provided to facilitate effective implementation, monitoring and evaluation of intervention strategies.
3. Implement an intervention strategy	3.1 Resources are obtained and deployed to implement the strategy, and reports on progress are provided on a regular basis. 3.2 Facilitation and advice are provided to ***champion required changes*** using a range of ***communication*** strategies to suit a

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ELEMENT	PERFORMANCE CRITERIA
	diverse workforce and support implementation of the strategy.
	3.3 Systems are developed and used to monitor the effectiveness of the strategy and to determine necessary adjustments.
	3.4 Procedures are developed to allow the ***business unit*** self-sufficiency in continuing implementation.
	3.5 Legislative and policy requirements are complied with in implementing the strategy.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- engaging in effective consultation with stakeholders using a variety of words and language structures to explain complex ideas to different audiences
- undertaking project management and evaluation
- undertaking counselling and negotiation
- using effective leadership involving systems and people
- analysing and explaining complex, formal documents and assisting others to apply them in the workplace
- preparing written advice and reports requiring reasoning and precision of expression
- undertaking training, coaching, mentoring and facilitation
- applying public relations strategies
- responding to diversity, including gender and disability
- applying occupational health and safety, environmental and sustainability procedures relevant to organisational development and change management

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- a range of evaluation methodologies related to organisational development
- change management strategies
- employee involvement strategies
- employment relations in the context of organisational development
- organisational learning
- equal employment opportunity, equity and diversity principles

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- human resource policies and practices
- human resource strategy and planning
- industry trends
- jurisdictional legislation applying to organisational development including occupational health and safety and environmental and sustainability requirements
- needs analysis techniques in the context of organisational development
- organisational policies and procedures
- organisational development theory and practices including national and/or international good practice models and conceptions of organisation development
- organisational culture and dynamics
- organisational planning - vision, mission, values, goals
- the concept of diversity and its integration within and across all human resource functions and areas
- the relationships between human resource functions

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC601B Maintain and enhance confidence in public service
  - PSPGOV601B Apply government systems
  - PSPGOV604A Foster leadership and innovation
  - PSPGOV605A Persuade and influence opinion
  - PSPHR603B Provide advisory and mediation services
  - PSPHR615A Manage human resource development strategies
  - PSPLEGN601B Manage compliance with legislation in the public sector
  - PSPMNGT604B Manage change

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- PSPMNGT605B Manage diversity
- PSPMNGT608B Manage risk
- PSPMNGT611A Manage evaluations

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- organisational development managed in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, organisational policies and procedures
- workplace scenarios and case studies to capture the range of situations likely to be encountered when managing organisational development
- reference materials for organisational development

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when managing organisational development, including coping with difficulties, irregularities and breakdowns in routine
- organisational development managed in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies

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- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Sources of information for environmental scan may include:

- statistical analyses
- interviews with stakeholders
- surveys
- focus groups interviews
- research on existing programs
- solicited and unsolicited feedback
- organisational reviews
- workforce management data
- work level standards

Stakeholders may include:

- all those individuals and groups both inside and outside the organisation that have some direct interest in the organisation's behaviour, actions, products and services including:
  - users of the human resource service
  - employees at all levels of the organisation
  - strategic planners
  - executive
  - decision makers
  - other public sector organisations
  - inter-agency forums
  - union and association representatives

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- boards of management
- government
- Ministers
- clients

Organisational policy and legislation may include:

- Commonwealth and State/Territory legislation including equal employment opportunity, anti-discrimination and employment law
- public sector management legislation
- national and international codes of practice and standards
- the organisation's policies and practices
- government policy
- codes of conduct
- codes of ethics
- public sector standards
- security policy and procedures
- sustainability/environmental standards

Organisational development strategies may be developed and applied to:

- the human resource business unit
- one or more of the business units within the organisation
- the entire organisation

Intervention strategies may include:

- business planning
- performance incentives
- business re-engineering
- rewards and recognition awards schemes
- market testing
- organisational skills profiling
- team enhancement
- quality management
- organisational culture development
- individual enhancement/coaching/mentoring
- learning and development activities
- workforce planning
- succession planning

Championing required changes may include:

- consulting
- advising
- leading
- persuading
- influencing

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	• communicating • facilitating • assisting • developing and delivering awareness/briefing sessions
Communication may include:	• email • intranet • web site • face-to-face • pamphlets • newsletters • manuals
Business unit *may* refer to:	• a program • sub-program • cost centre • area • division • branch • production unit or section located within the organisation

Unit Sector(s)

Not applicable.

Competency field

Human Resource Management.

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PSPMNGT602B Manage resources

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers management of resources in accordance with planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.

In practice, the management of resources occurs in the context of other generalist or specialist public sector work activities such as managing people, managing diversity, managing risk, developing a business case, formulating business strategies etc.

This unit is one of 6 units of competency in the *Working in Government* and *Management* Competency fields that deal with resources. Related units are:

- PSPGOV204B Access and use resources
- PSPGOV305B Access and use resources and financial systems
- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV503B Coordinate resource allocation and usage

This unit replaces and is equivalent to *PSPMNGT602A Manage resources*.

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Analyse resource requirements**	1.1 Resource bids are developed in line with outputs identified in business plans. 1.2 Key ***stakeholders*** are consulted in determining the nature and level of ***resources*** required. 1.3 Analysis of resource requirements is used to identify proposed costs and benefits. 1.4 Opportunities to share resources across ***business units*** within the organisation are identified.
2. **Develop resource plans to support achievement of business unit objectives**	2.1 Resource plans are developed that detail the acquisition and allocation of resources, and the relationship to ***business strategies***, contingencies, plans, programs and processes. 2.2 Internal resourcing capabilities and external resourcing requirements are identified. 2.3 Procedures for the evaluation of resource allocation are identified in resource plans. 2.4 Processes for managing changing government priorities are included in resource plans. 2.5 Approval for resource plans is obtained from senior management.
3. **Allocate resources to**	3.1 Resources are allocated in accordance with relevant ***legislation,***

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ELEMENT	PERFORMANCE CRITERIA
achieve stated business objectives	***organisational policy and practices***. 3.2 Resource allocation is managed to enable achievement of business unit objectives. 3.3 Resources are negotiated and obtained within required timeframe to enable achievement of business unit objectives. 3.4 Systems are developed and implemented to enable timely and accurate monitoring and review of resource usage. 3.5 Efficient use of ***technology*** is incorporated into work practices.
4. Review and report on resource usage	4.1 Procedures to review resource allocation against business unit objectives are developed and implemented. 4.2 Compliance with program and project budgets is monitored and corrective action is recommended and actioned where necessary. 4.3 Reports are prepared that clearly indicate the level of performance achieved and any action taken to adjust or rectify procedures in meeting service and product delivery standards.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations, policies, procedures and guidelines relating to resource management in the public sector
- using effective consultation and negotiation with stakeholders
- writing reports requiring reasoning and precision of expression
- communicating using complex exchange of oral information
- responding to diversity, including gender and disability
- applying budgeting and financial management
- applying occupational health and safety and environmental strategies to resource management

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- resource plans
- financial management and budgetary processes in the organisation
- business strategies

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- risk management concepts
- organisational goals, policies and procedures
- equal employment opportunity, equity and diversity principles
- jurisdictional legislation and guidelines applicable to resource management, including occupational health and safety and environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC601B Maintain and enhance confidence in public service
  - PSPGOV601B Apply government systems
  - PSPGOV602B Establish and maintain strategic networks
  - PSPLEGN601B Manage compliance with legislation in the public sector
  - PSPMNGT610A Manage public sector financial resources
  - PSPPOL603A Manage policy implementation

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- management of resources in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- procedures and protocols
- jurisdictional legislation and guidelines applicable to

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resource management
- workplace information such as resource allocations, resource plans
- workplace scenarios and case studies to capture the range of situations likely to be encountered when managing resources

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when managing resources, including coping with difficulties, irregularities and breakdowns in routine
- management of resources in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

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Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Stakeholders may include:	• all those individuals and groups both inside and outside the organisation that have some direct interest in the organisation's behaviour, actions, products and services such as: • other public sector organisations • union and association representatives • boards of management • government • Ministers
Resources may include:	• human • physical • financial • technological and information resources
Business units may be:	• programs • sub-programs • cost centres • areas • divisions • branches • production units or sections located within the organisation
Business strategies may include:	• programs, projects, processes and plans used to attain the business unit's strategic objectives
Legislation, organisational policies and practices may include:	• Commonwealth and State/Territory legislation including equal employment opportunity and anti-discrimination law • national and international codes of practice and standards • the organisation's policies and practices • government policy • codes of conduct
Technology may include:	• computers and computer software • photocopiers • communication systems

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Unit Sector(s)

Not applicable.

Competency field

Management.

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PSPMNGT608B Manage risk

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers maximising results and minimising consequences for a business unit activity by managing risk. It includes establishing the risk management context, planning for risk management, managing risk and evaluating the risk management plan.

In practice, managing risk may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing resources, managing change, managing diversity, formulating business strategies, etc.

The unit is one of 4 in the *Working in Government* and *Management* Competency fields dealing with risk. Related units are:

- PSPGOV417A Identify and treat risks
- PSPGOV517A Coordinate risk management
- PSPMNGT704A Undertake enterprise risk management

This unit replaces and is equivalent to *PSPMNGT608A Manage risk*.

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Establish the risk management context**	1.1 The nature and extent of ***business unit*** activity, its objectives and outcomes are established within the ***organisational*** context. 1.2 The ***strategic and risk management*** context are identified in accordance with organisational requirements. 1.3 ***Stakeholders*** are identified and consulted to ensure their views, concerns and needs are taken into account in the ***risk management*** process. 1.4 ***Criteria*** for risk assessment are determined in accordance with ***legislation, policy and procedures***. 1.5 Risk management criteria are determined to provide guidance on balancing risk, costs, benefits and opportunities. 1.6 Risk management criteria are monitored, reviewed and adjusted to ensure opportunities and current and emerging trends are reflected.
2. **Plan for risk management**	2.1 ***Sources of risk*** are investigated and potential, perceived and actual ***risks*** are identified and consulted upon to ensure full coverage. 2.2 Risks are ***analysed*** and ***documented*** in consultation with stakeholders, and ***levels of risk*** are determined as the basis for risk management planning in a specific activity.

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Risk management ***methods/techniques/tools*** are selected and modified as necessary to evaluate risks to determine those that are ***acceptable*** and those that are ***unacceptable***.
	2.4 ***Risk treatment options*** are identified for unacceptable risks and preferred risk treatment approaches are determined.
	2.5 A ***risk management plan*** is developed and communicated to key stakeholders to ensure clarity and achievement of objectives throughout the activity's life cycle.
3. **Manage risk**	3.1 Activity is managed in accordance with agreed risk management plan.
	3.2 Performance is reviewed, variance is analysed and risk responses are initiated to achieve objectives with minimal disruption and conflict.
	3.3 Internal and external risks to outcomes are monitored and remedial actions are initiated to achieve business unit objectives.
4. **Evaluate the risk management plan**	4.1 A valid and reliable ***evaluation methodology*** is developed and implemented.
	4.2 Outcomes are reviewed and analysed to assess the effectiveness of current risk management strategies.
	4.3 Evaluation is used to monitor existing risks, identify new risks and identify any trouble spots.
	4.4 A variety of information, including the perspectives of key stakeholders, is obtained and utilised.
	4.5 Recommendations on enhancements to the plan are formulated and acted upon to inform subsequent risk management processes.
	4.6 The outcomes of evaluation are communicated to relevant personnel.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to risk management
- researching and analysing the wider context affecting the organisation
- assessing and evaluating risks

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- monitoring and reviewing risks and risk treatments
- using communication and consultation with a diverse range of stakeholders
- applying problem solving using conceptual and reasoning skills
- using formal language and style for written plans
- engaging in discussion using exchange of complex oral information
- using a variety of words and language structures to explain complex, formal documents and assisting others to apply them in the workplace
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of risk management

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to risk management
- Australian and New Zealand standards - Risk management AS/NZS 4360:1999 or as revised
- international standards such as SIRCA 8001:2003
- Guidelines for managing risk in the Australian and New Zealand public sector - HB 143:1999 or as revised
- risk management cycle
- the relationship of risk to context - how the context may define the risks
- the importance of consultation and communication at every stage of the risk management cycle
- legal requirements related to the activity
- whole-of-life considerations
- approval processes
- range of evaluation methodologies
- the diversity of risks in the public sector
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of risk management

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed

- *Pre-requisite* units that must be achieved prior to this

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together	unit:*Nil*
	• *Co-requisite* units that must be assessed with this unit:*Nil*
	• *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
	  • PSPETHC601B Maintain and enhance confidence in public service
	  • PSPGOV601B Apply government systems
	  • PSPGOV602B Establish and maintain strategic networks
	  • PSPLEGN601B Manage compliance with legislation in the public sector
	  • PSPMNGT602B Manage resources
	  • PSPMNGT604B Manage change
	  • PSPMNGT605B Manage diversity
	  • PSPMNGT609B Formulate business strategies
	  • PSPMNGT611A Manage evaluations
	  • PSPMNGT612A Review and improve business performance
	  • PSPMNGT613A Develop partnering arrangements
	  • PSPMNGT614A Facilitate knowledge management
	  • PSPPOL603A Manage policy implementation

Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms: • the knowledge requirements of this unit • the skill requirements of this unit • application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework) • management of risk in a range of (2 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: • legislation, policy, procedures and protocols relating to risk management • Australian and New Zealand standards - Risk management AS/NZS 4360:1999 or as revised • Guidelines for managing risk in the Australian and New Zealand public sector - HB 143:1999 or as revised • other national and international standards relating to risk management such as SIRCA 8001:2003 • case studies and workplace scenarios to capture the range of risk management situations likely to be encountered

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Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when managing risk, including coping with difficulties, irregularities and breakdowns in routine
- management of risk in a range of (2 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular target groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is

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explained here.

Business unit may refer to:	• a program • sub-program • cost centre • area • division • branch • production unit or section located within the organisation
Organisational context may include:	• the organisation, how it is organised, and its capabilities • any official resources, including physical areas and assets, that are vital to the operation of the organisation • key operational elements and services of the organisation • any major projects
Strategic and risk management context may include:	• the relationship between the organisation and the environment in which it operates • the organisation's functions: • political • operational • financial • social • legal • commercial • the various stakeholders and clients
Stakeholders may include:	• employees • managers • volunteers • unions • financial managers • self-insurers • clients • suppliers • contractors • service providers • community organisations • the public
Risk management:	• is a logical and systematic process of identifying, analysing, evaluating, treating, and monitoring risks related to any strategy plan, process, program or procedure that will enable the organisation to minimise losses and maximise

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opportunities
- may be considered in relation to an organisation's:
  - people
  - assets and physical environment
  - reputation and image
  - legal issues
  - business continuity
  - finances
- may include written procedures to ensure staff know:
  - what
  - how
  - when, and
  - by whom, action is to be taken to treat risks in the organisation

Risk evaluation criteria are:
- used to rank risks and decide whether they are acceptable or not
- affected by:
  - legal requirements
  - perceptions of internal/external stakeholders
- cost-benefit analysis, for example, cost of risk management being less than financial cost if the risk occurred

Legislation, policy and procedures may include:
- Commonwealth and State/Territory legislation relating to risk management
- national and international codes of practice and standards, such as SIRCA 8001:2003
- the organisation's risk management policies and practices
- codes of conduct/codes of ethics
- Australian and New Zealand standards - Risk management AS/NZS 4360:1999 or as revised
- Guidelines for managing risk in the Australian and New Zealand public sector - HB 143:1999 or as revised
- professional standards for risk management, for example CPRM - certified practising risk manager
- jurisdictional policies, guidelines and web sites, for example www.riskmanagement.qld.gov.au

Sources of risk may include:
- human behaviour
- technology/technical issues
- occupational health and safety
- legal
- political
- property/equipment

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- environmental
- financial/market
- natural events

Risks may be:

- internal
- external
- random
- real
- perceived

Risks may include:

- physical injury or death
- failure of machinery or equipment
- breaches of security
- fraud
- litigation
- client dissatisfaction
- unfavourable publicity

Analysis of risks includes:

- likelihood of risks:
  - almost certain
  - likely
  - possible
  - unlikely
  - rare
- consequences of risks:
  - insignificant
  - minor
  - moderate
  - major
  - catastrophic
- current control measures

Documentation of analysis may include:

- table showing all risks, any existing controls, likelihood of occurring, consequences and subsequent level of risk

Level of risk may be:

- low, treated with routine procedures
- moderate, with specific responsibility allocated for the risk, and monitoring and response procedures implemented
- high, requiring action, as it has potential to be damaging to the organisation
- extreme, requiring immediate action, as the potential could be devastating to the organisation

Methods/techniques/ tools may include:

- computer modelling
- sensitivity analysis

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- structured interviews
- statistical data
- questionnaires
- fault trees
- analysis of consequences - loss of money, time, labour, intangibles

Acceptable risks are:

- those which an organisation has determined have the least potential for harm
- not necessarily insignificant

Risks may be acceptable because:

- the risk level is so low that it does not warrant spending time and money to treat it
- the risk is low and the benefits outweigh the cost of treating it
- the opportunities presented are much greater than the threat

Unacceptable risks are:

- those which an organisation has determined have the most potential for harm

Options for treating risks may include:

- avoiding the risk, for example, by terminating the activity or conducting it in another way (these actions may have different risks attached)
- controlling the risk, by reducing the likelihood of the risk occurring, the consequences of the risk, or both
- transferring the risk, for example, by arranging insurance, contracting some or all of the activity to another organisation or person, etc
- retaining the risk, and making contingency plans/funds allocation for covering any loss or other negative effect from the risk

Risk management plan may include:

- sources of risk and risk events
- analysis of risks - likelihood, consequences and risk levels
- prioritised list of unacceptable risks
- treatment options selected
- person/s responsible for implementing treatment options
- resources required
- performance measures
- timeframe for implementation
- timetable for review of plan

Evaluation methodology may include:

- observations
- physical inspections
- incident reports
- questionnaires
- interviews with stakeholders

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- regular reviews of risk treatment procedures
- repeat of the risk management process

Unit Sector(s)

Not applicable.

Competency field

Management.

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PSPMNGT610A Manage public sector financial resources

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers input into public sector budgeting, financial forecasting and reporting requirements, and the allocation and management of resources to achieve the required outputs of the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.

In practice, the management of public sector financial resources may occur in the context of other generalist or specialist public sector workplace activities such as managing compliance with legislation, maintaining and enhancing ethical practice, managing people, policy etc.

This unit is one of 6 units of competency in the *Working in Government* and *Management* Competency fields that deal with resources.

Related units are:

- PSPGOV204B Access and use resources
- PSPGOV305B Access and use resources and financial systems
- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV503B Coordinate resource allocation and usage

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to financial bids and estimates	1.1 Organisational initiatives requiring the preparation of ***bids*** and ***estimates*** are identified in accordance with resource constraint s and organisational needs. 1.2 ***Information*** for bids/estimates is substantiated, contains logical assumptions and takes account of strategic plans, government policies and priorities. 1.3 Information for bids/estimates is prepared in accordance with government ***budgetary requirements*** including a timeframe to meet critical submission dates. 1.4 ***Documentation*** to support bids/estimates is prepared in accordance with budget guidelines.
2. Allocate funds	2.1 ***Budgets*** are approved and financial resources are allocated according to organisational priorities/business plan. 2.2 Allocations are made in accordance with organisational policy and procedures and take account of any statutory requirements or constraints. 2.3 Audit trails are maintained to ensure accurate tracking and to identify variances between agreed and actual allocations. 2.4 Financial allocation is monitored against organisational objectives and priorities and ***corrective action*** is taken as

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ELEMENT	PERFORMANCE CRITERIA
	required in accordance with organisational policy and procedures.
3. **Manage budgets**	3.1 Budget management is undertaken that meets the financial accountability requirements of the organisation.
	3.2 Expenses are monitored against budget and authorised in accordance with financial ***delegation*** and organisational ***financial controls***.
	3.3 ***Financial reports*** are obtained and provided in accordance with organisational requirements.
	3.4 Expenses are monitored through analysis of financial information/reports and problems are resolved or referred in accordance with organisational procedures and financial delegation.
	3.5 Expenditure is aligned with service delivery milestones/expectations.
	3.6 Changes to the budget are negotiated to account for potential under-spending, delays in service/program delivery, overruns and unneeded line items in accordance with organisational policy and procedures.
4. **Report on financial activities**	4.1 Requirements for financial management and reporting are identified in accordance with the public sector ***financial management framework.***
	4.2 Financial management and reporting are undertaken in accordance with organisational requirements and ***public sector financial management policy and procedures***.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- preparing information and reports requiring precision of expression
- meeting formatting and process requirements for bids and estimates and linkages to strategic plans
- monitoring financial information
- interpreting and signing off on financial reports
- interpreting organisational information in financial terms
- adjusting communication to suit different audiences

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- using cross-cultural communication relating to financial management - across professional cultures such as accounting, IT, arts, policy areas
- responding to diversity, including gender and disability
- accessing information and legislation electronically or in hard copy
- applying environmental, sustainability and occupational health and safety procedures relating to working in the public sector

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- financial management principles
- legislation, policies and processes relating to public sector financial management, such as conflicts of interest, procurement, value for money
- the organisation's financial accountability mechanisms
- corporate governance requirements
- internal controls and why they are used
- delegations and why the public sector uses them
- public sector financial management framework (detailed knowledge) and the relationship between the elements of the framework
- documents that make up the financial management framework
- legislation related to working in the public sector such as equal employment opportunity, environmental, sustainability and occupational health and safety requirements

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC601B Maintain and enhance confidence in public service
  - PSPLEGN601B Manage compliance with legislation in the public sector
  - PSPMNGT603B Facilitate people management
  - PSPMNGT602B Manage resources

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- PSPMNGT608B Manage risk
- PSPMNGT609B Formulate business strategies
- PSPPOL603A Manage policy implementation

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- management of public sector financial resources in a range of (2 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- public sector and organisational financial procedures and protocols
- workplace scenarios and case studies to capture the range of situations likely to be encountered when managing public sector financial resources
- financial legislation and guidelines such as central agency guidelines
- budget process and guidelines

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when managing public sector financial resources, including coping with difficulties, irregularities and breakdowns in routine
- management of public sector financial resources in a range of (2 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of

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	this competency may include, but are not limited to, a combination of 2 or more of: • case studies • portfolios • projects • questioning • scenarios • authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Bids may include:	• program discretionary bids • program, sub-program, section, business unit bids • portfolio managed bids
Estimates may include:	• budget estimates • additional estimates • forward estimates • long-term estimates • forecasts
Information may include:	• historical information • cost-benefit analysis • staff requirements • contractual information • efficiency/sustainability requirements
Budgetary requirements may include:	• zero-based budgeting • accrual budgeting • activity-based costing/management • output-based budgeting

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	• top-down/bottom-up approach • base plus increment
Supporting documentation may include:	• phasing for liability and expenditure/cash flow implications • impact statements • reasons for major variations to financial guidance • staffing resources
Budgets may include:	• capital expenses • recurrent expenses • staffing costs • cash flow • forward estimates
Corrective action may include:	• re-prioritising activities • funds transfer • re-phasing liability/expenditure
Delegations are:	• functions or powers (under an act) assigned to others • limited to specified powers or amounts • made to persons in specified positions
Financial controls should:	• identify, record and measure revenue, expenses, assets, liabilities and equity • ensure assets are safeguarded and used to avoid waste, extravagance, loss and misuse • ensure liabilities are not incurred without proper authority • ensure correct valuation, cut-off, presentation and disclosure of financial balances and transactions • be linked to the organisation's risk management strategy
Financial reports may include:	• program, sub-program, section, business unit financial reports • accrual reports • monthly/quarterly financial reports including cost/unit, costs incurred compared with share of program delivered • annual reports
Elements of the public sector financial management framework may include:	• internal controls • segregation of duties • delegations • corporate governance requirements • service level agreements • internal and external reporting • risk management
Public sector financial	• financial management acts and regulations

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policies and procedures may include:	• financial administration and audit acts
	• Treasury guidelines
	• public sector finance standards
	• financial management benchmarking studies
	• the organisation's:
	  • financial management practice manual
	  • delegation manual
	  • budget manual/instructions
	  • style manual
	  • quality manual
	• government financial policy statements

Unit Sector(s)

Not applicable.

Competency field

Management.

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PSPMNGT613A Develop partnering arrangements

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the exploration of opportunities for government organisations to develop partnering arrangements with the private sector and to proceed to formal agreement based on evaluation to ensure the public interest is fully protected. It includes exploring partnering opportunities, assessing feasibility, establishing partnering arrangements and fostering productive partnering relationships

In practice, development of partnering arrangements may overlap with other generalist or specialist public sector workplace activities such as applying government systems, establishing and maintaining strategic networks, planning procurement, managing risk etc.

This is one of two units dealing with partnering arrangements. The second unit is an imported unit, *CHCCD19A Establish and maintain community, government and business partnerships* from the Community Services Training Package which may be used in Diploma or Advanced Diploma qualifications.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Explore partnering opportunities**	1.1 Rigorous assessment is undertaken to establish the potential for private sector involvement in the delivery of public sector services or infrastructure.
	1.2 Need, affordability and priority for private sector ***partnering*** are determined to ensure the public interest is fully protected.
	1.3 The service/infrastructure requirement to be provided through a partnering arrangement is identified, benefits to the community are confirmed and ***potential partners*** are identified.
2. **Assess feasibility**	2.1 A full feasibility study is conducted that includes environmental analysis, social impact and cost-benefit analysis to confirm the merits of partnering options for financing, delivery and ***value for money.***
	2.2 A full assessment of risk is conducted, including the risks and costs the government would be prepared to retain.
	2.3 A detailed assessment of costs and potential revenue streams is undertaken and a comparison is undertaken with the costs associated with public sector provision.
	2.4 Community ***stakeholders*** are consulted to provide input in the feasibility and planning stages of any partnering arrangement.
3. **Establish partnering arrangements**	3.1 Detailed ***requirements*** are determined for the partnering arrangement in accordance with government policy and priorities.
	3.2 Procurement options are investigated, including a full public tender process, in accordance with legislative and organisational

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ELEMENT	PERFORMANCE CRITERIA
	requirements.
	3.3 Contracts are arranged that specify partnering duration, outputs, benefits and performance incentives, if any, in accordance with government policy and procedures.
	3.4 ***Risk*** is allocated to whichever party is best able to manage it and an accountability structure and approval process is developed.
	3.5 Government approvals are obtained and contractual arrangements are entered into in accordance with organisational policy and procedures.
4. Foster productive partnering relationships	4.1 Reasons/benefits for the partnering arrangement, roles, limitations and expectations are affirmed throughout the life of the relationship.
	4.2 Ongoing communication is used to confirm vision, agreed goals, outcomes, measures of performance, agreed accountabilities and the limits of the arrangement for both parties.
	4.3 Ethical standards and public sector accountabilities are maintained and, when necessary, explained to partners in a manner suited to their requirements.
	4.4 Strategies for solving problems and dealing with conflict are agreed and used in accordance with organisational policy and procedures to build trust/mutual respect for the benefit of both parties.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- establishing and fostering trusting, ongoing relationships with individuals and businesses
- using a range of communication styles to suit different audiences and purposes
- explaining complex and formal policies and concepts to a variety of audiences
- responding to diversity, including gender and disability
- applying workplace safety procedures to partnering activities
- accessing/preparing information electronically or in hard copy

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Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- probity
- public sector ethics and accountability
- public sector values and codes of conduct
- government/agency policies and procedures relating to public private partnering
- relationship contracting with the private sector
- relationship management in the context of partnering
- management of expectations in the context of partnering
- principles of cultural awareness and cross-cultural communication
- equal employment opportunity, equity and diversity principles
- workplace safety issues relating to public private partnering

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPGOV601B Apply government systems
  - PSPGOV602B Establish and maintain strategic networks
  - PSPPROC604A Plan for strategic procurement outcomes
  - PSPMNGT608B Manage risk

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- development of 1 significant long-term partnering arrangement or a number of (2 or more) smaller

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arrangements

Resources required to carry out assessment

These resources include:

- workplace scenarios or case studies
- government partnering policy, principles and practices
- legislation related to public private partnering arrangements
- public sector values and codes of conduct
- relationship contracts
- government requirements for value for money, public benefit testing
- public sector comparator

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when developing partnering arrangements, including coping with difficulties, irregularities and breakdowns in routine
- development of 1 significant long-term partnering arrangement or a number of (2 or more) smaller arrangements

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of

Evidence must be gathered over time in a range of contexts to

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assessment	ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Partnering with the private sector may include:	• harnessing private sector management skills, innovation and efficiencies • significant private sector involvement in provision of infrastructure or service need • qualitative risk transfer to the private sector • long-term output based contract arrangements • relationship contract • community input into specifications
Potential partners will consist of:	• an identifiable market of private sector bidders prepared to compete for the partnering opportunity
Value for money may be achieved where:	• the project size justifies the transaction and management costs • there is a defined measurable service delivery function or output mechanism • there is scope within the project delivery for the optimisation and the allocation of manageable risk to the private sector, delivering a cost-effective outcome • there is scope for sector private sector innovation, value adding and/or cost reductions in the delivery and operation of the service • there is real value in transferring responsibility for the operational and maintenance phase of the project to the private sector • there is an identifiable market of private sector bidders prepared to compete for the opportunity to deliver the project
Stakeholders may include:	• all those individuals and groups both inside and outside the organisation that have some direct interest in the organisation's behaviour, actions, products and services such as:

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- employees at all levels of the organisation
- community
- clients
- other public sector organisations
- private sector
- non-government organisations
- union and association representatives
- boards of management
- government
- Ministers

Requirements for the partnering arrangement may include:

- statement of benefits
- specified outputs
- contract term
- risk assessment and management plan
- accountability structure
- performance incentives
- operational or management efficiencies
- optimally developed relationship contract
- best value for money
- responsible use of public and private resources
- probity
- transparency
- fair appeals process
- market sounding
- financing options

Risk management may include:

- acceptance of risks
- avoidance of risks
- minimisation of risks

Unit Sector(s)

Not applicable.

Competency field

Management.

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PSPMNGT615A Influence workforce effectiveness

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the competency to ensure the effectiveness of the workforce, whether staff or contractors, in promoting the attainment of strategic objectives. It includes providing leadership to individuals and work teams, creating a cooperative work environment, capitalising on workplace emotions, motivating the workforce to achieve quality results, and delegating work to achieve strategic objectives, and managing up.

In practice influencing workforce effectiveness occurs in the context of other generalist or specialist work functions such as managing performance, managing diversity, managing change, managing client service.

This unit is one of a series of 4 units of competency relating to working with others, located in the Competency fields of *Working in Government* and *Management*. Related units are:

- PSPGOV302B Contribute to workgroup activities
- PSPGOV404B Develop and implement work unit plans
- PSPGOV511A Provide leadership

This unit replaces *PSPMNGT601A Facilitate workforce effectiveness*. The units are not equivalent as elements dealing with emotional intelligence and managing up have been added.

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

Application of the Unit

Not applicable.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Provide leadership to individuals and work teams**	1.1 The vision and strategic goals of the organisation that impact on the work area are identified and promoted. 1.2 ***Workforce members*** are regularly consulted on business objectives, plans and operational issues to minimise role ambiguity and uncertainty. 1.3 Roles, functions, responsibilities and work goals are defined in accordance with organisational requirements, and are communicated and agreed. 1.4 Opportunities are provided for workforce members to clarify aspects of particular tasks, resolve issues and seek feedback or further direction. 1.5 Encouragement is provided to develop new and innovative practices, procedures, processes, technologies and strategies in line with corporate values, vision and goals. 1.6 ***Leadership*** is provided appropriate to changing priorities and situations and takes account of the specific needs of a diverse workforce.
2. **Create a cooperative work environment**	2.1 Cooperation in the work environment is actively facilitated through balanced and fair work allocation and recognition of all contributions.

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Teams and individuals are encouraged to find styles of working which are consistent both with team and individual competencies, preferences and ***business unit*** objectives.
	2.3 Conflict management strategies are used to facilitate a cooperative work environment.
	2.4 Cooperative and productive relationships with individuals and teams are established.
	2.5 Leadership style and guidance that take into account the differing needs and background of a diverse workforce are used.
3. **Monitor and respond to workplace emotions**	3.1 Emotional ***strengths*** and triggers are ***identified*** for self and ***others in the workplace***, and communication, client service or work allocations are tailored to take account of these.
	3.2 Self-reflection and feedback is used to identify the effect on others of own emotions, and emotional control is exerted to model positive workplace behaviour.
	3.3 Opportunities are provided for others to express their thoughts and feelings, and ***emotions*** are taken into account in decision making to maintain a positive emotional climate in the workplace.
	3.4 Assistance is provided to others to identify the effect of emotions in the workplace and to ***develop*** and use their own ***emotional intelligence*** to build productive relationships and maximise workplace outcomes.
4. **Motivate the workforce to achieve quality results**	4.1 Ways to motivate a diverse workforce are explored and matched to individual needs.
	4.2 Opportunities are identified for individuals to develop competencies required to meet work objectives.
	4.3 Individuals' career development requirements are recognised and balanced with team objectives.
	4.4 Feedback that is prompt, consistent and constructive and ongoing is provided on performance.
	4.5 Achievements are promoted and rewarded in a way which openly acknowledges the contribution of individuals and teams.
	4.6 ***Team building strategies*** are applied to strengthen individual and team commitment to organisational vision and work unit goals.
5. **Delegate work to achieve business unit strategic objectives**	5.1 Work is delegated in accordance with individual competencies or as development opportunities arise, and sufficient information is communicated, resources allocated and support provided to enable tasks to be completed successfully.
	5.2 Responsibilities are delegated while still accepting accountability for their success/failure.

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ELEMENT	PERFORMANCE CRITERIA
	5.3 Mechanisms for monitoring progress in achieving work goals are established and implemented in accordance with organisational policy and practices.
	5.4 Areas for improvement are determined collaboratively and improved processes/strategies are implemented.
	5.5 Tasks are delegated effectively to facilitate the attainment of business unit objectives and the continuous improvement of business processes.
	5.6 Up-to-date and accessible record of delegations is maintained in accordance with organisational policy and procedures.
6. **Manage up**	6.1 People and influences outside the immediate work environment with the potential to affect work priorities, outcomes and resources are identified.
	6.2 Role relationships and responsibilities for managing up are analysed.
	6.3 Strategies are developed and implemented to ensure executives consider the operational consequences of policy changes.
	6.4 Strategies are used to engage support for public sector activities and ensure sufficient resources are provided to implement initiatives.
	6.5 Self-evaluation and feedback from ***others*** on own performance is used to continuously improve performance and outcomes.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- delegating work to others
- counselling and resolving conflict in teams
- using team building strategies
- using facilitation, negotiation and consultation requiring exchanges of complex oral information
- using consensual decision making skills
- keeping check of emotions when challenges arise, maintaining composure, perceiving the emotional motivators that drive individuals and groups in the workplace and engaging those motivators, where appropriate, to optimize organisational performance

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- using a variety of words and language structures to explain complex ideas to different audiences
- interpreting and explaining complex, formal documents and assisting others to apply them in the workplace
- responding to diversity, including gender and disability
- applying occupational health and safety strategies relevant to managing and working with others in a public sector workplace

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- organisational goals, policies and procedures
- equal employment opportunity, equity and diversity principles
- the relationship between effective human resource functions and the attainment of business unit objectives
- human resource policies and practices
- emotional intelligence principles and strategies
- group processes and facilitation techniques
- team building strategies
- the organisation's career and human resource development strategies, programs and plans
- conflict resolution strategies
- jurisdictional legislation applicable to management and human resource management functions
- occupational health and safety issues relevant to managing and working with others in a public sector workplace
- environmental and sustainability issues relevant to managing and working in a public sector environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC601B Maintain and enhance confidence in

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public service
- PSPGOV601B Apply government systems
- PSPGOV602B Establish and maintain strategic networks
- PSPLEGN601B Manage compliance with legislation in the public sector
- PSPPOL603A Manage policy implementation

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- workforce effectiveness influenced in a range of (3 or more) contexts (or occasions, over time) such as working with staff, clients and contractors

Resources required to carry out assessment

These resources include:

- procedures and protocols
- public sector policies and legislation such as those dealing with:
- human resource management and development
- workforce capability
- case studies and workplace scenarios to capture the range of situations likely to be encountered when influencing workforce effectiveness

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when facilitating workforce effectiveness, including coping with difficulties, irregularities and breakdowns in routine
- workforce effectiveness influenced in a range of (3 or more) contexts (or occasions, over time) such as working with staff, clients and contractors

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women

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- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Workforce members may include:	• employees • consultants • external contractors • job rotation staff • trainees
Leadership refers to:	• the process of influencing others to engage in work behaviours that facilitate the attainment of the business unit's strategic objectives
Business unit may refer to:	• a program • sub-program • cost centre • area • division

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- branch
- production unit or section located within the organisation

Emotional strengths may include ability to:

- monitor and control negative emotions
- recognise and respond to others' emotional states
- see beyond an immediate emotional reaction to the real cause, rather than responding to the emotions on face value

Identification of emotions may need to take account of:

- the varying cultural expressions of emotion

Others in the workplace may include:

- management
- staff
- clients
- contractors

Emotions may include:

- anger
- anxiety
- apprehension
- caring
- confidence
- depression
- elation
- enthusiasm
- excitement
- fear
- happiness
- inadequacy
- joy
- nervousness
- over-confidence
- pride
- stress
- under-confidence
- unhappiness

Development of emotional intelligence may occur through:

- mentoring
- shadowing
- coaching
- training
- simulation

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Emotional intelligence is:	• widely recognised as the ability of an individual to monitor their own and others' emotions in a social or work environment, to discriminate among the emotions and to use the information to guide their thinking and actions • characterised by self-awareness (personal), self-management (personal), social awareness (social) and relationship management (social)
Team building strategies may include:	• defining and clarifying objectives/work area plans • strengthening communication processes • clarifying ground rules and behavioural expectations • fostering creativity • offering constructive feedback • providing facilitated meetings • recognising achievements
Others may include:	• superiors • reportees

Unit Sector(s)

Not applicable.

Competency field

Management.

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PSPMNGT701B Provide strategic direction

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the provision of strategic direction within the organisation. It includes analysing factors in the operating environment, developing and coordinating a strategy for determining strategic priorities, and formulating and communicating strategic priorities.

In practice, providing strategic direction overlaps with other generalist or specialist public sector work activities such as providing ethical leadership, influencing strategic policy, managing diversity, leading human resources etc.

This unit replaces and is equivalent to *PSPMNGT701A Provide strategic direction*.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Analyse factors in the operating environment	1.1 The organisation's purpose and direction within the overall government strategy, and its integration with other government service providers, are analysed with a view to determining key factors and issues for consideration and response. 1.2 The organisation's culture, values and strategic priorities are analysed with a view to determining key factors and issues for consideration and response. 1.3 Internal and external factors likely to impact upon the organisation are continually monitored and analysed. 1.4 ***Best practice models*** related to the nature of the organisation's core business are explored. 1.5 Client needs and preferences are identified and analysed. 1.6 ***Legislation and organisational policies and practices*** that may impact upon organisation's operations are identified and analysed.
2. Develop and coordinate a strategy for determining strategic priorities	2.1 Consultation with key ***stakeholders*** is conducted in a manner that maximises their commitment and contribution. 2.2 Constructive solutions are found where stakeholders are in conflict. 2.3 Analysis and evaluation of information gained from a variety of sources, including key stakeholders, is used to identify strategic options for prioritisation. 2.4 Benchmarking is undertaken with other organisations or best practice standards to inform development of ***strategic priorities***. 2.5 Priorities of other government service providers are considered to ensure duplication will be avoided and services integrated for the benefit of clients.
3. Formulate and	3.1 Strategic priorities are developed that support overall

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ELEMENT	PERFORMANCE CRITERIA
communicate strategic priorities	government strategy. 3.2 Strategic priorities are developed that embody the organisation's values, beliefs and philosophy. 3.3 Strategic priorities are used to draw together and reflect the suggestions and interests of stakeholders. 3.4 Strategic priorities are developed that embody a shared vision for the future and set out challenging but realistic objectives that encourage staff to be creative and innovative in their approach to attaining objectives. 3.5 Strategic priorities are communicated to stakeholders using a variety of strategies and in such a way as to attract their support. 3.6 Implementation is monitored to ensure strategic priorities are addressed through related business unit and individual objectives.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- delegating work to others
- counselling and resolving conflict in teams
- using team building strategies
- using facilitation, negotiation and consultation requiring exchanges of complex oral information
- using consensual decision making skills
- keeping check of emotions when challenges arise, maintaining composure, perceiving the emotional motivators that drive individuals and groups in the workplace and engaging those motivators, where appropriate, to optimise organisational performance
- using a variety of words and language structures to explain complex ideas to different audiences
- interpreting and explaining complex, formal documents and assisting others to apply them in the workplace
- responding to diversity, including gender and disability
- applying occupational health and safety, environmental and sustainability strategies relevant to managing and working with others in a public sector workplace

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Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- organisational goals, policies and procedures
- equal employment opportunity, equity and diversity principles
- the relationship between effective human resource functions and the attainment of business unit objectives
- human resource policies and practices
- environmental and sustainability practices
- emotional intelligence principles and strategies
- group processes and facilitation techniques
- team building strategies
- the organisation's career and human resource development strategies, programs and plans
- conflict resolution strategies
- jurisdictional legislation applicable to management and human resource management functions
- occupational health and safety issues relevant to managing and working with others in a public sector workplace

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC701A Lead and influence ethical practice in the public sector
  - PSPHR703A Provide leadership in strategic human resource management
  - PSPMNGT702A Influence and shape diversity management
  - PSPMNGT703A Lead and influence change
  - PSPMNGT704A Undertake enterprise risk management

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- PSPPOL701A Influence strategic policy

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- provision of strategic direction in a range of (2 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- strategic planning guidelines
- relevant legislation, procedures and protocols
- workplace information such as mission, vision, goals etc
- case studies and scenarios to capture the range of situations likely to be encountered when providing strategic direction

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when providing strategic direction, including coping with difficulties, irregularities and breakdowns in routine
- provision of strategic direction in a range of (2 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects

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- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Best practice models may include:	• state, national and international models
Legislation, organisational policies and practices may include:	• Commonwealth and State/Territory legislation including equal employment opportunity and anti-discrimination law • national and international codes of practice and standards • environmental/sustainability standards • the organisation's policies and practices • government policy • codes of conduct
Stakeholders may include:	• all those individuals and groups both inside and outside the organisation that have some direct interest in the organisation's behaviour, actions, products and services, such as: • employees at all levels of the organisation • other public sector organisations • union and association representatives • boards of management • government • Ministers
Strategic priorities may be:	• objectives in key result areas identified through the organisation's strategic planning process that have the highest priority rating demanding immediate action

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Unit Sector(s)

Not applicable.

Competency field

Management.

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PSPPM401B Design simple projects

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the planning and development of simple, generally low risk projects that may be small scale and managed by one person or by a person with a small team. It includes identifying project requirements, preparing a business case, preparing the project plan and establishing project infrastructure. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of *Procurement and Contract Management*.

In practice, project planning and development overlaps with other generalist and specialist work activities such as applying government processes, using resources, developing work plans, gathering information.

This unit, and unit *PSPPM405A Administer simple projects*, are mutually exclusive. One or the other, but not both, may contribute to a qualification.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Identify project requirements**	1.1 A rationale for the project is outlined that identifies the purpose, outcomes and likely benefits for the user/s. 1.2 ***Stakeholders*** are identified and their input is obtained at the planning stage to ensure the project proposal and its objectives are required and achievable. 1.3 The project environment is assessed and environmental issues are addressed in the project proposal. 1.4 ***Project parameters*** are determined and a project proposal is completed to organisational standards and within guidelines. 1.5 The project proposal is structured so it is compatible with organisational objectives and other organisational projects, and is designed in accordance with the organisation's ***policies and procedures*** and in consultation with ***specialists*** to meet user/client requirements.
2. **Prepare business case**	2.1 Research and analysis is undertaken to identify impacts and risks, ***constraining factors*** and alternate options. 2.2 Options and solutions are identified, advice is obtained and recommendations are made in accordance with the strategic direction of the organisation/work unit. 2.3 A ***report*** is prepared that demonstrates a business case for the project in accordance with organisational requirements. 2.4 ***Approvals*** for the project proposal are obtained in accordance with organisational policy and procedures.
3. **Prepare project plan**	3.1 ***Project scope*** is determined in terms of objectives, outcomes

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ELEMENT	PERFORMANCE CRITERIA
	and project deliverables.
	3.2 Specialists are consulted where necessary, to advise on potential risks, and ***options to manage risks*** are investigated and recorded in the ***project plan.***
	3.3 Each of the ***parameters*** identified in the proposal are addressed in the project plan in consultation with relevant parties and appropriate approvals are sought and recorded.
	3.4 ***Project management tools*** are utilised for planning in accordance with project requirements.
	3.5 Project outputs are determined that are measurable and achievable and indicators to monitor the performance of the project are developed, under guidance, and agreed by relevant parties in accordance with organisational policy and procedures.
4. Establish project infrastructure	4.1 An implementation strategy is developed in accordance with the project plan and organisational guidelines, and presented to stakeholders to gain project support.
	4.2 Terms of reference and ***project infrastructure*** requirements for set-up and implementation of the project are clarified in the implementation strategy in accordance with the project plan.
	4.3 Resources are obtained to set up the project office, and roles and responsibilities are assigned to team members and stakeholders as agreed in the project plan.
	4.4 Processes identified for monitoring, evaluating and reporting performance against project objectives are established in accordance with the project plan.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- detailing requirements, writing recommendations and preparing plans requiring precision of expression
- negotiating timelines, roles and responsibilities with stakeholders or team members
- communicating with stakeholders or team members using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability

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- using project management tools
- applying workplace safety procedures in line with project planning requirements
- accessing/preparing information electronically or in hard copy

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, organisational policies and procedures that may impact on the project and management of the project, for example:
- public sector codes of ethics/conduct
- occupational health and safety and environment requirements
- quality standards
- risk management
- financial management
- procurement
- human resources
- equal employment opportunity, equity and diversity principles
- organisational project approval processes
- scheduling
- change management
- project planning methods for small scale or low risk projects
- project management tools to suit the projects planned
- principles relating to the planning phase of project management for small scale or low risk projects

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPGOV402B Deliver and monitor service to clients

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- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV405B Provide input to change processes
- PSPGOV408A Value diversity
- PSPGOV411A Deal with conflict
- PSPGOV412A Use advanced workplace communication strategies
- PSPGOV416A Monitor performance and provide feedback
- PSPGOV422A Apply government processes
- PSPLEGN401A Encourage compliance with legislation in the public sector
- PSPOHS401B Implement workplace safety procedures and programs
- PSPPROC409A Receive and select offers
- PSPPROC410A Administer contracts
- PSPPM402B Manage simple projects
- PSPPM403B Close simple projects

- *Excluded units* that may not contribute to the same qualification as this unit:
  - PSPPM405A Administer simple projects

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- design of simple projects in a range of (2 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, guidelines, procedures and protocols relating to project management
- workplace project documentation
- scenarios and case studies
- documented information and/or examples of the assessee's personal work
- project management tools

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions

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likely to be encountered when planning projects, including coping with difficulties, irregularities and breakdowns in routine
- design of simple projects in a range of (2 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Stakeholders may

- project sponsor/funding bodies

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include:

- clients or customers (internal and external)
- industry
- other agencies
- general public
- relevant interest groups
- unions
- functional areas
- the organisation's senior management
- Ministers
- project team
- steering committee
- end user
- supplier/service provider

Project parameters include:

- project scope - outcomes, objectives, project deliverables
- feasibility
- skills required for project team
- people required for project including specialist expertise
- communications including reporting requirements
- risks associated with project including people, environment, resources, technology change during the life of the project, if applicable
- steering committee arrangements
- timeframe and milestones
- cost
- resources for project
- acquisition/procurement
- organisational structure for project
- project quality control and operational flexibility
- project governance structure
- monitoring through staged rollout
- project delivery requirements
- pilot outcomes
- intellectual property
- integration of project within organisation
- transition arrangements
- change management
- project evaluation

Policies and procedures may include:

- government legislation (Federal, State and Local) affecting organisation's administration such as:
  - public sector management acts

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- financial management and accounting legislation and regulations
- privacy legislation

- government and organisational guidelines and procedures relating to:
  - project governance
  - resourcing
  - security
  - strategic plans
  - recruitment
  - risk management
  - procurement guidelines
  - designation approvals
  - industrial agreements

Specialists may include:

- legal
- technical
- financial
- other functional areas
- other relevant agencies
- logistics

Constraining factors may include:

- political
- industrial
- legislative
- technical
- financial
- resourcing
- social and cultural considerations
- cultural change management (internal)
- security/privacy
- environmental
- logistic support

Analysis report will contain:

- cost-benefit analysis

Approval may be required from:

- project sponsor/funding body
- business owner of the project
- program manager
- line manager
- project governance office/personnel in the organisation
- chief executive officer, manager or management

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	representative • customer or client
Project scope is defined by:	• objectives - aims/goals for doing the project • outcomes - measurable benefit achieved from the utilisation of the outputs delivered by the project • outputs/project deliverables - the services/products delivered by the project
Options to manage risks may include:	• acceptance • avoidance • minimisation • transfer • strategies • flexibility • empathy • emotional intelligence
Project plan will include some or all of:	• acquisition strategies • budget and financial management strategy • contract management • cost estimates • evaluation criteria • expected outcomes/measurable benefits of the project • facilities • inclusions and exclusions from project • information/communication strategy • intellectual property strategies • milestones • objectives • outputs/project deliverables and their acceptance criteria • people plan including human resource management and human resource development • performance criteria/indicators • project control mechanisms • project implementation strategy • project governance strategy • purpose • quality assurance • quality control • quality standards for project • rationale

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- required project resources
- resource management
- risk management
- roles and responsibilities
- schedule/timeline
- task/work breakdown structure (WBS)

Project parameters include:

- risk management
- schedule management
- financial management
- communication, including reporting
- resources management
- logistics management
- scope management
- change management
- quality management
- people management
- occupational health and safety management

Project management tools may include:

- risk analysis
- organisational project governance framework
- communications plan
- reporting framework
- project management software and other tools:
  - Gantt and bar charts
  - Program Evaluation and Review Technique (PERT) charts
  - Critical Path Method
- cost schedule control system
- logistics support analysis
- life cycle cost analysis
- spreadsheets
- recording systems - electronic and manual

Project infrastructure may include:

- staffing levels/need for recruitment action and training
- equipment and technical support
- resource requirements including travel, finance etc
- project office accommodation
- management infrastructure

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Unit Sector(s)

Not applicable.

Competency field

Project Management.

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PSPPM402B Manage simple projects

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers management of generally low risk projects that may be small scale and managed by one person or a person with a small team. It includes implementing project start-up activities, coordinating project implementation, monitoring the project and arranging follow-up activities. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of *Procurement and Contract Management*.

In practice, managing simple projects overlaps with other generalist and specialist work activities such as applying government processes, using resources, gathering information, managing contracts etc.

This unit, and unit *PSPPM405A Administer simple projects*, are mutually exclusive. One or the other, but not both, may contribute to a qualification.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Implement start-up activities**	1.1 The ***project plan*** is updated with confirmed information for key dates and activities, resources and project governance details in accordance with the project implementation strategy. 1.2 Project ***stakeholders'*** understanding of and agreement to fulfil the project requirements and their roles and responsibilities are confirmed. 1.3 ***Required systems*** are established and maintained throughout the project in accordance with the project plan. 1.4 A working knowledge of ***project management tools*** is used to facilitate integration of project activities and achievement of project outcomes.
2. **Coordinate project implementation**	2.1 ***Integration*** and ***management*** of project activities are handled in accordance with the project plan. 2.2 Stakeholder input and expectations are managed and their commitment is maintained throughout the life of the project in accordance with organisational policy and procedures and the project plan. 2.3 Disagreements and disputes are resolved or referred to a higher authority in accordance with organisational policy and procedures. 2.4 Project ***change proposals*** are received and changes are recommended/made in accordance with the project plan, and documented in accordance with ***policy and procedures***.
3. **Monitor project**	3.1 All aspects of the project are continually monitored and

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ELEMENT	PERFORMANCE CRITERIA
	corrective action is taken as necessary to maintain progress in accordance with the project plan.
	3.2 Consultation and reporting mechanisms are applied in accordance with the communication plan when dealing with management, staff and/or contractors, steering committee members or other stakeholders.
	3.3 Project governance plans and any related contracts are monitored, reviewed and amended as appropriate, and results are reported in accordance with the communication plan.
	3.4 Project progress is monitored against agreed milestones in accordance with the project plan to provide a measure of performance throughout the life of the contract.
	3.5 Programmed review of objectives and achievement is implemented in accordance with the project plan.
4. Arrange project follow-up activities	4.1 Project deliverables are analysed against ***specifications***, performance standards and project objectives, under broad guidance, and the results are reported to stakeholders.
	4.2 An initial support package or product manual is produced, if required, to provide guidance for stakeholders who will be required to apply the project results.
	4.3 The support package includes options for stakeholders to take account of environmental and cultural factors in applying project results.
	4.4 Operational and support authorities are consulted to research any testing/trialling/building requirements resulting from the project, and evaluation of any recommendations are included in the project report.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- leading and mentoring people to achieve project deliverables
- maintaining agreement of stakeholders and team members to timelines, roles and responsibilities
- communicating with stakeholders and team members using a range of communication styles to suit different audiences and purposes

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- responding to diversity, including gender and disability
- using project management tools applicable to small scale or low risk projects
- applying ethical decision making and problem solving related to project management of small scale or low risk projects
- writing recommendations and preparing implementation support packages requiring precision of expression
- applying workplace safety procedures in line with project requirements
- accessing/preparing information electronically or in hard copy

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, organisational policies and procedures that may impact on project management, for example:
  - public sector codes of ethics/conduct
  - occupational health and safety and environment requirements
  - project governance requirements
  - quality standards
- risk management
- procurement guidelines
- human resources
- equal employment opportunity, equity and diversity principles
- project management tools to suit a range of small scale or low risk projects
- project management principles
- organisational and political context

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPGOV402B Deliver and monitor service to clients

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- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV411A Deal with conflict
- PSPGOV412A Use advanced workplace communication strategies
- PSPGOV422A Apply government processes
- PSPLEGN401A Encourage compliance with legislation in the public sector
- PSPPROC410A Administer contracts
- PSPPM401B Design simple projects
- PSPPM403B Close simple projects

- *Excluded units* that may not contribute to the same qualification as this unit:
  - PSPPM405A Administer simple projects

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- simple projects managed in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, guidelines, procedures and protocols relating to project management
- workplace project documentation
- scenarios and case studies
- examples of project management tools

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when implementing projects, including coping with difficulties, irregularities and breakdowns in routine
- simple projects managed in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse

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backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Project plan will include some or all of:

- acquisition strategies
- budget and financial management strategy
- contract management
- cost estimates
- evaluation criteria
- expected outcomes/measurable benefits of the project
- facilities
- inclusions and exclusions from project
- information/communication strategy
- intellectual property strategies
- milestones

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- objectives
- outputs/project deliverables and their acceptance criteria
- people plan including human resource management and human resource development
- performance criteria/indicators
- project control mechanisms
- project implementation strategy
- project governance strategy
- purpose
- quality assurance
- quality control
- quality standards for project
- rationale
- required project resources
- resource management
- risk management
- roles and responsibilities
- schedule/timeline
- task/work breakdown structure (WBS)

Stakeholders may include:

- project sponsor/funding bodies
- clients or customers (internal and external)
- industry
- other agencies
- general public
- relevant interest groups
- unions
- functional areas
- the organisation's senior management
- Ministers
- project team
- steering committee members
- end user
- supplier/service provider

Required systems for project management may include:

- planning and monitoring system
- financial management including:
  - budget allocation/funding
  - income generated
  - expenditure
- recordkeeping for documented information such as:

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- correspondence
- quality data including survey, needs, test results
- contracts
- time allocated and spent on each aspect of the project
- progress reports
- performance reports against milestones
- project outcomes
- samples, prototypes, models

Project management tools may include:

- risk analysis
- organisational project governance framework
- communications plan
- reporting framework
- project management software and other tools:
  - Gantt and bar charts
  - Program Evaluation and Review Technique (PERT) charts
  - Critical Path Method
  - cost schedule control system
  - logistics support analysis
  - life cycle cost analysis
  - spreadsheets
  - recording systems - electronic and manual

Integration of project activities may include:

- scope
- time
- cost
- quality
- human resources
- communications
- risk
- procurement

Management may include:

- scope management
- communication and reporting
- schedule management
- financial management
- quality management
- resources management
- people management
- logistics management
- risk management

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	• contract management • change management
Change proposals may include:	• scope • administration • engineering, technical, technology changes • time • cost • resources

Policy and procedures may include:	• government legislation (Federal, State and Local) affecting organisation's administration such as:
	  • public sector management acts
	  • financial management and accounting legislation and regulations
	  • privacy legislation
	• government and organisational guidelines and procedures relating to:
	  • project governance
	  • resourcing
	  • security
	  • strategic plans
	  • recruitment
	  • risk management
	  • procurement guidelines
	  • designation approvals
	  • industrial agreements

Specifications may include:	• functional • technical • performance • material

Unit Sector(s)

Not applicable.

Competency field

Project Management.

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PSPPM403B Close simple projects

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers project evaluation and reporting for generally low risk projects that may be small scale and managed by one person or a person with a small team. It includes implementing project review activities and finalising projects. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of *Procurement and Contract Management*.

In practice, closing simple projects may overlap with other generalist and specialist work activities such as applying government processes, using resources, gathering information, providing input to change, managing contracts etc.

This unit, and unit *PSPPM405A Administer simple projects*, are mutually exclusive. One or the other, but not both, may contribute to a qualification.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Implement project review activities	1.1 Evaluation of project process and achievement against objectives is undertaken in consultation with ***stakeholders*** and results are reported in accordance with the ***project plan*** and organisational ***policy and procedures***.
	1.2 Action to rectify problems in meeting client needs is recommended and documented.
	1.3 Implications of project results for policies and operating procedures are identified and recommendations are made for their amendment.
	1.4 Information obtained from the evaluation of the project is structured so it may be used to improve relevant policy and practice in accordance with organisational requirements.
2. Finalise project	2.1 Contracts are finalised and financial records are checked for accuracy and completed in accordance with organisational procedures.
	2.2 Project wind-down is ***managed, documentation*** is completed, records are archived and ***approvals*** are obtained in accordance with the project plan and organisational policy and procedures.
	2.3 Project stakeholders are debriefed, and recommendations are made for redeployment of infrastructure/resources in accordance with organisational policy and procedures.
	2.4 Project hand-over to user/s is completed in accordance with organisational procedures and lessons learnt are documented and reported to stakeholders to assist in continuous improvement.

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ELEMENT	PERFORMANCE CRITERIA
	2.5 Stakeholders are advised of procedures and authorities for initial support to implement project deliverables where relevant, and strategies are devised to manage long-term project momentum in accordance with organisational requirements.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- analysing results and evaluating results against objectives
- writing recommendations and preparing reports requiring precision of expression
- communicating with stakeholders and team members using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- debriefing project team members
- reporting on resource expenditure including time and costs
- using project management tools suited to small scale or low risk projects
- applying workplace safety procedures in line with project requirements
- accessing/preparing information electronically or in hard copy

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, organisational policies and procedures that may impact on project finalisation, for example:
  - public sector codes of ethics/conduct
  - occupational health and safety and environment requirements
  - project governance requirements
  - quality standards
- risk management
- procurement guidelines
- human resource management and development
- equal employment opportunity, equity and diversity principles
- project management tools to suit a range of small scale or low risk projects
- project management principles

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- organisational and political environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPGOV402B Deliver and monitor service to clients
  - PSPGOV403B Use resources to achieve work unit goals
  - PSPGOV411A Deal with conflict
  - PSPGOV412A Use advanced workplace communication strategies
  - PSPGOV422A Apply government processes
  - PSPLEGN401A Encourage compliance with legislation in the public sector
  - PSPPROC410A Administer contracts
  - PSPPM401B Design simple projects
  - PSPPM402B Manage simple projects
- *Excluded units* that may not contribute to the same qualification as this unit:
  - PSPPM405A Administer simple projects

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- closure of simple projects in a range of (3 or more) contexts (or occasions, over time)

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Resources required to carry out assessment

These resources include:

- legislation, guidelines, procedures and protocols relating to project close-out
- workplace project documentation
- scenarios and case studies
- examples of project management tools

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when closing projects, including coping with difficulties, irregularities and breakdowns in routine
- closure of simple projects in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

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Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Stakeholders may include:

- project sponsor/funding bodies
- clients or customers (internal and external)
- industry
- other agencies
- general public
- relevant interest groups
- unions
- functional areas
- the organisation's senior management
- Ministers
- project team
- steering committee members
- end user
- supplier/service provider

Project plan will include some or all of:

- acquisition strategies
- budget and financial management strategy
- contract management
- cost estimates
- evaluation criteria
- expected outcomes/measurable benefits of the project
- facilities
- inclusions and exclusions from project
- information/communication strategy
- intellectual property strategies
- milestones
- objectives
- outputs/project deliverables and their acceptance criteria
- people plan including human resource management and human resource development
- performance criteria/indicators
- project control mechanisms
- project implementation strategy

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- project governance strategy
- purpose
- quality assurance
- quality control
- quality standards for project
- rationale
- required project resources
- resource management
- risk management
- roles and responsibilities
- schedule/timeline
- task/work breakdown structure (WBS)

Policy and procedures may include:

- government legislation (Federal, State and Local) affecting organisation's administration such as:
  - public sector management acts
  - financial management and accounting legislation and regulations
  - privacy legislation
- government and organisational guidelines and procedures relating to:
  - project governance
  - resourcing
  - security
  - strategic plans
  - recruitment
  - risk management
  - procurement guidelines
  - designation approvals
  - industrial agreements

Management of project wind-down may include:

- risks
- issues
- assets
- consultants
- project team
- support staff

Documentation may include:

- project completion report
- supplier performance reports
- whole-of-life support plans
- transfer documents

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- financial reports and acquittals

Approvals may be required from:

- project sponsor/funding body
- business owner of the project
- program manager
- line manager
- project governance office/personnel in the organisation
- chief executive officer, manager or management representative
- customer or client

Unit Sector(s)

Not applicable.

Competency field

Project Management.

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PSPPM504A Carry out complex project activities

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the work activities required to carry out complex project activities or multiple projects simultaneously. Typically this work is undertaken by project officers who are required to work on projects for multiple clients, or all aspects of larger projects. They are sometimes responsible for all the project deliverables, and at other times they work in teams on aspects of a number of projects. Contract management requirements are not included, as this aspect is addressed by units of competency within the Competency field of *Procurement and Contract Management*.

The unit includes reviewing and confirming requirements of each project/activity, organising and undertaking project activities, managing the progress of multiple projects/activities and finalising projects/activities.

In practice, conducting complex project activities overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Review and confirm project requirements	1.1 Limits of own responsibility and reporting requirements are confirmed for each of the projects/project activities assigned. 1.2 Information and supporting materials for each project/project activity are obtained in accordance with project requirements, organisational ***policy and procedures***. 1.3 ***Project plans*** are analysed and requirements, timeframes, roles, responsibilities and ***stakeholder*** involvement are confirmed for each. 1.4 Project management procedures and controls are confirmed in accordance with each project plan, and any required changes are negotiated according to the project plan change management strategy. 1.5 Project plans are updated with confirmed information for milestones, resources, team members and steering committee details.
2. Organise and undertake project activities	2.1 Personal work plans are prepared to assign activities, timeframes and milestones for all projects/project activities to a single planning management framework to meet the progress requirements for each project/project activity. 2.2 Where project requirements cannot be accommodated and clashes occur, negotiations are conducted with project managers and/or supervisory staff to find a compromise satisfactory to all stakeholders. 2.3 Project tasks are accomplished in accordance with project plans

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ELEMENT	PERFORMANCE CRITERIA
	and any changes are managed in accordance with the approved project change strategy.
	2.4 ***Project data*** is captured and recorded in accordance with project requirements.
	2.5 Specialist advice and support are provided to project managers, steering committees and stakeholders as required to achieve project objectives.
3. **Manage progress of multiple projects/activities**	3.1 ***Project management tools*** are used for integration and timing of project activities and achievement of project outcomes.
	3.2 Risks to progress and achievement of project objectives are anticipated and reported to project management for action in accordance with ***risk management*** plans.
	3.3 Completion of project activities and progress against targets and milestones are monitored and corrective action is taken if needed, in accordance with project plans and in ***consultation with project manager***s.
	3.4 Problem solving to find innovative ***solutions*** to project problems or unplanned-for contingencies is undertaken in consultation with project management.
	3.5 Progress reports are provided as required by project communication plans.
4. **Finalise project activities**	4.1 Project deliverables for each project/activity are completed to the required standard in the required timeframes.
	4.2 Recordkeeping associated with each project is completed as required by project plans.
	4.3 Project processes are evaluated, issues identified and recommendations made for continuous improvement of projects/activities.
	4.4 Project reports are prepared containing required information completed to the required standard using agreed style, voice and formats.
	4.5 Project hand-overs of deliverables and return of borrowed/unused materials are completed in accordance with project plans and organisational procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

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Skill requirements

Look for evidence that confirms skills in:

- managing the logistics of dealing with multiple projects/activities, masters and milestones
- managing self, time and costs
- using project management tools
- negotiating changes to timelines, roles and responsibilities
- communicating with project managers and other stakeholders using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- recording information, writing recommendations and preparing reports requiring complex language structures and precision of expression
- applying workplace safety procedures in line with project requirements
- accessing/preparing information electronically or in hard copy

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, organisational policies and procedures that may impact on projects and management of the projects, for example:
  - public sector codes of ethics/conduct
  - occupational health and safety and environmental and sustainaibilty standards
- project governance requirements
- quality standards
- risk management
- procurement
- financial management
- human resources
- equal employment opportunity, equity and diversity principles
- principles of project management
- project management tools to suit the combination of projects/activities carried out
- risk management strategies for carrying out multiple projects

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training

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Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV502B Develop client services
  - PSPGOV503B Coordinate resource allocation and usage
  - PSPGOV504B Undertake research and analysis
  - PSPGOV505A Promote diversity
  - PSPGOV507A Undertake negotiations
  - PSPGOV512A Use complex workplace communication strategies
  - PSPPROC501A Manage contract risk
  - PSPPROC502A Establish contract management arrangements
  - PSPPROC503A Manage contract performance

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- complex project activities carried out in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, guidelines, procedures and protocols relating to project management
- workplace project documentation
- scenarios and case studies
- examples of project management tools

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when conducting multiple project activities, including coping with difficulties, irregularities

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and breakdowns in routine
- complex project activities carried out in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Policy and procedures may include:

- government legislation (Federal, State and Local) affecting organisation's administration such as:
  - public sector management acts
  - financial management and accounting legislation and

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regulations
- privacy legislation

- government and organisational guidelines and procedures relating to:
  - project governance
  - resourcing
  - security
  - strategic plans
  - recruitment
  - risk management
  - procurement guidelines
  - designation approvals
  - industrial agreements
  - environmental and sustainability standards

Project plans will include some or all of:

- acquisition strategies
- budget and financial management strategy
- contract management
- cost estimates
- evaluation criteria
- expected outcomes/measurable benefits of the project
- facilities
- inclusions and exclusions from project
- information/communication strategy
- intellectual property strategies
- milestones
- objectives
- occupational health and safety plan
- outputs/project deliverables and their acceptance criteria
- people plan including human resource management and human resource development
- performance criteria/indicators
- project control mechanisms
- project implementation strategy
- project governance strategy
- purpose
- quality assurance
- quality control
- quality standards for project
- rationale
- required project resources

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- resource management
- risk management
- roles and responsibilities
- schedule/timeline
- task/work breakdown structure (WBS)

Stakeholders may include

- project sponsor/funding bodies
- clients or customers (internal and external)
- industry
- other agencies
- general public
- relevant interest groups
- unions
- functional areas
- the organisation's senior management
- Ministers
- project team
- steering committee members
- end user
- supplier/service provider

Project data may include

- research data
- quality data including trials or test results
- draft materials
- samples, prototypes, models
- project outcomes
- record of time spent on project and progress in completing project
- correspondence
- financial data including costs, expenditure, income generated, purchases

Project management tools may include:

- risk analysis
- organisational project governance framework
- communications plan
- reporting framework
- project management software and other tools:
  - Gantt and bar charts
  - Program Evaluation and Review Technique (PERT) charts
  - Critical Path Method
  - cost schedule control system

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- logistics support analysis
- life cycle cost analysis
- spreadsheets
- recording systems - electronic and manual

Risk management may include:

- removing the risk
- transferring the risk
- minimising the risk
- accepting the risk
- preparing a contingency plan
- keeping reserves

Consultation with project managers may also include:

- steering committees
- project sponsors
- business owners of the projects
- program managers
- specialist project management office
- chief executive officer, manager or management representative
- funding body representatives
- customers or clients

Solutions to problems may include:

- reducing costs
- researching and applying more efficient methods of completing project tasks
- seeking further resources to meet deadline
- negotiating an extension of deadline or redefining completion or quantities or quality of outcomes
- sharing of ideas to gain improvements to work undertaken within the project
- outsourcing aspects of the project
- changing roles and responsibilities within project team

Unit Sector(s)

Not applicable.

Competency field

Project Management.

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PSPPOL404A Support policy implementation

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the identification and application of policy in a public sector work environment. It includes identifying relevant policy, implementing policy, and monitoring and reporting on policy implementation.

In practice, supporting policy implementation occurs in the context of other generalist or specialist work activities such as delivering client services, providing input to change, implementing workplace safety procedures, awarding contracts.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Identify relevant policy**	1.1 ***Work situations*** that are shaped by government or organisation policy are identified in accordance with public sector guidelines. 1.2 ***Policy*** relating to particular work situations is identified and located.
2. **Implement policy**	2.1 Policy to be implemented is interpreted under direction to identify and plan for change in work practices. 2.2 The implications of policy for individual work practices are identified, and practices are confirmed/adjusted to reflect policy requirements in accordance with organisational procedures. 2.3 Others affected by policy requirements are supported to accommodate those requirements. 2.4 Policy is implemented to support achievement of outcomes intended in specific work areas.
3. **Monitor and report on policy implementation**	3.1 Information that will assist with the evaluation of the effectiveness of policy implementation is gathered, recorded and reported under direction in accordance with organisational procedures. 3.2 ***Information*** that will assist with the evaluation of the impact of policy implementation on organisational outcomes is gathered, recorded and reported under direction in accordance with organisational procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for

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this unit.

Skill requirements

Look for evidence that confirms skills in:

- reading complex and formal documents such as policy and legislation and providing information on their application
- researching and providing information
- preparing written reports requiring accuracy of expression and language and structures suited to the intended audience
- working with legislation drafters and legal advisers
- writing guidelines in plain English
- working as a member of a team to consult on and prepare policy guidelines
- adjusting communication to suit different audiences
- responding to diversity, including gender and disability
- gathering and analysing policy feedback
- accessing policies and legislation electronically or in hard copy
- identifying and addressing the environmental and occupational health and safety implications of policy/s being implemented

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- practices and procedures for developing policy guidelines
- policy feedback mechanisms
- current organisation policies
- whole of government policies and international policy obligations that impact on organisation policy
- organisation and government procedures and protocols
- public sector code/s of ethics and code/s of conduct
- equal employment opportunity, equity and diversity principles
- environmental and occupational health and safety implications of policy/s being implemented

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*

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together

- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to, public sector generalist and specialist units in the Certificate IV in Government.

Choice from the following is recommended:

- PSPGOV402B Deliver and monitor service to clients
- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV408A Value diversity
- PSPGOV422A Apply government processes
- PSPREG407B Produce formal record of interview
- PSPREG410B Give evidence
- PSPPROC409A Receive and select offers

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- policy implementation supported in a range of (2 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- relevant policy and legislation
- public sector standards, procedures and protocols
- policy guidelines

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when supporting policy implementation, including coping with difficulties, irregularities and breakdowns in routine
- policy implementation supported in a range of (2 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds

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- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Work situations may include:	• processes • outcomes • priorities • client services • core business • service delivery mode/s • organisational structure
Policy may include:	• government policy • organisation policy
Information for evaluation may include:	• statistical data • qualitative data

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- anecdotal feedback
- survey data
- stakeholder opinions

Unit Sector(s)

Not applicable.

Competency field

Policy.

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PSPPOL602A Provide policy advice

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the provision of policy advice to policy developers, internal policy staff, other staff, and for external queries from the government, Ministers, other public sector organisations, the public, etc. It includes interpreting and advising on public policy, and providing input to policy evaluation and review.

In practice, the provision of policy advice may overlap with other generalist and specialist work activities such as managing change, managing diversity, managing workplace safety, managing the delivery of client services, managing risk, directing the management of contracts.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Interpret and advise on public policy**	1.1 ***Policy*** is analysed and interpretations on its intent and implications are ***provided*** in accordance with organisational procedures. 1.2 Interpretive advice is provided on the relevant acts, regulations, procedures, codes of practice, standards and guidelines related to policy, in accordance with organisational procedures. 1.3 Written interpretations are provided, supported by defensible evidence and reflect consideration of their intended use and consequences in accordance with legislative requirements. 1.4 Policy advice is communicated in a manner that addresses the requirements of users. 1.5 Policy questions referred by policy staff are resolved or ***consultative mechanisms*** are used to gain additional clarification or opinions.
2. **Provide input to policy evaluation and review**	2.1 Policy feedback data is captured and analysed to identify strengths, weaknesses, and any implementation issues in accordance with organisational requirements. 2.2 Both planned and unintentional outcomes of policy implementation are analysed and feedback is provided against the evaluation criteria in the policy implementation plan. 2.3 A comparison of the intended versus actual outcomes of policy implementation is prepared and provided in accordance with organisational procedures. 2.4 The internal and external environments are monitored for policy implications, and strategies are prepared to respond to potential or impending ***policy changes*** in accordance with organisational requirements. 2.5 Recommendations for continuous improvement, termination or succession of policies are prepared in accordance with

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ELEMENT	PERFORMANCE CRITERIA
	organisational requirements.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- reading and evaluating complex and formal documents such as policy and legislation
- researching, analysing and presenting information
- preparing written reports requiring precision of expression and language and structures suited to the intended audience
- working as a member of an inter-agency team to consult on and validate policy
- adjusting communication to suit different audiences
- responding to diversity, including gender and disability
- dealing with different points of view and dissenting stakeholders
- accessing policies and legislation electronically or in hard copy
- identifying and addressing the environmental and occupational health and safety implications of policy/s being developed

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- policy development processes and practices in the public sector
- current policies underpinning the work area
- government procedures and protocols
- public sector code/s of ethics and code/s of conduct
- principles of community engagement in policy development
- equal employment opportunity, equity and diversity principles
- environmental and occupational health and safety implications of policy/s being developed

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance

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Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPMNGT604B Manage change
  - PSPMNGT605B Manage diversity
  - PSPMNGT606B Manage quality client service
  - PSPMNGT608B Manage risk
  - PSPOHS602A Manage workplace safety
  - PSPPROC602B Direct the management of contracts

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- provision of policy advice in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- public sector policy and legislation
- public sector standards, procedures and protocols
- precedents for policy interpretation
- policy evaluation guidelines

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when advising on policy, including coping with difficulties, irregularities and breakdowns in routine
- provision of policy advice in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse

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backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Policy may include:

- public policy
- public sector policy
- central agency policy
- organisation policy relevant to any aspect of an organisation's business, such as policies relating to:
  - core business
  - client services
  - business structure
  - human resources
  - administration
  - financial management

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- work practices
- training
- information technology
- technical/professional requirements
- legal requirements

Policy advice may be provided to:

- government
- Ministers
- other public sector organisations
- community groups
- the public
- policy developers
- internal policy staff
- other staff

Consultative mechanisms may include:

- discussion with other policy managers
- seeking clarification from the policy developer
- seeking legal opinion
- workplace consultative committees

Policy changes may be caused by:

- machinery of government changes
- a shift to designing policy around a set of government priorities not organisational structures/individual agencies
- a focus on whole of government policies
- changes to legal risks
- emphasis on policy research focused on the mid to long term, as well as that developed to meet immediate needs of government
- national or international events such as:
  - change in government
  - changes in government policy
  - changes in strategic direction
  - changes in legislation
  - changes in the policies of other governments
  - changing social trends
  - economic/technological change

Unit Sector(s)

Not applicable.

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Competency field

Policy.

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PSPPOL603A Manage policy implementation

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the interpretation of policy and the management of the policy implementation process. It includes interpreting and communicating the requirements of policy, and policy implementation.

In practice, the management of policy implementation occurs in the context of other generalist and specialist work activities such as managing change, managing diversity, managing workplace safety, managing the delivery of client services, managing risk, directing the management of contracts.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret and communicate requirements of policy	1.1 The expected outcomes of policy implementation are identified and explained to staff in a manner suited to their levels of understanding, experience and ***specific needs***. 1.2 ***Policy*** is interpreted relative to workplace responsibilities and accountabilities. 1.3 The impact on ***work activities*** of policy implementation is communicated to staff. 1.4 Staff are assisted with the interpretation of policy and its application to their work. 1.5 Policy and its implications are explained to other stakeholders using language and materials to suit their current level of knowledge, experience and specific needs.
2. Implement policy	2.1 Potential or impending policy changes are identified and strategies are prepared to accommodate and communicate those changes 2.2 Work plans are prepared in consultation with staff and management to ensure that policy is implemented as intended. 2.3 Staff performance is monitored to ensure that it complies with policy and corrective action is taken as necessary. 2.4 Staff are assisted in adjusting to changes in accordance with their needs and experience.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

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Skill requirements

Look for evidence that confirms skills in:

- interpreting complex and formal documents such as policy and legislation, and assisting others to apply them in the workplace
- using communication to suit different audiences
- responding to diversity, including gender and disability
- accessing legislation and codes of ethics electronically or in hard copy
- preparing work plans requiring attention to detail and the interpretation and application of complex language and/or concepts
- providing leadership to the workgroup in the interpretation and implementation of policy
- identifying and addressing the environmental and occupational health and safety implications of the policy/s to be implemented

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- range and type of policies relating to the public sector
- public sector code/s of ethics and code/s of conduct
- organisation and government procedures
- equal employment opportunity, equity and diversity principles
- environmental and occupational health and safety implications of policy/s being implemented

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre -requisite* units that must be achieved prior to this unit:*Nil*
- *Co -requisite* units that must be assessed with this unit:*Nil*
- *Co -assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPMNGT604B Manage change
  - PSPMNGT605B Manage diversity
  - PSPMNGT606B Manage quality client service
  - PSPMNGT608B Manage risk

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- PSPOHS602A Manage workplace safety
- PSPPROC602B Direct the management of contracts

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- management of policy implementation in a range of (2 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- relevant policy and legislation
- public sector standards, procedures and protocols
- policy guidelines

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when managing the implementation of policy, including coping with difficulties, irregularities and breakdowns in routine
- management of policy implementation in a range of (2 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects

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- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Specific needs may include:	• educational level • preferred language • literacy or numeracy • cultural background • ethnicity • gender • preferred interpersonal approach • physical ability • thinking/learning styles • work experience • working styles
Policy may include:	• government policy • organisation policy
Work activities may include:	• processes • outcomes • priorities • client services • core business • service delivery mode/s • organisational structure

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Unit Sector(s)

Not applicable.

Competency field

Policy.

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PSPPROC303A Carry out basic procurement

Modification History

Release	TP Version	Comments
3	PSP12V1	Layout adjusted. No changes to content.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the expenditure of public monies for simple purchasing that requires simple and routine purchasing tasks to be undertaken under supervision. Goods and services are of low value or low risk, and purchasing is in accordance with government policy, public accountability requirements and organisational procedures. The unit includes planning for and undertaking procurement, and receiving goods and services.

In practice, undertaking basic procurement may overlap with other generalist or specialist work activities, such as working effectively in the organisation, upholding the values of public service or local government, complying with legislation, and using resources and financial systems.

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

Application of the Unit

This unit applies to those who undertake purchasing as part of their role, whether as an initiator of a purchase or as an approver. This unit may not be appropriate for those who have a significant role in procurement.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan for basic procurement of goods or services	1.1. ***Delegation/limit of authority*** for basic procurement of goods or services is confirmed. 1.2. Procurement requirements are researched, confirmed and clarified as necessary with ***relevant personnel***. 1.3. Most suitable ***option for acquiring goods or services*** is determined in accordance with legislation, policy and procedures, and value for money considerations. 1.4. Approval processes for procurement options are identified. 1.5. ***Risk planning*** is conducted for the procurement activity in accordance with procedures, delegation and guidelines.
2. Undertake procurement	2.1. Approvals are obtained as necessary for procurement of goods or services in accordance with organisational policy and procedures. 2.2. Quotations are obtained if necessary in accordance with legislation, policy and procedures, and any conflict of interest is declared and resolved in accordance with organisational policy and procedures. 2.3. Suppliers or service providers are assessed and selected on the basis of ***best value for money***. 2.4. Procurement is initiated or orders are placed in

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	accordance with selected procurement option. 2.5. Procurement is conducted in accordance with the organisation's probity and governance requirements. 2.6. Procurement is conducted in line with the organisation's ***financial management system***.
3. Receive goods or services	3.1. Goods are received or provision of services is accepted in accordance with procurement requirements. 3.2. Quality assurance processes are implemented to ensure goods or services meet procurement specifications and outcomes required. 3.3. Action is taken to resolve non-compliance with specifications within limits of own authority, or is referred according to organisational policy and procedures. 3.4. Receipt of goods or services is ***confirmed*** and accounts are processed for payment according to organisational procedures. 3.5. ***Records*** are maintained and reporting obligations are met according to organisational and legal requirements to provide an audit trail and for other organisational purposes.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - write and communicate procurement requirements in unambiguous terms
  - consult and negotiate with providers
  - provide feedback
- teamwork skills to:
  - work independently or under direction as appropriate to the situation
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to:
  - assess procurement options and select the most suitable option
  - assess goods and services against specifications
- initiative and enterprise skills to apply OHS and environmental requirements to basic procurement requirements
- planning and organising skills to apply risk-management processes

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- self-management skills to apply codes of conduct, codes of practice and standards of individual behaviour
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures
- technology skills to:
  - operate organisational IT systems
  - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government procurement guidelines, including environmental purchasing guidelines
- organisation's code of conduct, codes of practice and standards of individual behaviour relating to procurement of goods and services, in particular identifying and managing conflict of interest, gifts and inappropriate relationships with providers
- procurement options and methods
- probity and ethical issues
- procedures for receipt and payment of goods or services, including credit card procedures
- procurement approval procedures
- financial and government accountability requirements
- equal employment opportunity, equity and diversity principles
- public sector legislation and guidelines, including OHS and environment

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Competency must be demonstrated by undertaking basic procurement of goods or services consistently in accordance with legislative and organisational requirements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • produce a procurement plan appropriate to the scale, complexity and risk of the procurement • implement the procurement plan in a way that reflects organisational policies and approaches • use relevant template documents • accept delivered goods and services into use • operate within own delegations and seek advice when

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appropriate
- keep records of procurement activities.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least three separate occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to basic procurement of goods and services
- codes of conduct and codes of practice
- workplace scenarios and case studies relating to a range of basic procurement activities
- case studies that incorporate dilemmas, and probity requirements relating to basic procurement of goods and services.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies selected for basic procurement
- review of basic procurement plans, requests for quotation, quotation evaluation plans, selection reports, credit card purchase documents, approvals obtained, simple budgets, invoices paid, other financial documents and other documentation prepared by the candidate in a range of contexts
- feedback from peers or supervisors on actions taken to monitor and review contract performance

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC301B Uphold the values and principles of

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public service
- PSPGOV301B Work effectively in the organisation
- PSPGOV305B Access and use resources and financial systems
- PSPGOV309A Address client needs
- PSPGOV312A Use workplace communication strategies
- PSPLEGN301B Comply with legislation in the public sector

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Delegation/limit of authority may include:	• low value or low risk procurement • one-off purchases • expenditure approval limits • approval processes • procurement decision making
Relevant personnel may include:	• internal user of procured goods or services • supervisor • specialist procurement personnel • supplier
Options for acquiring goods or services may include:	• purchasing off an existing contract, standing offer or multi-use list • government credit card transactions • direct purchase from retail or wholesale outlets • petty cash • standard electronic commerce or online transactions
Risk planning may include:	• stakeholder consultation • confirmation that a procurement process is necessary • confirmation that funds are available • confirmation that required approvals have been obtained
Best value for money	• availability

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includes:	• ease of disposal • price • through life support • warranty • quality and suitability of product
Financial management system may include:	• procurement and contracts' register • delegations and authorities • reporting requirements • record keeping • receiving and accepting deliverables • payment approval process • credit card process
Confirmation may include:	• verbal and written • internal and external • to users • to management.
Records may include:	• purchase requests and orders • invoices and payment requests • statements and petty cash vouchers • records of authorised decisions • corporate credit card transaction statements • records of supplier performance • financial statements • asset registers • actions taken to manage identified conflict of interest • records of conversation • procurement reporting

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC405C Dispose of assets

Modification History

Release	TP Version	Comments
3	PSP12V1	Layout adjusted. No changes to content.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the disposal of assets effectively, and focuses on gaining a return from sales. It includes identifying assets for disposal, developing and implementing an asset disposal strategy, and evaluating asset disposal.

In practice, disposing of assets overlaps with other generalist and specialist public sector work activities, such as upholding and supporting the values and principles of public service or local government, identifying and treating risks, exercising delegations, applying government processes, encouraging compliance with legislation in the public sector or local government, planning procurement, developing and distributing requests for offers, selecting providers and managing contracts.

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

Application of the Unit

This unit applies to people who may have to organise or carry out the disposal of assets as part of their role.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify assets for disposal.	1.1. Assets are identified for disposal in accordance with ***legislation***, ***policy*** and organisational needs.
2. Develop a strategy for the disposal of assets.	2.1. Potential market value of assets is determined in accordance with policy, practice and public sector standards. 2.2. Case for expending resources to add value to assets prior to sale is evaluated and decisions are made according to organisational policy and procedures. 2.3. ***Options for disposal*** are investigated and the method providing maximum return is determined in the context of policy, probity requirements and desired outcomes. 2.4. Disposal requirements for ***special categories of assets*** are taken into account, including environmental and corporate social responsibility issues. 2.5. ***Stakeholders*** are consulted about disposal strategy and their feedback is incorporated.
3. Implement a disposal strategy.	3.1. Goods are written off and disposed of according to approved disposal plan, policy, probity requirements and organisational/industry practice. 3.2. Records of disposal activity are maintained for audit and evaluation purposes according to policy and practice.

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4. Evaluate asset disposal.	4.1. Disposal of assets is evaluated against expected outcomes, including forecast market value of assets, and is documented according to policy and guidelines.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - prepare documentation and audit trail for disposed assets
  - communicate and network with a range of audiences, such as clients, suppliers, stakeholders and end users
  - provide feedback
- teamwork skills to:
  - work independently or under direction as appropriate to the situation
  - model team leadership approaches if appropriate
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to:
  - read complex, formal documents, such as legislation and guidelines and apply them to asset disposal
  - make judgements to provide maximum return from asset disposal
- planning and organising skills to:
  - manage projects relating to asset disposal
  - manage financial and other resources in the context of asset disposal
  - research information about asset disposal
- self-management skills to:
  - apply workplace safety and environmental and sustainability procedures in the context of asset disposal
  - apply probity requirements in relation to the disposal of assets
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures
- technology skills to:
  - operate organisational IT systems
  - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government procurement guidelines

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- requirements of financial rules and regulations relating to asset disposal
- legal aspects of disposals
- disposal approval processes
- implications of particular contracting agreements for asset disposal
- implications of asset disposal for whole-of-life considerations
- options for government disposal
- risk management procedures for disposal of assets
- disposal requirements for special categories of assets
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to disposal of assets
- legislation, policy and procedures relating to asset disposal, including occupational OHS, environmental, sustainability and corporate social responsibility considerations

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Competency must be demonstrated in the ability to dispose of assets consistently and in accordance with legislative and organisational requirements.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- use different methods to identify assets for disposal
- develop a strategy for the disposal of assets that considers all relevant disposal options
- develop a disposal strategy, which may be from a template
- implement a disposal strategy
- review the disposal activity and make recommendations about improvements that could be implemented in future disposals
- act within own delegations and refer issues to higher authority when necessary.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least

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two separate occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to disposing of assets
- codes of conduct and codes of practice
- workplace scenarios and case studies relating to a range of procurement activities associated with disposal of assets
- case studies that incorporate dilemmas, and probity requirements relating to disposal of assets.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for disposal of assets
- review of disposal plans, plans for disposing of specific classes of assets, budgets, contracts, risk assessments and other documentation prepared by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC401A Uphold and support the values and principles of public service
- PSPGOV417A Identify and treat risks
- PSPGOV421A Exercise delegations
- PSPLEGN401A Encourage compliance with legislation in the public sector

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- PSPPROC411A Plan procurement
- PSPPROC412A Develop and distribute requests for offers
- PSPPROC413A Select providers and develop contracts
- PSPPROC414A Manage contracts.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Legislation and policies may include:

- Commonwealth or state and territory legislation, including legislation that may apply specifically to disposal activities, such as environmental, hazardous materials, cultural and heritage
- council rules and by-laws
- organisational policies and practices
- probity guidelines

Options for disposal may include:

- controlled reclamation
- public sale
- auction
- tenders
- private treaty
- trade-in
- pre-priced sales
- transfer to another government organisation
- agents and brokers
- conversion to training aids
- destruction
- transfer to museums
- donation

Special categories of assets may include:

- reusable and recyclable items
- information technology equipment
- vehicles
- heritage and cultural interest items
- arms and controlled defence and related goods

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- security classified material
- intellectual property
- staff housing
- stores located overseas
- buildings for removal
- goods and services forfeited to the government
- dangerous goods and hazardous materials

Stakeholders may include:

- end users, customers or clients, and sponsors
- current or potential providers or suppliers
- technical or functional experts or advisers
- commonwealth, state or territory, and local government departments
- own organisation
- other public sector organisations
- employees, unions and staff associations
- industry bodies
- local communities
- lobby groups
- special user groups

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC411A Plan procurement

Modification History

Release	TP Version	Comments
3	PSP12V1	Layout adjusted. No changes to content.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the ability to plan, justify and approve of procurement requirements to achieve the required outcome. It includes defining and justifying the need, researching potential impact and risks, and securing organisational support to proceed with procurement activity.

In practice, planning procurement overlaps with other generalist and specialist public sector and local government work activities, such as upholding and supporting the values and principles of public service, identifying and treating risks, exercising delegations, applying government processes, encouraging compliance with legislation in the public sector or local government, developing and distributing requests for offers, selecting providers and managing contracts.

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

Application of the Unit

The unit applies to those who plan for procurement, including those who specialise in procurement.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret procurement requirements	1.1. Consultation is undertaken with ***stakeholders*** to determine whether viable alternatives to procurement exist that address identified business need, to define and clarify requirements, and to justify the procurement decision. 1.2. Scoping of procurement requirements is conducted identifying outcomes, objectives and logistics/supply chain factors. 1.3. ***Market analysis*** is conducted to identify factors that may impact on procurement decisions. 1.4. ***Procurement approvals and appropriations*** are confirmed for whole-of-life of the activity. 1.5. ***Information on sources of supply*** is accessed to determine possible providers and any conflict of interest is identified and resolved. 1.6. Planned provider contract arrangements are specified in accordance with ***legislation***, ***policy and probity requirements***. 1.7. ***Issues and opportunities*** are investigated for integration into procurement activity.
2. Plan procurement activities	2.1. Procurement requirement that meets legislative, policy and probity requirements is outlined from transition to close-out.

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	2.2. Opportunities to obtain stakeholder input at all stages of the procurement process are actively planned. 2.3. ***Resource requirements*** are confirmed and committed in a timely manner and responsible authorities are nominated. 2.4. Strategies for briefing potential bidders are included when required, are practical and meet probity requirements of fairness and impartiality, public sector standards and organisational protocols. 2.5. Consideration is given to environmental and sustainability practices along with corporate social responsibility practices at all stages of the procurement process.
3. Develop procurement plans	3.1. ***Procurement approval documentation*** and ***procurement plan*** are developed and approved which contain relevant detail about the procurement process and desired business outcomes, according to organisational policy and public sector standards. 3.2. ***Stakeholder input is sought at all stages during the development of the procurement plan***. 3.3. ***Probity risks*** in the procurement process are expressly considered during the development of the procurement plan. 3.4. Approved procurement plan or strategy is communicated to stakeholders.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult with stakeholders, involving complex oral and written exchanges of information
  - write a procurement requirement, which may require complex style and language expressed in unambiguous terms
  - provide feedback
- teamwork skills to:
  - work independently or under direction as appropriate to the situation
  - model team leadership approaches if appropriate
  - respond to diversity

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    - refer issues to the correct person
- problem-solving skills to:
    - undertake analysis of issues relating to procurement need
    - make comparisons, justify a point of view and provide supporting evidence
- initiative and enterprise skills to apply OHS, environmental, sustainability and corporate social responsibility practices in the context of developing requests for offers
- planning and organising skills to:
    - research issues relating to procurement need
    - plan issues relating to procurement need
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures
- technology skills to:
    - operate organisational IT systems
    - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
    - relating to contract management, including environmental purchasing and corporate social responsibility guidance
    - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to procurement
- life cycle costs
- whole-of-life considerations
- technical knowledge or subject matter expertise in the goods or services being procured
- aspects of law of contract, laws of tort, trade practices law, commercial law and other legislation relating to receipt and evaluation of offers, negotiation and award of contracts

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment Competency must be demonstrated in the ability to plan

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procurement consistently in accordance with legislative and organisational requirements.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- consult with a wide range of stakeholders in order to identify, confirm and clarify procurement requirements
- undertake market research
- develop business case, using templates if available
- develop a procurement plan, using templates if available
- act within own delegations and refer issues to higher authority when necessary.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to procuring goods and services
- codes of conduct and codes of practice
- workplace scenarios and case studies relating to a range of procurement activities
- case studies that incorporate dilemmas, and probity requirements relating to planning procurement of goods and services.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies selected for procurement planning
- review of business cases, budgets, procurement plans, risk assessments, procurement approvals and other documentation prepared or obtained by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the

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candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC401A Uphold and support the values and principles of public service
- PSPGOV417A Identify and treat risks
- PSPGOV421A Exercise delegations
- PSPLEGN401A Encourage compliance with legislation in the public sector
- PSPPROC412A Develop and distribute requests for offers
- PSPPROC413A Select providers and develop contracts.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Stakeholders may include:

- end users, customers or clients, and sponsors
- current or potential providers or suppliers
- technical or functional experts or advisers
- commonwealth, state or territory, and local government
- the organisation
- other public sector organisations
- employees, unions and staff associations
- industry bodies
- local communities
- lobby groups and special user groups
- experts, including financial, legal, technical, commercial and probity.

Market analysis may include:

- structure of market
- 'players' in the market
- market capability

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- market maturity
- market strength
- factors or conditions that may affect supply
- supplier positioning and referencing
- supplier viability analysis
- potential impact of intended contracting activity.

Procurement approvals and appropriations may require:

- ministerial authorisation
- compliance with instructions or finance circulars
- CEO or board authorisation
- confirmation by chief financial officer
- delegate approval
- budget approval
- business case approval
- special consideration if they concern:
  - long-term travel deals
  - long-term computer deals
  - long-term lease deals
  - issuing indemnities.

Information on sources of supply may include:

- Yellow Pages
- buyers guides, supplier brochures and advertisements
- purchasing contract awareness service
- suppliers' previous histories and files
- peer, supplier and customer networks
- computer-aided purchase of computers
- newspapers, journals, bulletins or directories
- government gazettal notices
- internet.

Legislation, ***policy and probity requirements*** may include:

- commonwealth or state and territory legislation
- equal employment opportunity and anti-discrimination law
- commonwealth, and state or territory government procurement guidelines
- organisational policies and practices
- probity guidelines
- codes of conduct, codes of practice and standards of individual behaviour relating to procurement
- security and confidentiality
- risk management
- environmental, sustainability and corporate social responsibility principles.

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Issues and opportunities may include:	• risk sharing • cost sharing • cost escalation • intellectual property rights • knowledge management • corporate knowledge • libraries and archives • capital equipment and asset ownership • value engineering • value management • innovation • continuous improvement • future organisational requirements • quality • whole-of-life considerations • organisational integration and cooperation.
Resource requirements may include:	• facilities • information technology • personnel • budget support equipment • use of contractor staff • professional service providers • risk assessment.
Procurement approval documentation may include:	• business case • justifications • delegate submissions.
Procurement plan may include:	• formal documented procurement plan, either using an organisational template or not using a template • procurement strategy • acquisition strategy • leasing strategy.
Probity risks may include:	• corruption • fraud • conflict of interest (actual, perceived or potential) • unfair treatment of providers or potential providers • misuse of resources • misuse of information • manipulation of the marketplace.

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Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC412A Develop and distribute requests for offers

Modification History

Release	TP Version	Comments
3	PSP12V1	Layout adjusted. No changes to content.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the competencies required to develop and disseminate a request for offers to fulfil procurement requirements. It includes specifying the requirement, developing the formal request for offer documents and developing the offer evaluation plan.

In practice, developing and distributing requests for offers overlaps with other generalist and specialist public sector and local government work activities, such as upholding and supporting the values and principles of public service, identifying and treating risks, exercising delegations, applying government processes, encouraging compliance with legislation in the public sector or local government, planning procurement, selecting providers and managing contracts.

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

Application of the Unit

The unit applies to those who plan, prepare and develop formal requests for offers, including those who specialise in procurement.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Specify procurement requirement.	1.1. Scoping of requirement is undertaken to identify outcomes, objectives and ***practical requirements***. 1.2. Statement of requirement is prepared that meets organisational requirements for format and content and is acceptable to ***stakeholders***. 1.3. Needs of clients, end users and other stakeholders are considered and incorporated into statement of requirement. 1.4. Procurement outcome is fair to, and achievable by, potential providers. 1.5. Planned provider contract arrangements are specified according to policy and guidelines. 1.6. ***Standards of performance*** and ***codes of practice***, incentives, disincentives and performance measures are specified.
2. Develop request for offers.	2.1. ***Request for offers*** and contractual conditions suitable for procurement activity are developed and clarified with clients, providers and/or experts as necessary. 2.2. Contractual conditions suitable for procurement activity are developed and clarified with clients, providers and/or experts as necessary. 2.3. When possible and appropriate, ***input*** on content of

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	request for offer documents and proposed contractual conditions is obtained from market according to probity requirement of impartiality. 2.4. Approvals to approach marketplace are obtained according to organisational policy and procedures. 2.5. Records relating to documenting request, and seeking, processing and closing ***offers***, are maintained according to organisational procedures and legal requirements.
3. Develop offer evaluation plan.	3.1. ***Offer evaluation plan***, including ***criteria for evaluation***, is developed, documented and approved prior to releasing formal request documentation to the market. 3.2. Where used, ***specialist expertise*** is arranged to evaluate offers and the structure and membership of evaluation panel. 3.3. Offer evaluation plan complies with ***probity requirements***, in particular impartiality and management of conflict of interest.
4. Manage distribution and receipt of offers.	4.1. Request for offers is disseminated according to organisational procedures and guidelines, and public sector standards. 4.2. Briefings and clarification of information in the request for offer are undertaken as required according to procurement plan, organisational procedures and guidelines, public sector standards and probity requirements of fairness and impartiality. 4.3. ***Offers are received*** according to organisational procedures and guidelines, and public sector standards. 4.4. Requests for offers and closing offers are disseminated in line with ***probity issues***. 4.5. Late offers and non-conforming bids are dealt with according to procurement plan and request for offer documentation.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult with stakeholders, specialists and providers involving complex oral

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and written exchanges of information
    - read complex documents, such as contracts, legislation and guidelines
    - write requests for offers, which may include complex style and language expressed in unambiguous terms
    - provide feedback
- teamwork skills to:
    - work independently or under direction as appropriate to the situation
    - model team leadership approaches if appropriate
    - respond to diversity
    - refer issues to the correct person
- problem-solving skills to:
    - apply probity requirements in specifying and developing requests for offers, providing briefings and information, and receiving offers
    - apply OHS requirements (where safety or security may be an issue) when developing requests for offers
- initiative and enterprise skills to:
    - apply the content of complex documents, such as contracts, legislation and guidelines
    - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of developing requests for offers
- planning and organising skills to manage the release of documents to stakeholders
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures
- technology skills to:
    - operate organisational IT systems
    - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
    - relating to requests for offers, including environmental purchasing and corporate social responsibility guidance
    - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to developing and receiving requests for offers
- issues to be considered when developing requests for offers, including things like buying locally, and open or restricted opportunities to tender
- aspects of law of contract, laws of tort, trade practices law, commercial law and other legislation relating to requests for offers

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Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Competency must be demonstrated in the development and distribution of requests for offers; performed consistently and in accordance with legislative and organisational requirements.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- consult with stakeholders to develop a specification suited to the particular procurement being completed
- develop request for offer documentation, using templates where available
- develop offer evaluation plans with suitable evaluation criteria and evaluation process, using templates where available
- manage the release of requests for offers to industry
- manage the receipt of responses from industry
- apply probity principles relevant to this stage of the procurement process

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to procurement of goods and services
- codes of conduct and codes of practice
- workplace scenarios and case studies relating to a range of procurement activities associated with developing and distributing requests for offers
- case studies that incorporate dilemmas, and probity requirements relating to developing and distributing requests for offers

Method of assessment

The following assessment methods are suggested:

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- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for developing and distributing requests for offers
- review of requests for offers (including specifications), offer evaluation plans, industry briefs, risk assessments and other documentation prepared by the candidate in a range of contexts
- review of stakeholder engagement strategies used by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC401A Uphold and support the values and principles of public service
- PSPGOV417A Identify and treat risks
- PSPGOV421A Exercise delegations
- PSPLEGN401A Encourage compliance with legislation in the public sector
- PSPPROC411A Plan procurement
- PSPPROC413A Select providers and develop contracts
- PSPPROC414A Manage contracts.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Practical requirements may include:

- phases or stages of the procurement activity
- timeframes

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	• expertise needed • facilities needed • software and other tools needed
Stakeholders may include:	• end users, customers or clients, and sponsors • current or potential providers or suppliers • technical or functional experts or advisers • commonwealth, state or territory, and local government • the organisation • other public sector organisations • employees, unions and staff associations • industry bodies • local communities • lobby groups and special user groups
Standards of performance and ***codes of practice*** may include:	• value for money • quality measures • benchmarks • milestones and timeframes • performance indicators • codes of practice and standards of behaviour
Requests for offers may include invitations to submit:	• tenders • proposals • quotations • expressions of interest
Input may be obtained through:	• exposure of draft request for offer • request for information • industry comment process
Offers may include:	• tenders • written quotations • proposals • expressions of interest

Offer evaluation plan should:	• be consistent with public sector and organisational legislation, policy and guidelines, such as:
	  • commonwealth or state and territory legislation, including:
	  • equal employment opportunity and anti-discrimination
	  • risk management
	  • security and confidentiality

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- council rules and by-laws
- commonwealth, and state or territory government procurement guidelines, including environmental purchasing, access and equity, social justice guidelines
- organisational policies and practices
- environmental, sustainability and corporate social responsibility principles

- include practical and measurable criteria for selecting the provider and explanation of process that will be used to make selection

Criteria for evaluation may include:

- value for money
- demonstrated capacity to deliver outcomes
- available expertise
- project management expertise to deliver the outcomes on time and within budget
- meeting specific policy requirements, such as buying locally and environmental sustainability
- innovation

Specialist expertise may include:

- financial
- legal
- technical and user representatives
- commercial
- probity
- logistics

Probity requirements:

- may include:
  - accountability
  - transparency
  - confidentiality
  - managing conflict of interest
  - impartiality
- are maintained to:
  - ensure conformity to processes
  - facilitate accountability
  - ensure proponents are treated in a fair and equitable manner
  - encourage commercial completion
  - preserve public and private sector confidence in government processes

Offers are received:

- using a variety of forms, including:
  - traditional paper-based tender responses

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- computer disk
- electronic, such as internet, email, facsimile, and electronic tendering system

- by a variety of delivery methods, including:
  - post
  - courier
  - by hand
  - electronic lodgement

Probity issues may include:

- equity of access to tender documents
- fairness in provision of information
- decisions about when to accept or reject late tenders
- inappropriate assistance to prepare a tender
- conflict of interest.

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC413A Select providers and develop contracts

Modification History

Release	TP Version	Comments
3	PSP12V1	Layout adjusted. No changes to content.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the ability to select preferred providers as a result of a formal request for offer process. It includes evaluating offers, selecting preferred providers, obtaining approvals, developing and formalising contractual arrangements, and debriefing the market and other stakeholders.

In practice, selecting providers overlaps with other generalist and specialist public sector and local government work activities, such as upholding and supporting the values and principles of public service, identifying and treating risks, exercising delegations, applying government processes, encouraging compliance with legislation in the public sector or local government, planning procurement, developing and distributing requests for offers and managing contracts.

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

Application of the Unit

The unit applies to those who undertake the selection of providers, including those who specialise in procurement.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select preferred providers	1.1. Evaluation panel is formed and coordinated. 1.2. ***Offers*** are ***evaluated*** according to evaluation plan and organisational ***probity requirements*** which relate to managing conflicts of interest and adherence to public sector standards. 1.3. Specialist expertise is obtained where necessary to assist with evaluation of offers. 1.4. Clarification and negotiation of matters contained in offers are undertaken with bidders according to organisational guidelines and public sector standards. 1.5. Preferred providers are selected and recommendations for ***allocation of business*** are developed, justified and documented against selection criteria according to policy, procedures and governance requirements. 1.6. Approvals are obtained for the recommended offers. 1.7. Successful providers are notified in line with organisational protocols.
2. Develop and formalise contractual arrangements	2.1. Approvals are obtained to enter negotiations, when required, and negotiation of the final wording of ***contract*** is conducted according to organisational policy and procedures and defined probity frameworks as set out in the evaluation plan.

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	2.2. Approvals to enter into contracts are obtained according to policy and procedures. 2.3. Commitments are not made and contractors do not commence until contracts are signed. 2.4. Contracts are structured to capture and address identified risks, protect both parties, provide the basis for due performance, and outline expected standards of behaviour. 2.5. Contracts are entered into that are valid and legally binding to the parties.
3. Debrief market and other stakeholders	3.1. Advice on the contractual arrangements is provided to internal stakeholders according to organisational policy and procedures. 3.2. Unsuccessful bidders are informed and debriefed upon request with constructive feedback on their proposals. 3.3. Details of successful providers are made public according to probity requirements, organisational protocols and public sector standards.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult and negotiate with contractors and stakeholders, involving complex oral and written exchanges of information
  - network within probity boundaries with diverse stakeholders and contractors
  - read complex documents, such as contracts, legislation and guidelines
  - provide feedback
- teamwork skills to:
  - work independently or under direction as appropriate to the situation
  - model team leadership approaches if appropriate
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to apply probity requirements in evaluating offers, formalising contracts and debriefing stakeholders
- initiative and enterprise skills to:
  - apply the content of complex documents, such as contracts, legislation and guidelines

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    - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of selecting providers and developing contracts
- planning and organising skills to analyse and compare written information to ensure key elements from the specification and the procurement plan are captured in the written contract
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures
- technology skills to:
    - operate organisational IT systems
    - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
    - relating to award of contracts, including environmental purchasing and corporate social responsibility guidance
    - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to receipt and selection of offers
- aspects of law of contract, laws of tort, trade practices law, commercial law and other legislation relating to receipt and evaluation of offers, negotiation and award of contracts
- equal employment opportunity

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Competency must be demonstrated in the ability to select providers and develop contracts consistently in accordance with legislative and organisational requirements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • apply recognised offer evaluation methodologies to select a preferred provider • make provider selections in accordance with the offer evaluation plan, procurement plan and relevant policy and legislation

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- work with subject matter experts, such as legal, financial, commercial and technical
- adhere to probity requirements
- make written recommendations about suppliers to delegates and higher management
- act within the scope of own delegations
- keep appropriate records
- debrief relevant stakeholders about their performance.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to selecting providers and developing contracts
- codes of conduct and codes of practice
- workplace scenarios and case studies relating to a range of procurement activities associated with selecting providers and developing contracts
- case studies that incorporate dilemmas, and probity requirements relating to selecting providers and developing contracts

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for selecting providers and developing contracts
- review of selection reports, approvals and sign-offs, negotiation plans, draft contracts, final contracts, risk assessments and other documentation prepared by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in

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assessment	different situations or environments. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • PSPETHC401A Uphold and support the values and principles of public service • PSPGOV417A Identify and treat risks • PSPGOV421A Exercise delegations • PSPLEGN401A Encourage compliance with legislation in the public sector • PSPPROC411A Plan procurement • PSPPROC412A Develop and distribute requests for offers • PSPPROC414A Manage contracts.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Offers may include:	• delivery of goods for use or into store • provision of services • maintenance agreements • leasing agreements • consultancies • research and development • infrastructure assets

Evaluation:	• must include:
	  • processing offers
	  • determining value for money
	  • checking and investigating
	  • collating information
	  • comparative statements
	  • accountability
	• may include staged procurement

Probity requirements:	• may include:
	  • accountability
	  • transparency

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- confidentiality
- managing conflict of interest
- impartiality

- are maintained to:
  - encourage conformity to processes
  - facilitate accountability
  - ensure proponents are treated in a fair and equitable manner
  - encourage commercial completion
  - preserve public and private sector confidence in government processes

Allocation of business may include:

- single successful contractor
- multiple successful contractors
- standing offer (panel)
- multiple contracts as a result of a single request for offer

Contracts may include:

- memoranda of understanding and memoranda of agreement
- in-house option directives
- common use arrangements and standing offers
- inter and intra-government agreements
- service level agreements
- deeds of agreement

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC414A Manage contracts

Modification History

Release	TP Version	Comments
3	PSP12V1	Layout adjusted. No changes to content.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the ability to manage contracts. It includes undertaking preparations, establishing and maintaining contract management arrangements, monitoring and maintaining contract performance, and completing and reviewing contracts.

In practice, managing contracts overlaps with other generalist and specialist public sector work activities, such as upholding and supporting the values and principles of public service and local government, identifying and treating risks, exercising delegations, applying government processes, encouraging compliance with legislation in the public sector or local government, planning procurement, developing and distributing requests for offers and selecting providers.

Those who specialise in procurement are catered for by the units PSPPROC503B, PSPPROC504B, PSPPROC505A and PSPPROC506A, which address in depth the aspects of contract management performed by those who specialise in procurement.

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

Application of the Unit

This unit applies to those who are not specialist contract managers, but manage contracts as part of their role rather than as their primary role.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to manage a contract	1.1. ***Contract*** requirements, approvals and funding arrangements are confirmed and clarified where necessary, and obligations and limits of authority as contract manager are identified in line with contractual and organisational requirements. 1.2. Operational elements of the contract are confirmed and contact is made with ***specialists*** and ***stakeholders*** to clarify and assist with contract administration issues. 1.3. ***Key contract clauses*** are identified and their content is clarified as necessary to ensure contract requirements are understood. 1.4. Process, timings, and key performance indicators are identified from the contract and confirmed with stakeholders. 1.5. ***Risks*** are confirmed and a risk management plan is developed or reviewed in line with contract requirements and organisational policy and procedures. 1.6. ***Contract management strategy*** is developed or ***obtained*** and key details are entered from the contract. 1.7. Contract management team is formed and roles and responsibilities are allocated.
2. Implement a	2.1. Start-up or transition arrangements are confirmed

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contract management strategy	and implemented according to contract requirements and organisational procedures. 2.2. Information and ***communication strategies*** are established to meet contractor, stakeholder and organisational needs. 2.3. Risk management plan is monitored for effectiveness and adapted as necessary during the life of the contract. 2.4. Relationship with contractors and stakeholders is established and managed according to organisational policy and procedures and probity requirements. 2.5. Specialist expertise is obtained as necessary for progress meetings and for advice on or resolution of contract issues. 2.6. Consideration is given to OHS, environmental and sustainability principles and corporate social responsibility principles as they apply to the contract. 2.7. Contract information/documentation is maintained for organisational purposes according to organisational policy and procedures.
3. Monitor and maintain performance of a contract	3.1. Obligations to contractor and stakeholders are met according to contractual arrangements and organisational financial management requirements. 3.2. ***Monitoring and control measures*** and performance indicators are used to manage performance of contract and ensure that all obligations under the agreement are being met. 3.3. ***Contract variations*** are managed in accordance with the contract, organisational policy and procedures, and probity requirements. 3.4. ***Disputes*** and complaints are investigated and ***resolved*** or referred according to contract requirements. 3.5. ***Negotiation*** of issues relating to the contract is managed and approvals are obtained according to stipulations in the contract proper. 3.6. Communication is maintained with all stakeholders on the performance of the contract according to organisational protocols and public sector standards.
4. Complete and review contract.	4.1. Client satisfaction with contract deliverables is confirmed. 4.2. Contracts are finalised, amended, cancelled or terminated according to contractual arrangements. 4.3. Strategies are applied to manage close-out, and ensure renewal of contract or transition to a new contract

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meet organisational guidelines, probity requirements and public sector standards.

4.4. ***Review*** is undertaken of contract management, contractor performance relevant to measures at each stage of the contract, user satisfaction and audit results, when necessary.

4.5. Where measures or outcomes are not met in full, variances are documented and explained.

4.6. Information from the review and audit is used to report on contractor performance, to review contract management practice and make recommendations for improvement.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult and negotiate with contractors and stakeholders, involving complex oral and written exchanges of information
  - network, within probity boundaries, with diverse stakeholders and contractors
  - read complex documents, such as contracts, legislation and guidelines
  - provide feedback
- teamwork skills to:
  - work independently or under direction as appropriate to the situation
  - model team leadership approaches if appropriate
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to apply simple supply chain management and supplier issues management to the process of contract management
- initiative and enterprise skills to:
  - apply the content of complex documents, such as contracts, legislation and guidelines
  - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of contract management
- planning and organising skills to manage contract documentation
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures
- technology skills to:

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- operate organisational IT systems
- use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
  - relating to contract management, including environmental purchasing and corporate social responsibility guidance
  - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- contract performance management
- privacy and confidentiality issues
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to managing contracts and relationships with contractors
- whole-of-life considerations relating to the ownership, operation and disposal/completion of the goods or services
- equal employment opportunity
- financial and accounting issues relevant to the contract

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Competency must be demonstrated in the ability to manage contracts consistently in accordance with legislative and organisational requirements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • develop a contract management strategy in consultation with key stakeholders • develop a suitable contract management plan, using templates if available • implement the contract management plan • manage the performance of contractors • provide contractors with performance feedback • manage contract disputes to achieve prompt resolution and refer to higher authority when necessary • review contracts throughout to identify opportunities for

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continuous improvement
- act within own delegations and refer issues to higher authority when necessary
- uphold probity standards in all dealings with contractors.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to procuring goods and services and managing contracts
- codes of conduct and codes of practice
- workplace scenarios and case studies relating to a range of procurement activities associated with managing contracts
- case studies that incorporate dilemmas, and probity requirements relating to managing contracts.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for managing contracts
- review of contract management plans, contracts, contract variations, contractor performance reports, contract closure documents and other documentation prepared by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC401A Uphold and support the values and

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principles of public service
- PSPGOV417A Identify and treat risks
- PSPGOV421A Exercise delegations
- PSPLEGN401A Encourage compliance with legislation in the public sector
- PSPPROC411A Plan procurement
- PSPPROC412A Develop and distribute requests for offers
- PSPPROC413A Select providers and develop contracts.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contracts may include:
- memoranda of understanding and memoranda of agreement
- in-house option directives
- common use arrangements/standing offers
- inter and intra-government agreements
- letters of intent
- licensing agreements

Specialists may include:
- procurement and contracting
- corporate finance
- outsourced procurement or contracting advisers
- legal advisers
- functional/business
- technical
- business owner of the contract
- OHS
- environmental
- audit and probity
- appropriate cross-government department experts

Stakeholders may include:
- end users, customers or clients, and sponsors
- current or potential providers or suppliers
- technical or functional experts or advisers
- commonwealth, state or territory, and local

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	government • the organisation • other public sector organisations • employees, unions and staff associations • industry bodies • local communities • lobby groups and special user groups
Key contract clauses may include:	• specifications • variations • insurances • notices • disputes • intellectual property • privacy • confidentiality • milestones • payments • breaches • penalties • expected standards of behaviour
Risks may include:	• contractor inability to meet agreements • end user or buyer inability to meet obligations • limited number of suppliers • corruption risks • probity risks
Contract management strategy may include:	• formal contract management plan • contract management checklist • setting up routines • checking quality assurance systems • transferring legal responsibility • avoiding implied acceptance of varied conditions through non-enforcement of contractual obligations • applying environmental, sustainability and corporate responsibility principles
Contract management strategy may be ***obtained*** from:	• procurement/contracting area • specialist contract managers • central agencies, such as state supply boards, and contract and management services • finance area

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- legal advisers
- outsourced providers of contracting services

Communication strategies may include:

- setting regular times to talk, meet or check on progress
- protocols for dealing with other stakeholders
- emergency contact arrangements
- diary system to monitor milestones, timeframes, receipt of deliverables, etc.
- strategies for ensuring information flow at critical stages of the contract

Monitoring and control measures may include:

- inspections
- tests
- audits
- reviews
- meetings
- progress reports
- verifications
- identification of non-conformances
- corrective actions

Contract variations may include:

- change of scope
- change in prices
- change in quantity
- change to specifications
- negotiation of new terms and conditions
- dissolution of contracts
- in writing
- verbal variations, confirmed in writing
- variations by action/inaction

Disputes may include:

- disputes over:
  - requirements
  - delivery schedules
  - price changes
  - additional tasking
  - payment schedules
- complaints from third parties

Techniques available to ***resolve*** disputes include:

- conference
- negotiation
- mediation
- expert determination

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	• arbitration • resort to contractual conditions • legal considerations
Negotiation of issues may include:	• contract variations • continuous improvement • innovations • non-compliance • consequences
Review may include:	• planning process • evaluation considerations at each stage of the contract • sources and methods of gathering data • role of audit trails, where applicable • measuring outputs • meeting client needs • considering new and different ways of delivering the service or product in the future • strategies for continuous improvement

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC503B Manage contract performance

Modification History

Release	TP Version	Comments
3	PSP12V1	Layout adjusted. No changes to content.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the competency required by people whose primary role is contract management to implement strategies that ensure effective contract performance. It includes managing the business relationship, performance of the contract, and contract issues; and implementing a communication strategy.

In practice, managing contract performance may overlap with other public sector and local government generalist and specialist work activities, such as promoting the values and ethos of public service or local government, undertaking negotiations, promoting compliance with legislation in the public sector, finalising contracts, managing procurement risk, planning to manage a contract, planning for procurement outcomes and making procurement decisions.

PSPPROC414A Manage contracts is the appropriate unit for people undertaking contract management as a minor part of their work role.

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

Application of the Unit

This unit applies to those who may or may not have had involvement in the procurement process preceding execution of the contract.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Manage the business relationship	1.1. ***Probity*** is managed in accordance with organisational requirements, ***legislation***, ***policy and public sector standards***. 1.2. Obligations to the contractor are met according to contractual arrangements. 1.3. Consideration of conflicts of interest and their resolution are recorded according to public sector standards and organisational requirements. 1.4. Business relationship with contractor is managed in the public interest through ***formal and informal mechanisms*** according to public sector standards and organisational policy and procedures.
2. Manage performance of the contract	2.1. Start-up or transition arrangements are implemented according to contract requirements and organisational procedures. 2.2. ***Contract management plan*** is monitored for effectiveness on a regular basis and adapted as necessary during the life of the contract. 2.3. Performance of ***contract*** is monitored against key performance indicators and tracking milestones to ensure obligations under the agreement are being met. 2.4. E-procurement, financial and other resources are managed as necessary according to contract

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	requirements and organisational procedures. 2.5. Emerging and potential ***risks*** are identified and managed according to organisational risk management procedures.
3. Manage contract issues	3.1. Contract ***variations*** are managed according to contract management plan, organisational policy and procedures, and probity requirements. 3.2. ***Early signs of under-performance*** are identified, and ***action is taken to improve performance*** to the agreed level and documented according to contract's communication and information policy. 3.3. ***Disputes*** and complaints are investigated and ***resolved*** or referred according to contract's management plan and contractual arrangements. 3.4. ***Negotiation of issues*** relating to the contract is conducted and approvals are obtained according to stipulations in the contract. 3.5. Conflict is addressed and resolved where possible or other ***actions*** are taken according to contractual arrangements. 3.6. Non-compliance with codes of conduct, codes of practice and standards of behaviour is dealt with in a timely manner.
4. Implement communication and information strategy	4.1. ***Communication*** on the performance of the contract is maintained with all stakeholders according to organisational protocols and public sector standards. 4.2. Management reporting is carried out according to tracking milestones and organisational requirements. 4.3. ***Contract information*** is maintained for ***organisational purposes*** according to organisational policy and procedures.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult and negotiate with contractors and stakeholders, involving complex oral and written exchanges of information
  - network, within probity boundaries, with contractors and stakeholders
  - read complex documents, such as contracts, legislation and guidelines

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    - write management reports and keep records of meetings, liaison, notes and follow-up actions
    - provide feedback
- teamwork skills to:
    - build effective working relationships with contractors and stakeholders, within probity boundaries
    - model effective team management approaches
    - respond to diversity
    - refer issues to the correct person
- problem-solving skills to:
    - resolve disputes, conflict and complaints
    - make judgements about when to refer disputes, conflict and complaints to others
    - apply understanding of supplier issues/supply chain management in the context of contract management
- initiative and enterprise skills to:
    - apply the content of complex documents, such as contracts, legislation and guidelines
    - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of contract management
- planning and organising skills to:
    - manage contract documentation
    - plan and organise contract meetings, reports and reviews
- learning skills to keep up-to-date with:
    - best practice examples in procurement practice
    - relevant procurement legislation, policies and procedures
- technology skills to:
    - operate organisational IT systems
    - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
    - relating to contract management, including environmental purchasing and corporate social responsibility guidance
    - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- contract management for a range of contractual situations
- privacy and confidentiality issues
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour

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relating to management of contracts and relationships with contractors
- whole-of-life considerations
- financial and accounting issues relevant to the contract
- legal aspects of negotiation
- aspects of law of contracts, trade practices law and commercial law relevant to the management of contracts relating to complex procurement
- equal employment opportunity relevant to the management of contracts
- OHS requirements relevant to the management of contracts
- environmental, sustainability and corporate social responsibility principles relevant to the management of contracts

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Competency must be demonstrated in managing contract performance consistently in accordance with legislative and organisational requirements.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- develop and implement an appropriate contract management plan, using templates where available
- develop and implement an appropriate transition plan, using templates where available
- develop and maintain a sound business relationship with contractors within probity guidelines, upholding probity standards in all dealings with them
- manage contractor performance so that goods and services are delivered according to the contract
- provide the contractor with performance feedback
- deal promptly and proactively with contract issues and disputes and refer to higher authority when this is not possible
- communicate effectively with internal and external stakeholders about the operation of the contract.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate

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occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to procuring goods and services and managing contracts
- codes of conduct and codes of practice
- workplace scenarios and case studies relating to a range of procurement activities associated with managing contract performance
- case studies that incorporate dilemmas and probity requirements relating to managing contract performance.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for managing contract performance
- review of contract management plans, contracts, contract variations, contractor performance reports, communication strategy and other documentation prepared by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC501B Promote the values and ethos of public service
- PSPGOV507A Undertake negotiations
- PSPLEGN501B Promote compliance with legislation in the public sector
- PSPPROC504B Finalise contracts
- PSPPROC505A Manage procurement risk
- PSPPROC506A Plan to manage a contract

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- PSPPROC507A Plan for procurement outcomes
- PSPPROC508A Make procurement decisions.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Probity principles:

- may include:
  - accountability
  - transparency
  - confidentiality
  - managing conflict of interest
  - impartiality
- are maintained to:
  - ensure conformity to processes
  - facilitate accountability
  - ensure proponents are treated in a fair and equitable manner
  - encourage commercial completion
  - preserve public and private sector confidence in government processes.

Legislation, ***policy and public sector standards*** may include:

- financial management legislation
- government procurement, purchasing and contracting legislation, policy and guidelines
- council rules and by-laws
- public sector standards
- codes of conduct, codes of practice and standards of individual behaviour
- cross-cultural and social justice issues
- environmental and sustainability policies
- corporate social responsibility policies.

Formal and informal mechanisms may include:

- non-confrontational interaction
- hospitality
- formal contract variations
- formal negotiations

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	• formal and informal meetings • regular and *ad hoc* reporting • review processes.
Contract management plan may include:	• risk management plan • contingency plan • communication and public relations plan • human resource management plan • disposal plan • contract review plan • setting up routines • quality assurance systems • arrangements for transfer of legal responsibility • insurances • strategies to avoid implied acceptance of varied conditions through non-enforcement of contractual obligations • environmental/green procurement, sustainability and corporate social responsibility principles.
Contracts may include:	• formal written contracts • standing offers (panels) • multi-use lists and similar arrangements • inter and intra-government agreements • letters of intent • memoranda of understanding and memoranda of agreement • licensing agreements • in-house option directives.
Risks may include:	• supplier inability to meet obligations • end user or buyer inability to meet obligations • scope creep • client requirements not fully understood • becoming too dependent on a single supplier • disruption to continuity and consistency of service if too many suppliers are selected • other environmental influences • corruption risks • probity risks.
Variation to agreements may arise from:	• change of scope • negotiation of new terms and conditions • dissolution of contracts

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	• inability to deliver.
Early signs of under-performance may be detected through:	• tracking milestones • regular meetings • meeting records and follow-up • file management and audit trail • stakeholder surveys on performance • ongoing review of deliverables.
Actions taken to improve performance may include:	• discussion with contractor • regular interaction • ongoing performance feedback • provision of support • expert advice.

Disputes may include:	• disputes over:
	  • requirements
	  • delivery schedules
	  • price changes
	  • additional tasking
	  • payment schedules
	• complaints from third parties
	• formal and informal.

Techniques available to ***resolve*** disputes include:	• conference • negotiation • mediation • arbitration • resort to contractual conditions • litigation.
Negotiation of issues may include:	• contract variations • continuous improvement • innovations • non-compliance • consequences.
Actions as a result of unresolved conflict may include:	• mediation • court action • termination of contract.
Communication strategies may include:	• clear communication • understanding the needs of the service provider and the client • setting regular times to talk, meet or check on progress

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- protocols for dealing with other stakeholders
- emergency contact arrangements
- diary system to monitor milestones, timeframes, receipt of deliverables, etc.
- strategies for ensuring information flow at critical stages of the contract.

Contract information may include:

- contract and variations
- contract management plan
- financial records, including funding submissions, budgets, delegations, invoices and payments
- contractor performance information
- contract reports
- information about disputes and other issues
- complaints and compliments.

Organisational purposes may include:

- probity and accountability
- budget reporting
- feeding into future procurement processes
- performance management of suppliers
- internal and external reviews and audits
- governance requirements
- legal compliance.

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC504B Finalise contracts

Modification History

Release	TP Version	Comments
3	PSP12V1	Layout adjusted. No changes to content.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the ability to finalise processes for contracts. It includes completing contracts and implementing a contract review strategy.

In practice, finalising contracts may overlap with other public sector generalist and specialist work activities, such as promoting the values and ethos of public service and local government, undertaking negotiations, promoting compliance with legislation in the public sector or local government, managing contract performance, managing procurement risk, planning to manage a contract, planning for procurement outcomes and making procurement decisions.

PSPPROC414A Manage contracts is the appropriate unit for people undertaking contract management as a minor part of their work role.

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

Application of the Unit

The unit applies to those whose primary role is contract management.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Complete contracts	1.1. ***Contracts*** due to expire are reviewed to determine future requirements, and options for meeting those requirements are canvassed in sufficient time for decision making and transition to occur. 1.2. Strategies are implemented to manage closure, renewal of contracts, or transition to a new contract according to organisational guidelines, probity requirements and public sector standards. 1.3. Contracts are finalised, amended, cancelled or terminated according to contractual arrangements. 1.4. Consultation is undertaken with contractor, and a contract completion report is issued addressing the performance of contractor and contract manager according to organisational requirements and public sector standards.
2. Implement contract review strategy	2.1. ***Timing of contract review*** is determined to ensure a smooth transition to post-contract arrangements. 2.2. ***Contract review*** is undertaken covering contract management, contractor performance relevant to measures at each stage of the contract, user satisfaction and audit results. 2.3. Where measures or outcomes are not met in full, ***variances*** are documented and explained.

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2.4. Review report is prepared documenting outcomes against plans, final costs, user satisfaction, lessons learnt and any shortcomings in contract planning, management policies and procedures.

2.5. Recommendations for improvement are made and supported with evidence, as a result of lessons learnt.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult and negotiate with contractors and stakeholders, involving complex oral and written exchanges of information
  - write review and closure reports
  - make recommendations about improvements to the contract management process
  - provide feedback
- teamwork skills to:
  - model effective team management approaches
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to finalise outstanding issues so the contract can be closed
- initiative and enterprise skills to identify improvements to the contract management process of contract management
- planning and organising skills to:
  - manage contract closure documentation
  - plan and organise contract closure meetings, reports and reviews
- learning skills to keep up-to-date with:
  - best practice examples in procurement practice
  - relevant procurement legislation, policies and procedures
- technology skills to:
  - operate organisational IT systems
  - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
  - relating to contract finalisation and review, including environmental purchasing

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and corporate social responsibility guidance
    - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- contract finalisation and review for a range of contractual situations
- privacy and confidentiality issues, including the requirement to appropriately classify information to ensure transparency as well as to treat bids as commercial-in-confidence
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to finalising contracts
- information, knowledge management and record keeping for official or historical records
- equal employment opportunity
- financial and accounting issues relevant to the contract
- aspects of contract law, trade practices law and commercial law relevant to the finalisation of contracts relating to complex procurement

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Competency must be demonstrated in the ability to finalise contracts consistently in accordance with legislative and organisational requirements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • develop and implement an appropriate review strategy for contracts that are ending • complete relevant contract closure processes • ensure appropriate records have been kept • apply contract review techniques • make written recommendations for improvements to the procurement process based on review results • uphold probity standards in all dealings with contractors. **Consistency in performance** Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.
Context of and specific resources for	The unit of competency is to be assessed in the workplace or a

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assessment	simulated workplace environment. Access may be required to: • legislation, policy, procedures and protocols relating to procuring goods and services, and managing and finalising contracts • codes of conduct and codes of practice • workplace scenarios and case studies relating to a range of procurement activities associated with finalising contracts • case studies that incorporate dilemmas, and probity requirements relating to finalising contracts.
Method of assessment	The following assessment methods are suggested: • questions to assess understanding of relevant legislation and procedures • review of strategies and approaches adopted for finalising contracts • review of contract management plans, contracts, contract variations, contractor performance reports, contract closure plans, transition plans, risk assessments and other contract finalisation documentation prepared by the candidate in a range of contexts • review of stakeholder engagement approaches adopted by the candidate. In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.
Guidance information for assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • PSPETHC501B Promote the values and ethos of public service • PSPGOV507A Undertake negotiations • PSPLEGN501B Promote compliance with legislation in the public sector • PSPPROC503B Manage contract performance • PSPPROC505A Manage procurement risk • PSPPROC506A Plan to manage a contract • PSPPROC507A Plan for procurement outcomes • PSPPROC508A Make procurement decisions.

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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contracts may include:

- formal written contracts
- standing offers (panels)
- multi-use lists and similar arrangements
- inter and intra-government agreements
- letters of intent
- memoranda of understanding and memoranda of agreement
- licensing agreements
- in-house option directives.

Timing of contract review may include:

- periodically throughout the contract
- when performance issues arise
- prior to contract completion
- concurrently with contract renewal process
- after the contract is completed.

Contract review may include:

- planning process
- evaluation considerations at each stage of contract
- sources and methods of gathering data
- role of audit trails
- measuring outputs
- key performance indicators and their review
- meeting client needs
- innovation
- strategies for continuous improvement.

Variances may include:

- change of scope
- negotiation of new terms and conditions
- strategies for dealing with contractor performance
- dissolution of contract.

Unit Sector(s)

Not applicable.

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Competency field

Procurement and Contract Management.

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PSPPROC505A Manage procurement risk

Modification History

PSPPROC505A Release 2: Layout adjusted. No changes to content.

PSPPROC505A Release 1: Primary release.

Unit Descriptor

This unit covers the ability to manage risks associated with all stages of procurement. It includes assessing risk, and preparing, implementing and reviewing a risk management plan.

In practice, managing procurement risk may overlap with other public sector and local government generalist and specialist work activities, such as promoting the values and ethos of public service or local government, undertaking negotiations, promoting compliance with legislation in the public sector, managing contract performance, finalising contracts, planning to manage a contract, planning for procurement outcomes and making procurement decisions.

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

Application of the Unit

The unit applies to those in specialist procurement who plan for procurement risks across all stages of the procurement cycle.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold***

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unit of competency. ***italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess risk	1.1. ***Legislation***, ***policies***, business processes and resources impacting on the contract are identified. 1.2. Procurement outcomes and internal inputs necessary for effective performance are identified. 1.3. Critical success factors necessary for the achievement of procurement outcomes are identified and confirmed. 1.4. Non-trivial ***procurement risks*** relating to the procurement activity are identified. 1.5. Potential ***probity risks*** are identified. 1.6. Causes of risk are analysed and their potential impact is determined. 1.7. Likelihood and consequences of risks are determined and ***risk assessments*** are developed.
2. Prepare risk management plan	2.1. Preliminary ***risk management*** plan is developed that addresses risks identified in planning phase of procurement activity. 2.2. Risks that will be accepted and those requiring ***treatment*** are identified. 2.3. Treatments that reduce risks to an acceptable level are designed according to organisational requirements. 2.4. Plan for implementing new treatments, additional ***risk controls*** or modifications to existing controls is developed. 2.5. Risk level is re-checked at key points during procurement process, and risk management plan is reviewed and adjusted to cover procurement activity risks not already identified.
3. Implement and review risk management plan	3.1. Risk controls and treatments are implemented according to the treatment plan. 3.2. Risk management plan is implemented, and regularly reviewed and revised to include potential or emerging risks during the life of the procurement activity.

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ELEMENT	PERFORMANCE CRITERIA
	3.3. Review results are used to improve risk treatments and controls.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - write risk management plans using templates or a recognised risk management methodology
  - interpret complex, formal documents
  - make verbal and written recommendations about the management of procurement and contracting risks
  - provide feedback
- teamwork skills to:
  - model effective team management approaches
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to analyse risks associated with procurement and contract using a recognised risk management methodology
- initiative and enterprise skills to identify procurement risks and opportunities using a recognised risk management methodology
- planning and organising skills to manage and update the risk management plan
- learning skills to keep up-to-date with:
  - best practice examples in procurement practice
  - relevant procurement legislation, policies and procedures
- technology skills to:
  - operate organisational IT systems
  - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
  - relating to contract risk management
  - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- risk management procedures
- probity principles and issues, particularly as they relate to probity risks

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- codes of conduct, codes of practice and standards of individual behaviour relating to the procurement process
- risks associated with financial and accounting issues relevant to procurement and contract management
- supplier issues and supply chain management in the context of procurement risk management
- aspects of law of contracts, trade practices law and commercial law relevant to risk management relating to complex procurement
- OHS requirements relevant to procurement and contract management
- equal employment opportunity relevant to procurement and contract management
- environmental, sustainability and corporate social responsibility principles relevant to procurement and contract management

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Competency must be demonstrated in the ability to manage procurement risk consistently in accordance with legislative and organisational requirements.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- use recognised risk management methodologies to identify and assess risks for all stages of a procurement activity
- prepare a risk management plan for a procurement activity, using templates where available
- implement risk management plans
- review and revise risk management plans to reflect the changing procurement context and environment during the procurement activity
- liaise and consult with stakeholders to ensure that risks are appropriately identified and managed
- make recommendations to higher management about options for the management of procurement risks.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.

Context of and specific

The unit of competency is to be assessed in the workplace or a

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resources for assessment

simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to procuring goods and services and managing procurement risk
- codes of conduct and codes of practice
- workplace scenarios and case studies relating to a range of procurement activities associated with managing procurement risk
- case studies that incorporate dilemmas and probity requirements relating to managing procurement risk.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for managing procurement risk
- review of risk assessments, risk management plans, contract management plans, contracts, probity plans, budgets, transition plans and other documentation prepared by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC501B Promote the values and ethos of public service
- PSPGOV507A Undertake negotiations
- PSPLEGN501B Promote compliance with legislation in the public sector
- PSPPROC503B Manage contract performance
- PSPPROC504B Finalise contracts
- PSPPROC506A Plan to manage a contract
- PSPPROC507A Plan for procurement outcomes
- PSPPROC508A Make procurement decisions.

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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Legislation and policies may include:	• commonwealth or state and territory legislation, including equal employment opportunity and anti-discrimination law • council rules and by-laws • national and international codes of practice and risk management standards • organisational policies and practices • government policy • codes of conduct and codes of practice • national competition policy.
Procurement risks may include:	• contextual and environmental factors • too many or too few potential suppliers • unsophisticated marketplace • timeframes for procurement too short • inappropriate method of procurement used • inadequate budget and other resources • inappropriate form of contract selected • supplier inability to meet obligations • end user or buyer inability to meet obligations • unclear contract terms and conditions • contractual disputes • factors outside the control of either party, such as global health pandemic, failure of third-party businesses or natural disasters • implications if dependence on one supplier, versus risks in lack of continuity and consistency of services provided • changes to government policy.
Probity risks may include:	• corruption • fraud • conflict of interest (actual, perceived or potential) • unfair treatment of providers or potential providers • misuse of resources • misuse of information

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	• manipulation of the marketplace.
Risk assessments differentiate between risks that have:	• high impact/consequence/likelihood • low impact/consequence/likelihood.
Risk management is often considered in relation to an organisation's:	• people • assets and physical environment • reputation and image • legal issues • business continuity • finances • stated outcomes.
Risk ***treatments*** may include those that:	• avoid risk • transfer risk • reduce likelihood • reduce consequence • partially reduce assessed risk level so that risk can be accepted.
Risk controls may include:	• legislation • government policies and guidance • organisational policies, processes and procedures • standardised documentation and templates • hierarchy of controls, such as fraud control plans and security plans • staff skills and knowledge.

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC506A Plan to manage a contract

Modification History

PSPPROC506A Release 2: Layout adjusted. No changes to content.

PSPPROC506A Release 1: Primary release.

Unit Descriptor

This unit covers the ability to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, and implementing contract strategies and contractual arrangements.

In practice, planning to manage a contract may overlap with other public sector and local government generalist and specialist work activities, such as promoting the values and ethos of public service or local government, undertaking negotiations, promoting compliance with legislation in the public sector, managing contract performance, finalising contracts, managing procurement risk, planning for procurement outcomes and making procurement decisions.

PSPPROC414A Manage contracts is the appropriate unit for people undertaking contract management as a minor part of their work role.

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

Application of the Unit

This unit applies to those whose primary role is contract management, and who may or may not have had involvement in the procurement process preceding execution of the contract.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Confirm contract requirements	1.1. ***Legislation***, ***public sector standards and organisational requirements*** relating to ***probity***, financial management, approvals and ***other considerations*** are identified for inclusion in the ***contract*** management plan. 1.2. ***Contract requirements*** are re-confirmed with all parties. 1.3. Obligations to the contractor, limits of authority and ***delegations*** relating to contract are determined according to contractual arrangements and organisational policy and procedures. 1.4. Start-up or transition arrangements are confirmed.
2. Prepare contract management plan	2.1. ***Contract risks*** are identified and risk management plan is developed in line with contract requirements and organisational policy and procedures. 2.2. Procedures to identify, receive and address contract ***variations*** are determined according to contract requirements and organisational policy and procedures. 2.3. ***Procedures*** to investigate, resolve or refer ***disputes*** or complaints are determined according to contract requirements and organisational policy and procedures. 2.4. Key performance indicators are developed and negotiated, and ***administrative processes*** are identified and approved for the life of the contract according to organisational policy procedures. 2.5. ***Contract management plan*** that addresses key elements is documented, approved and maintained according to organisational requirements. 2.6. Expected standards of behaviour, probity and privacy principles are applied to all elements of contract management plan. 2.7. Environmental, sustainability and corporate social

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	responsibility principles are applied to all elements of contract management plan.
3. Develop stakeholder relationships	3.1. ***Stakeholder*** networks and relationships are identified. 3.2. Networking strategies are used, within probity boundaries, to establish, develop and maintain working relationships to promote benefits to the contract requirements. 3.3. Confidence of stakeholders is developed and maintained through high standards of behaviour and ethical conduct. 3.4. Negotiation strategies are used to achieve positive outcomes when difficult situations arise. 3.5. Communication requirements are identified and confirmed in line with contractual obligations and stakeholder needs.
4. Implement contract strategies	4.1. Requirements of confidentiality and freedom of information are identified for the contract. 4.2. ***Communication/information strategy*** is developed that matches needs of the organisation, the contract and the contractor's business environment. 4.3. Contract review requirements are established with stakeholders. 4.4. ***Contract review strategy*** is developed to review management of the contract, contractor performance and user satisfaction.
5. Implement contractual arrangements	5.1. Business relationship with contractor is established and managed according to organisational policy and procedures and probity requirements. 5.2. Start-up or transition arrangements are implemented. 5.3. Financial, administrative and information management processes are established. 5.4. Contractual arrangements are implemented according to contract management plan. 5.5. Appropriate ***contract records*** are maintained for the life of the contract.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

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- communication skills to:
  - consult and negotiate with contractors and stakeholders
  - network, within probity boundaries, with contractors and stakeholders
  - develop a written contract management plan and sub-plans
  - read complex documents, such as contracts, legislation and guidelines
  - provide feedback
- teamwork skills to:
  - model effective team management approaches
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to:
  - apply OHS requirements in the context of contract management
  - apply understanding of supplier issues and supply chain management in the context of procurement risk management
- initiative and enterprise skills to:
  - apply the content of complex documents, such as contracts, legislation and guidelines
  - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of planning for contract management
- planning and organising skills to manage and update the contract management plan and sub-plans
- learning skills to keep up-to-date with:
  - best practice examples in procurement practice
  - relevant procurement legislation, policies and procedures
- technology skills to:
  - operate organisational IT systems
  - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
  - relating to contract management, including environmental purchasing, sustainability and corporate social responsibility guidance relevant to the contract
  - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- contract management planning for a range of contractual situations
- privacy and confidentiality issues
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to management of contracts and relationships with contractors
- whole-of-life considerations

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- financial and accounting issues relevant to the contract
- equal employment opportunity relevant to the contract
- OHS requirements relevant to the contract

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Competency must be demonstrated in the ability to plan to manage a contract consistently in accordance with legislative and organisational requirements.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- develop a contract management strategy in consultation with key stakeholders
- develop a contract management plan suited to more complex contracts, using templates if available, which may include sub-plans such as risk, transition and probity
- implement the contract management strategy and the contract management plan
- develop and maintain a sound business relationship with internal and external stakeholders
- manage the performance of contractors to ensure the effective delivery of value for money outcomes under the contract
- manage more complex contract disputes to achieve prompt resolution and refer to higher authority when necessary
- review contract throughout to identify opportunities for continuous improvement
- act within own delegations and refer issues to higher authority when necessary.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to procuring goods and services and managing contracts

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- codes of conduct and codes of practice
- workplace scenarios and case studies relating to a range of procurement activities associated with planning to manage a contract
- case studies that incorporate dilemmas, and probity requirements relating to planning to manage a contract.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for planning to manage a contract
- review of contract management plans, contracts, probity plans, budgets, transition plans, approvals and sign-offs, and other documentation prepared by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC501B Promote the values and ethos of public service
- PSPGOV507A Undertake negotiations
- PSPLEGN501B Promote compliance with legislation in the public sector
- PSPPROC503B Manage contract performance
- PSPPROC504B Finalise contracts
- PSPPROC505A Manage procurement risk
- PSPPROC507A Plan for procurement outcomes
- PSPPROC508A Make procurement decisions.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work

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situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Legislation**, **public sector standards and organisational requirements may include:	• financial management legislation • government procurement, purchasing and contracting legislation, policy and guidelines • ethics standards • codes of conduct and codes of practice • environmental purchasing

Probity principles:	• may include:
	  • accountability
	  • transparency
	  • confidentiality
	  • managing conflict of interest
	  • impartiality
	• are maintained to:
	  • ensure conformity to processes
	  • facilitate accountability
	  • ensure proponents are treated in a fair and equitable manner
	  • encourage commercial completion
	  • preserve public and private sector confidence in government processes

Other considerations may include:	• corporate governance • intellectual property • privacy • freedom of information requirements • public liability insurance considerations
Contracts may include:	• formal written contracts • standing offers (panels) • multi-use lists and similar arrangements • inter and intra-government agreements • letters of intent • memoranda of understanding and memoranda of agreement • licensing agreements • in-house option directives
Contract requirements may include:	• terms and conditions • specifications • risk • managing hospitality • clauses dealing with:

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- variations
- insurances
- notices
- disputes
- intellectual property
- privacy
- confidentiality
- milestones
- payments
- breaches

Delegations may include:

- financial delegations
- procurement delegations
- compliance with instructions or finance circulars
- special consideration if they concern travel, computers or software, leasing arrangements or issuing indemnities, or other special categories of goods and services
- other delegations, such as disposals and human resources
- confirmation by chief financial officer
- ministerial authorisation

Contract risks may include:

- contextual/environmental factors
- supplier inability to meet obligations
- end user or buyer inability to meet obligations
- unclear contract terms and conditions
- contractual disputes
- factors outside the control of either party, such as global health pandemic, failure of third-party businesses, and natural disasters
- implications if dependence on one supplier, versus risks in lack of continuity and consistency of services provided

Variation to agreements may arise from:

- change of scope
- negotiation of new terms and conditions
- dissolution of contracts

Procedures to resolve disputes may include:

- conference
- negotiation
- mediation
- arbitration
- resort to contractual conditions
- litigation

Disputes may include:

- disputes over:
  - requirements
  - delivery schedules

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- price changes
- additional tasking
- payment schedules
- complaints from third parties

Administrative processes may include:

- file and records management
- audit trail
- methodology for recording meetings
- notes and follow-ups of meetings and actions agreed
- management reporting

Contract management plan may include:

- risk management plan
- contingency plan
- communication and public relations plan
- human resource management plan
- disposal plan
- contract review plan
- setting up routines
- quality assurance systems
- arrangements for transfer of legal responsibility
- insurances
- strategies to avoid implied acceptance of varied conditions through non-enforcement of contractual obligations
- environmental/green procurement, sustainability and corporate social responsibility principles

Stakeholders may include:

- contractor
- buying organisation
- board of management
- steering committee
- advisory panel
- staff
- union
- industry
- client
- end user
- parliamentarian
- the public

Communication/ information strategies may include:

- setting regular times to talk, meet or check on progress
- protocols for dealing with other stakeholders
- appeals mechanisms for resolving conflict between clients and service providers
- clear communication
- reliability

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	• emergency contact arrangements • diary system to monitor milestones, timeframes, receipt of deliverables, etc. • strategies for ensuring information flow at critical stages of the contract
Contract review strategy may include:	• planning process • evaluation considerations at each stage of the contract • sources and methods of gathering data • role of audit trails • measuring outputs • meeting client needs • innovation • strategies for continuous improvement
Contract records may include:	• contract and variations • contract management plan • financial records, such as funding submissions, budgets, delegations, invoices and payments • contractor performance information • contract reports • information about disputes and other issues • complaints and compliments

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC603C Divest strategic assets

Modification History

PSPPROC603C Release 2: Layout adjusted. No changes to content.

PSPPROC603C Release 1: Primary release.

Unit Descriptor

This unit covers the competencies required to dispose of high risk and high value government assets, such as government businesses, property, strategic infrastructure, intellectual property and other high value items. It includes identifying strategic assets for disposal, developing a disposal plan for divesting strategic assets, divesting the assets and evaluating the divestment activity.

In practice, divesting strategic assets may occur in the context of other generalist and specialist work activities, such as maintaining and enhancing confidence in public service or local government, establishing and maintaining strategic networks, managing compliance with legislation in the public service or local government, managing risk, developing a business case, planning for strategic procurement, coordinating strategic procurement, negotiating strategic procurement and managing strategic contracts.

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

Application of the Unit

This unit applies to people who may have to organise or carry out the divestment of strategic assets as part of their role.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify strategic assets for divestment	1.1. ***Strategic assets*** are identified and delineated for divestment in accordance with ***legislation***, ***government objectives***, ***policies***, ***practice*** and probity requirements. 1.2. Disposal plans developed at the time of purchase are identified and examined. 1.3. Potential market value of assets is determined and substantiated.
2. Develop a disposal plan for divesting strategic assets	2.1. Business case to commence the divestment strategy is developed which includes examination of ***options*** for disposal and explanation of the recommended strategy. 2.2. Continuing government or organisational obligations post-divestment are identified and strategies are developed to address them. 2.3. ***Disposal plan*** is developed. 2.4. Disposal plan is evaluated and modified prior to approval, if required. 2.5. ***Required approvals*** are obtained according to organisational policy and procedures.
3. Implement disposal plan	3.1. Approved disposal plan is actioned. 3.2. Business case is developed, based on prices offered and according to disposal plan. 3.3. Negotiations are conducted and finalised according to the plan.
4. Evaluate divestment activity	4.1. Disposal plan, immediate outcome of divestment, and long-term outcomes for service provision and government are evaluated. 4.2. Recommendations are made for future divestment.

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult and negotiate with stakeholders
  - network, within probity boundaries, with stakeholders
  - build and manage effective working relationships
  - write business cases, disposal plans, reports, submissions and other complex documents
  - read complex documents, such as contracts, legislation and guidelines
  - provide feedback
- teamwork skills to:
  - manage strategic relationships
  - model effective management and leadership approaches
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to apply decision-making processes or methodologies
- initiative and enterprise skills to:
  - identify and assess divestment options for strategic assets
  - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of divesting strategic assets
- planning and organising skills to manage financial and other resources
- learning skills to keep up-to-date with:
  - best practice examples in strategic procurement
  - relevant procurement legislation, policies and procedures
- technology skills to:
  - operate organisational IT systems
  - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
  - relating to divesting strategic assets
  - such as OHS and equity and diversity, and environment
- commonwealth, state or territory, and local government disposal guidelines, policies and practices
- financial rules and regulations relating to divestment of strategic assets
- legal requirements of government strategic asset disposal
- implications of divestment of service provision

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- whole-of-life considerations
- disposal approval processes
- probity principles and issues
- codes of practice, codes of conduct and standards of individual behaviour relating to asset divestment
- law of contract relating to strategic asset disposal
- trade practices law relating to strategic asset disposal
- commercial law relating to divesting strategic assets
- environmental, sustainability and corporate social responsibility principles relevant to the disposal of strategic assets

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Competency must be demonstrated in divesting strategic assets consistently and in accordance with legislative and organisational requirements.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- use different methods to identify strategic assets for disposal
- develop a strategy for the divestment of strategic assets that considers all relevant disposal options
- develop a disposal plan
- implement a disposal plan
- review the disposal activity and make recommendations about improvements that could be implemented in future disposals of strategic assets
- act within own delegations and refer issues to higher authority when necessary.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to

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divesting assets at the strategic level
- codes of conduct and codes of practice
- long-term government policy papers, such as White Papers
- workplace scenarios and case studies relating to a range of strategic procurement and disposal activities.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for divesting strategic assets
- review of strategic procurement plans, business cases, strategic disposal plans, disposal budgets, disposal tender documentation, formal sign-offs and approvals, and other documentation prepared or reviewed by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Candidates for this qualification must demonstrate a high level of understanding and practical workplace application of underpinning knowledge. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC601B Maintain and enhance confidence in public service
- PSPLEGN601B Manage compliance with legislation in the public sector
- PSPMNGT607B Develop a business case
- PSPMNGT608B Manage risk
- PSPMNGT609B Formulate business strategies
- PSPPM601B Direct complex project activities
- PSPPROC606B Negotiate strategic procurement
- PSPPROC607A Manage strategic contracts.

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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Strategic assets may include:	• property, including housing:
	  • listed properties
	  • highly polluted properties
	• high-end military equipment
	• strategic infrastructure
	• intellectual property
	• high value items, e.g. computer mainframes
	• government businesses.

Legislation, ***government objectives***, ***policies and practice*** may include:	• commonwealth, state and territory, and local government legislation and regulations
	• council rules and by-laws
	• national competition policy
	• sectoral or organisational policies on:
	  • procurement
	  • disposal
	  • human resource management
	  • severance, transfer and redeployment
	• environmental legislation and policy
	• broad government policies, including Minister's public announcements and party platforms.

Options for divestment may include:	• sale of business or business assets • sale of business with strategic assets leased • employee buy-out • tender • auction.
Disposal plan takes account of:	• human resources • industrial relations issues • service continuity • government policies • environmental, sustainability and corporate social responsibility principles.
Required approvals may include:	• Minister • Cabinet • regulatory agencies.

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Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC604B Plan for strategic procurement

Modification History

PSPPROC604B Release 2: Layout adjusted. No changes to content.

PSPPROC604B Release 1: Primary release.

Unit Descriptor

Unit descriptor	This unit covers the ability to plan for highly complex, innovative, sophisticated and often long-term strategic procurement within established guidelines, policies and procedures. This may involve high-level capability development for government. Strategic procurement is high risk, often involving political elements. The unit includes conducting a procurement business analysis, defining procurement requirements, and justifying procurement expenditure. In practice, planning for strategic procurement may occur in the context of other generalist and specialist work activities, such as maintaining and enhancing confidence in public service or local government, establishing and maintaining strategic networks, managing compliance with legislation in the public service or local government, managing risk, developing a business case, coordinating strategic procurement, negotiating strategic procurement and managing strategic contracts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

This unit applies to those in specialist procurement and contracting.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Conduct procurement business analysis	1.1. Organisation's corporate procurement plan, procurement-related expenditure, associated levels of risk and supply markets are analysed. 1.2. ***Procurement*** profile is prepared that identifies past and projected ***procurement expenditure*** and associated levels of ***risk***. 1.3. ***Supply positioning*** is undertaken, categorising goods and services by their relative expenditure and difficulty of securing supply, to assist in the development of procurement objectives. 1.4. ***Supplier preferencing*** is used to identify how ***suppliers*** view the organisation as a client. 1.5. ***Other factors likely to affect strategic procurement*** are identified and documented according to organisational requirements. 1.6. Due diligence is undertaken to investigate existing relationships with suppliers, notably coordinated procurement contracts (CPCs) or coordinated procurement opportunities.
2. Define procurement requirements	2.1. Procurement requirements are determined through consultation and negotiation with ***stakeholders*** and experts and defined to reflect ***organisational needs***. 2.2. Accountability measures are identified and

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	incorporated into procurement plans according to organisational policy and guidelines.
	2.3. ***Appropriations*** to fund strategic procurement are obtained in accordance with legislative and organisational policy and procedures.
	2.4. Approvals to address procurement requirements are obtained according to organisational policy and procedures.
3. Justify procurement expenditure	3.1. Business case is developed with stakeholders to determine viability of proposed procurement expenditure.
	3.2. Reasons for procurement requirement, timeframes and expected whole-of-life costs and benefits are established in the business case.
	3.3. Output specification is developed with stakeholders to assist in achieving procurement outcomes.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult and negotiate with stakeholders
  - network, within probity boundaries, with stakeholders
  - build and manage effective working relationships
  - write business cases, plans, reports, submissions and other complex documents
  - read complex documents, such as contracts, legislation and guidelines
  - provide feedback
- teamwork skills to:
  - manage strategic relationships
  - model effective management and leadership approaches
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to:
  - apply decision-making processes or methodologies
  - apply understanding of supplier issues and supply chain management in the context of strategic procurement
- initiative and enterprise skills to:
  - identify and assess strategic procurement options and alternatives

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    - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of strategic procurement
- planning and organising skills to:
    - undertake research and business analysis
    - manage financial and other resources
- learning skills to keep up-to-date with:
    - best practice examples in strategic procurement
    - relevant procurement legislation, policies and procedures
- technology skills to:
    - operate organisational IT systems
    - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
    - relating to strategic procurement
    - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- aspects of law of contract, trade practices law, and commercial law relating to strategic procurement
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to procurement decisions
- government procurement environment
- legal requirements of government procurement
- implications of particular procurement arrangements
- whole-of-life considerations
- cultural issues relating to strategic procurement and industry development in certain industry sectors
- relationship management at all personnel levels
- environmental, sustainability and corporate social responsibility principles relevant to strategic procurement

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Competency must be demonstrated in the ability to plan for strategic procurement consistently in accordance with

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	legislative and organisational requirements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • prepare procurement profiles and supplier profiles • conduct procurement analysis of own organisation's buying requirements • consult with procurement stakeholders to inform the development of procurement requirements • use results of procurement analysis to develop procurement requirements • define strategic procurement requirements • prepare complex business cases or other documents to justify procurement decisions and expenditure. **Consistency in performance** Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.
Context of and specific resources for assessment	The unit of competency is to be assessed in the workplace or a simulated workplace environment. Access may be required to: • legislation, policy, procedures and protocols relating to planning for strategic procurement • codes of conduct and codes of practice • long-term government policy papers, such as White Papers • strategic procurement plans and direction statements • workplace scenarios and case studies relating to a range of strategic procurement and disposal activities.
Method of assessment	The following assessment methods are suggested: • questions to assess understanding of relevant legislation and procedures • review of strategies and approaches adopted for planning for strategic procurement • review of strategic procurement plans, business cases, procurement justifications, budgets, supplier analysis, market analysis, risk assessment, tender documentation, formal sign-offs and approvals, and other documentation prepared or reviewed by the candidate in a range of contexts • review of stakeholder engagement approaches adopted by the candidate.

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In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Candidates for this qualification must demonstrate a high level of understanding and practical workplace application of underpinning knowledge. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC601B Maintain and enhance confidence in public service
- PSPLEGN601B Manage compliance with legislation in the public sector
- PSPMNGT607B Develop a business case
- PSPMNGT608B Manage risk
- PSPMNGT609B Formulate business strategies
- PSPPM601B Direct complex project activities
- PSPPROC605B Coordinate strategic procurement
- PSPPROC606B Negotiate strategic procurement
- PSPPROC607A Manage strategic contracts.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Procurement may include:

- public private partnerships (PPP)
- leasing or buying
- short-term or long-term arrangements
- sole or multiple suppliers
- maintenance and support arrangements
- incentive contracting
- firm or variable pricing regimes
- franchising
- research and development

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	• pre-qualification of suppliers • standing orders • standard form agreements • common use contracts • facilities management • prime contractor and subcontractor • gain sharing/open book • alliancing • coordinated procurement • whole of government procurement • cooperative procurement
Procurement expenditure may include:	• products purchased • quantities • suppliers • locations • types, values and volumes of transactions
Risk may include:	• goods and services critical to the organisation • product-related risk • organisation-related risk • supplier-related risk • market-related risk • national security risk • political risk • corruption risk • probity risk
Supply positioning results in four categories:	• easy to secure supply and low relative expenditure • easy to secure supply and high relative expenditure • difficult to secure supply and low relative expenditure • difficult to secure supply and high relative expenditure
Supplier preferencing may categorise clients as:	• nuisance account • development potential • exploitable • core business
Suppliers may include:	• commercial companies • international companies • other public sector organisations • other governments, including commonwealth, state or territory, local and international • non-profit organisations • in-house
Other factors likely to	• value of business involved

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affect strategic procurement may include:	• complexity of marketplace • capacity of market • strategic and tactical issues • political influence • political imperatives and strategies • budgetary constraints • collaborative arrangements • Australian industry involvement requirements • environmental issues • extent of competition • protection of both parties • value for money considerations • degree of dependency of organisation programs on the procurement • where and why the need arises and for which unit or location • level of risk, complexity and sensitivity of the procurement • whether the need is for the replacement or enhancement of existing resources, or to meet an entirely new capability • joint ventures with the private sector to fund portions of the project in exchange for financial returns or intellectual property rights • alternatives, such as change in policy/process, equipment or equipment life extensions • use of in-house resources • leasing instead of up-front capital investment • consideration of supply chain issues • environmental, sustainability and corporate social responsibility principles
Stakeholders may include:	• end users, customers or clients, and sponsors • current or potential providers or suppliers • technical or functional experts or advisers • commonwealth, state or territory, and local government • international governments • the organisation • other public sector organisations • employees, unions and staff associations • industry bodies • local communities • lobby groups and special user groups
Organisational needs	• political directives

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may include:	• commonwealth, and state or territory, and local government needs • responses to government White Papers, for example on long-term capability of the public sector to deliver government policy objectives

Appropriations may require:	• delegates
	• ministerial authorisation
	• compliance with instructions or finance circulars
	• confirmation by chief financial officer
	• special consideration if they concern:
	  • long-term travel deals
	  • long-term computer deals
	  • long-term lease deals
	  • issuing indemnities

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC605B Coordinate strategic procurement

Modification History

PSPPROC605B Release 2: Layout adjusted. No changes to content.

PSPPROC605B Release 1: Primary release.

Unit Descriptor

This unit covers the ability to analyse, influence and develop markets and implement activities for highly complex, innovative and often long-term strategic procurement within established guidelines, policies and procedures.

Strategic procurement is high risk, often involving political elements. The unit includes undertaking market analysis, influencing and developing markets, and implementing strategic procurement activities.

In practice, coordinating strategic procurement may occur in the context of other generalist and specialist work activities, such as maintaining and enhancing confidence in public service or local government, establishing and maintaining strategic networks, managing compliance with legislation in the public service or local government, managing risk, developing a business case, planning for strategic procurement, negotiating strategic procurement and managing strategic contracts.

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

Application of the Unit

This unit applies to those in specialist procurement and contracting.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Undertake market analysis	1.1. Organisation's strategic ***procurement*** requirements and ***commercial and policy factors*** impacting procurement are identified. 1.2. Extent to which a competitive ***market*** exists to meet the organisation's needs is researched. 1.3. Number of ***suppliers***, their market share and the degree and type of competition between suppliers are identified. 1.4. Nature, quality and maturity of the supply chain are analysed. 1.5. Environmental, sustainability and corporate social responsibility factors affecting the supply market are identified and analysed. 1.6. Expert assistance is engaged as necessary to assist with market analysis.
2. Influence and develop markets	2.1. Supply markets and strategic industries are identified and analysed to identify emerging and predicted trends. 2.2. Analysis of supply markets and strategic industries is undertaken, including ***capabilities***, limitations, financial standing and past performance of existing and potential suppliers. 2.3. Range of strategies, within probity boundaries, is used to influence markets. 2.4. ***Market development strategies*** are used to develop and influence market capability within probity boundaries. 2.5. Implications of procurement threats and opportunities imposed by supply markets are identified and communicated to ***stakeholders*** according to organisational guidelines and public sector standards.

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3. Implement strategic procurement activities	3.1. Procurement methodologies are determined according to organisation's strategic procurement plan. 3.2. Requirements are designed to deliver business outcomes and provide value for money, including ***whole-of-life considerations***. 3.3. Methodologies are guided by constraints, complexity and importance of procurement requirement and the marketplace. 3.4. Procurement activities are determined and ***teams*** are formed and coordinated to manage strategic procurement activities. 3.5. ***Performance measures*** are determined to suit the ***range of procurement activities***. 3.6. Performance is analysed against measures, and a cycle of continuous improvement is implemented to improve procurement performance.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult and negotiate with stakeholders
  - network, within probity boundaries, with stakeholders
  - build and manage effective working relationships
  - write business cases, plans, reports, submissions and other complex documents
  - read complex documents, such as contracts, legislation and guidelines
  - provide feedback
- teamwork skills to:
  - manage teams of experts in functions such as finance, legal, technical and engineering
  - manage strategic relationships
  - model effective management and leadership approaches
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to:
  - apply decision-making processes or methodologies
  - identify and resolve strategic procurement issues
- initiative and enterprise skills to:

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    - identify and assess opportunities for development of strategic markets/industries
    - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of strategic procurement
- planning and organising skills to:
    - undertake research and business analysis
    - manage financial and other resources
    - manage procurement projects
- learning skills to keep up-to-date with:
    - best practice examples in strategic procurement
    - relevant procurement legislation, policies and procedures
- technology skills to:
    - operate organisational IT systems
    - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
    - relating to strategic procurement
    - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- aspects of contract law, trade practices law, and commercial law relating to contract management in the context of strategic procurement
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to procurement
- government procurement environment
- competition policy theory, including competitive neutrality
- supply chain management
- legal requirements of government procurement
- financial rules and regulations
- implications of particular market arrangements
- whole-of-life considerations
- supplier issues and supply chain management in the context of strategic procurement
- procurement management processes
- cultural issues relating to strategic procurement and industry development
- relationship management at all personnel levels
- environmental, sustainability and corporate social responsibility principles relevant to strategic procurement

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Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Competency must be demonstrated in the ability to coordinate strategic procurement consistently in accordance with legislative and organisational requirements.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- use recognised methodologies to conduct market research and analysis
- undertake activities to influence supply markets, within probity and other guidelines
- undertake industry development activities consistent with government policy
- consider and select procurement methodologies that reflect the complexity and risks of the strategic procurement being undertaken
- develop performance measures for application during the procurement process
- review procurement performance using performance measures
- implement continuous improvement to procurement processes.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to coordinating strategic procurement
- codes of conduct and codes of practice
- long-term government policy papers, such as White Papers
- strategic procurement plans and direction statements
- workplace scenarios and case studies relating to a range of strategic procurement and disposal activities.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and

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procedures
- review of strategies and approaches adopted for coordinating strategic procurement
- review of strategic procurement plans, supplier analysis, market analysis, market development plans or activities, risk assessments, procurement methodologies or procurement approaches, formal sign-offs and approvals, and other documentation prepared or reviewed by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Candidates for this qualification must demonstrate a high level of understanding and practical workplace application of underpinning knowledge. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC601B Maintain and enhance confidence in public service
- PSPLEGN601B Manage compliance with legislation in the public sector
- PSPMNGT607B Develop a business case
- PSPMNGT608B Manage risk
- PSPPM601B Direct complex project activities
- PSPPROC604B Plan for strategic procurement
- PSPPROC606B Negotiate strategic procurement
- PSPPROC607A Manage strategic contracts.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

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Procurement may include:	• public private partnerships (PPP) • leasing or buying • short-term or long-term arrangements • sole or multiple suppliers • maintenance and support arrangements • incentive contracting • firm or variable pricing regimes • franchising • research and development • pre-qualification of suppliers • standing orders and deeds of standing orders • standard form agreements • common use contracts • facilities management • prime contractor and subcontractor • gain sharing/open book • coordinated procurement • whole of government procurement • cooperative procurement.
Commercial and policy factors may include:	• value or market share of business involved • complexity of marketplace • degree of dependency of organisation programs on the procurement • extent of competition • capture and assessment of identified risks • protection of both parties • value for money • basis of due performance • broader governmental policies that may affect the market or industry sector • competitive neutrality • environmental, sustainability and corporate social responsibility principles.
Markets may include:	• local • national • international • regional.
Suppliers may include:	• commercial companies • other public sector organisations • other governments, including commonwealth, state or territory, local and international • non-profit organisations

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	• in-house.
Criteria for assessment of supplier ***capability*** may include:	• financial viability/capacity, including insurances • past performance and infrastructure • skills and experience of key personnel • quality accreditations • earned value performance management • adequacy of proposed methodology and approach • technical merit of the proposed goods or service • industrial relations record • willingness to work towards common goals • observance and promotion of OHS requirements • technical and contractual compliance • compliance with commonwealth, state and territory policies regarding discrimination, workplace relations, environmental, sustainability and corporate social responsibility • compliance with codes of conduct, codes of practice and expected standards of behaviour.
Market development strategies may include:	• market management, including development of key supply markets where these markets are not meeting the organisation's needs • supplier development, including identification of new local suppliers, development of the capabilities of existing suppliers and development of new products • reverse marketing • tactics to increase skill levels of suppliers, particularly in dealing with government • creating the supplier environment • communicating changes • procurement strategies, including splitting contracts, short-term development contracts, inviting companies to work together where each has skills.
Stakeholders may include:	• end users, customers or clients, and sponsors • current or potential providers or suppliers • technical or functional experts or advisers • commonwealth, state or territory, and local government • the organisation • other public sector organisations • employees, unions and staff associations • industry bodies • local communities • lobby groups and special user groups.

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Whole-of-life considerations may include:	• benchmarks of expected financial performance • calculations of discounted cash flows • net present value • return on investment • transition costs in establishing initial contract • transition costs in renewing or extending contract • net return or cost on disposal of assets.
Teams may include:	• financial • legal • technical • functional • engineering • scientific and research • human resource • commercial or business • consultants.
Performance measures may include:	• purchase price reduction • cost reduction • value of additional negotiated benefits • improvement in payment terms • improved warranties • cost-saving measures • new sources of supply • substitute goods and services • improved supplier performance • reduction of demand • improved access to market information for early identification of supply problems • improved supply chain efficiencies • reduction if risk exposure • improved supplier attitude • eliminating supply monopolies • improved participation of local suppliers.
Range of procurement activities may include:	• easy to secure supply and high relative expenditure • easy to secure supply and low relative expenditure • difficult to secure supply and low relative expenditure • difficult to secure supply and high relative expenditure.

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Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC606B Negotiate strategic procurement

Modification History

PSPPROC606B Release 2: Layout adjusted. No changes to content.

PSPPROC606B Release 1: Primary release.

Unit Descriptor

This unit covers the ability to negotiate strategic procurement agreements within established guidelines, policies and procedures. It includes planning and preparing for negotiation, and undertaking and finalising the negotiation process for strategic procurement.

In practice, negotiating strategic procurement may occur in the context of other generalist and specialist work activities, such as maintaining and enhancing confidence in public service or local government, establishing and maintaining strategic networks, managing compliance with legislation in the public service or local government, managing risk, developing a business case, planning for strategic procurement, coordinating strategic procurement, and managing strategic contracts.

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

Application of the Unit

This unit applies to those in specialist procurement and contracting.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the Performance criteria describe the performance needed to

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essential outcomes of a unit of competency.	demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for strategic procurement negotiations	1.1. Input and advice are obtained from key ***stakeholders*** and the ***procurement and negotiating context*** is identified. 1.2. Information is gathered on suppliers and a best alternative to negotiating an agreement is developed. 1.3. Objectives, targets and bottom line position are determined for negotiations. 1.4. Composition of ***negotiating team*** and limits on negotiators' authority are determined according to organisational policy and procedures. 1.5. Negotiation process, timeframes and strategies are determined to suit complexity of procurement and supplier characteristics. 1.6. Negotiation plan/directive is developed that identifies negotiation roles of team members, lead negotiator, ***negotiating styles***, tactics and boundaries/limits of authority to suit the procurement activity. 1.7. Negotiation plan is authorised and signed off according to organisational policy and procedures.
2. Undertake strategic procurement negotiations	2.1. Negotiations are opened, supplier tactics identified, and issues and options explored to identify mutually compatible interests. 2.2. Minor and major issues are dealt with and concessions to ***terms and conditions*** are negotiated to improve overall value for money of the procurement. 2.3. Concessions are made such that agreements remain consistent with original intentions and with procurement, organisational objectives and probity requirements. 2.4. If negotiations stall, tactics are used to break deadlocks and continue negotiations according to negotiation plan and organisational policy and procedures.

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	2.5. Negotiations are conducted and an offer is made in accordance with legislative requirements, organisational policy and procurement guidelines.
3. Finalise strategic procurement negotiations	3.1. Negotiations are closed and agreements are finalised according to procurement guidelines. 3.2. Where agreement is not possible immediately, communication channels are kept open while additional support, arguments and supporting evidence are obtained. 3.3. Where agreement is not possible and the best alternative is to be pursued instead, negotiations are terminated in a way that preserves the relationship with the supplier for possible future business and deters the possibility of legal liability. 3.4. Where agreements may have wider implications for procurement and the organisation, those implications are considered and necessary consultation is carried out. 3.5. Details and outcomes of negotiations are documented according to organisational policy and procedures.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult and negotiate with stakeholders
  - achieve negotiation outcomes desired by the organisation
  - network, within probity boundaries, with stakeholders
  - build and manage effective working relationships
  - write business cases, plans, reports, submissions and other complex documents
  - read complex documents, such as contracts, legislation and guidelines
  - provide feedback
- teamwork skills to:
  - manage teams of expert negotiators in functions such as finance, legal, technical and engineering
  - manage strategic relationships
  - model effective management and leadership approaches
  - respond to diversity
  - refer issues to the correct person

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- problem-solving skills to:
  - identify and apply strategies and tactics for breaking deadlocks during a negotiation
  - apply decision-making processes or methodologies
  - identify and resolve strategic procurement issues
  - apply understanding of supplier issues and supply chain management in the context of strategic procurement
- initiative and enterprise skills to:
  - identify and assess negotiation approaches to yield results
  - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of strategic procurement
- planning and organising skills to:
  - undertake research and business analysis
  - manage financial and other resources
  - manage procurement projects
- learning skills to keep up-to-date with:
  - best practice examples in strategic procurement
  - relevant procurement legislation, policies and procedures
- technology skills to:
  - operate organisational IT systems
  - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
  - relating to strategic procurement, including environmental purchasing guidance
  - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- aspects of law of contract, trade practices law, and commercial law relating to negotiation of strategic procurement arrangements
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to negotiation
- government procurement environment
- legal requirements of government contracting
- financial rules and regulations
- implications of particular contracting arrangements
- whole-of-life considerations
- cultural issues relating to strategic procurement and industry development
- relationship management at all personnel levels
- environmental, sustainability and corporate social responsibility principles relevant to strategic procurement

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Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Competency must be demonstrated in the ability to negotiate for strategic procurement consistently in accordance with legislative and organisational requirements.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- prepare negotiation plans (or similar) for strategic procurements
- implement negotiation plans
- respond flexibly, but within the boundaries of the plan, to issues, deadlocks and other situations that arise during negotiations
- finalise strategic procurement negotiations with an agreement that captures the negotiated positions of all parties
- act within own delegations and promptly escalate issues to higher authority when required
- uphold high standards of public sector ethics and behaviour when negotiating with potential suppliers.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to negotiating strategic procurement
- codes of conduct and codes of practice
- long-term government policy papers, such as White Papers
- strategic procurement plans and direction statements
- workplace scenarios and case studies relating to a range of strategic procurement and disposal activities.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and

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procedures
- review of strategies and approaches adopted for planning for strategic procurement
- review of negotiation process used, negotiation plans, negotiation directives, contracts or other agreements reached, notes from negotiations, risk assessments, formal sign-offs and approvals, and other documentation prepared or reviewed by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Candidates for this qualification must demonstrate a high level of understanding and practical workplace application of underpinning knowledge. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC601B Maintain and enhance confidence in public service
- PSPGOV601B Apply government systems
- PSPLEGN601B Manage compliance with legislation in the public sector
- PSPMNGT607B Develop a business case
- PSPMNGT608B Manage risk
- PSPPM601B Direct complex project activities
- PSPPROC604B Plan for strategic procurement
- PSPPROC605B Coordinate strategic procurement
- PSPPROC607A Manage strategic contracts.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

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Stakeholders may include:

- end users, customers or clients, and sponsors
- current or potential providers or suppliers
- technical or functional experts or advisers
- commonwealth, state or territory, and local government
- the organisation
- other public sector organisations
- employees, unions and staff associations
- industry bodies
- local communities
- lobby groups and special user groups

Procurement may include:

- public private partnerships (PPP)
- leasing or buying
- short-term or long-term arrangements
- sole or multiple suppliers
- maintenance and support arrangements
- incentive contracting
- firm or variable pricing regimes
- franchising
- research and development
- pre-qualification of suppliers
- standing orders
- standard form agreements
- common use contracts
- facilities management
- prime contractor and subcontractor
- gain sharing/open book
- coordinated procurement
- whole of government procurement
- cooperative procurement

Procurement and negotiating context may include:

- nature of procurement in terms of:
  - risk
  - expenditure
  - complexity
- nature of supply market, such as:
  - fully competitive
  - dominated by a few large suppliers
  - sole supplier
  - unsophisticated suppliers
- rural and remote issues
- one-off negotiation versus need to maintain long-term relationship

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- existing relationship with supplier. including:
  - previous negotiations
  - supplier's business approach to government as client
  - state of current relationship
- political or community sensitivities
- skill and experience of negotiating team
- balance of power in the negotiations

Negotiating team members may include:

- financial
- legal
- technical
- functional
- engineering
- scientific and research
- human resource
- commercial or business

Negotiating styles may include:

- competitive
- accommodating
- avoidance
- compromising
- collaborative

Terms and conditions may include:

- technical support aspects, such as:
  - warranties
  - life-cycle support
  - maintenance agreements
- financial aspects, such as:
  - deposits
  - payment terms
  - discounts
  - payment schedules
  - travel costs
  - cancellation penalties
- risk management aspects
- management information
- government support
- timeframes
- performance incentives and penalties
- general matters, such as subcontracting
- contract price

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Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC607A Manage strategic contracts

Modification History

PSPPROC607A Release 2: Layout adjusted. No changes to content.

PSPPROC607A Release 1: Primary release.

Unit Descriptor

This unit covers the competencies required to manage contracts for strategic purchases, to effectively minimise risks and achieve value for money to meet an organisation's core objectives. It includes managing the establishment, performance and evaluation of strategic contracts.

In practice, managing strategic contracts may occur in the context of other generalist and specialist work activities, such as maintaining and enhancing confidence in public service or local government, establishing and maintaining strategic networks, managing compliance with legislation in the public service or local government, managing risk, developing a business case, planning for strategic procurement, coordinating strategic procurement and negotiating strategic procurement.

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

Application of the Unit

This unit applies to those in specialist procurement and contracting.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Manage contract establishment	1.1. Requirements of ***contracts and strategic initiatives*** are discussed, clarified and agreed by all parties. 1.2. Responsibilities for establishing and carrying out procedures are assigned to achieve contract outcomes. 1.3. Effective communication strategies and processes are established and implemented to assist ongoing communication between internal and external ***stakeholders*** and contractors. 1.4. Relationship management is undertaken of all levels of personnel involved in procurement and contract management, within probity boundaries. 1.5. Strategic relationships are established and managed within probity boundaries to improve procurement capability and performance. 1.6. Risk management plans are updated according to organisational policy and procedures.
2. Manage contract performance	2.1. Progress of contracts is ***monitored*** against set targets and performance measures to ensure success of procurement activities. 2.2. Should monitoring find that set targets, performance measures and probity requirements are not being met, action is taken to rectify performance in a timely manner. 2.3. Advice and support are provided to solve problems, make improvements and maintain progress. 2.4. Disputes are managed promptly according to contractual conditions to achieve resolution and maintain contract performance and progress. 2.5. Opportunities to continuously improve procurement outcomes are sought and negotiated with contractors. 2.6. Approvals are provided or gained for ***contract***

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	variations that are negotiated and agreed between the parties. 2.7. Opportunities are provided for stakeholders and contractors to have input into and receive feedback on progress during the performance of the contract. 2.8. Internal and external stakeholders are engaged as necessary throughout the life of the contract to maintain progress.
3. Manage contract evaluation	3.1. Evaluation of contract performance is undertaken relative to planned performance measures and in consultation with stakeholders and contractors. 3.2. Where stakeholders and contractors do not agree, dispute resolution is undertaken according to organisational policy and procedures. 3.3. Conclusions are detailed against agreed criteria to provide a complete picture of ***performance of contractors***, organisation's ***procurement processes*** and ***value for money***. 3.4. Performance of strategic initiatives is measured relative to planned outcomes in consultation with industry and other stakeholders. 3.5. Lessons learnt from evaluations of contracts and strategic initiatives are documented according to organisational requirements and used to continuously improve future procurement activities. 3.6. Contractors and stakeholders are advised of evaluation outcomes in a timely manner according to organisational guidelines.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult and negotiate with stakeholders
  - network, within probity boundaries, with stakeholders
  - build and manage effective working relationships
  - write business cases, plans, reports, submissions and other complex documents
  - read complex documents, such as contracts, legislation and guidelines
  - provide feedback
- teamwork skills to:

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    - manage teams of expert negotiators in functions such as finance, legal, technical and engineering
    - manage strategic relationships
    - model effective management and leadership approaches
    - respond to diversity
    - refer issues to the correct person
- problem-solving skills to:
    - apply decision-making processes or methodologies
    - identify and resolve strategic contract management issues
    - apply understanding of supplier issues and supply chain management in the context of managing strategic contracts
- initiative and enterprise skills to:
    - identify, assess and implement opportunities for performance improvement
    - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of managing strategic contracts
- planning and organising skills to:
    - undertake research and business analysis
    - manage financial and other resources
    - manage strategic procurement contracts, contract management plans and sub-plans
- learning skills to keep up-to-date with:
    - best practice examples in strategic procurement
    - relevant procurement legislation, policies and procedures
- technology skills to:
    - operate organisational IT systems
    - use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
    - relating to managing strategic contracts, including environmental purchasing guidance
    - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- aspects of law of contract, trade practices law, and commercial law relating to managing strategic contracts
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to management of contracts and relationships with contractors
- government procurement environment
- legal requirements of government contracting
- financial rules and regulations

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- implications of particular contracting arrangements
- whole-of-life considerations
- procurement management processes
- cultural issues relating to contract management and industry development
- relationship management at all personnel levels
- environmental, sustainability and corporate social responsibility principles relevant to managing strategic contracts

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Competency must be demonstrated in managing strategic contracts consistently and in accordance with legislative and organisational requirements.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- develop contract management plans and sub-plans suited to the nature of the contracts
- establish contract management relationships with stakeholders using strategic techniques such as start up workshops, service level agreements, etc.
- implement contract management plans
- manage contractors to ensure the delivery of contract outcomes, using flexibility and initiative to deal with issues as they arise
- implement contract performance measures
- provide contractors with performance feedback
- deal promptly and proactively with contract disputes and refer to higher authority when this is not possible
- communicate effectively with internal and external stakeholders about the operation of contracts
- uphold probity standards in all dealings with contractors.

Consistency in performance

Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

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Access may be required to:

- legislation, policy, procedures and protocols relating to managing strategic contracts
- codes of conduct and codes of practice
- long-term government policy papers, such as White Papers
- strategic procurement plans and direction statements
- workplace scenarios and case studies relating to a range of strategic procurement and disposal activities.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for managing strategic contracts
- review of contract management plans and related sub-plans, such as transition plans, probity plans, contract variations, contract performance reports and reviews, budgets, negotiation notes from meetings with contractors, risk assessments, formal sign-offs and approvals, contract closure reports, and other documentation prepared or reviewed by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Candidates for this qualification must demonstrate a high level of understanding and practical workplace application of underpinning knowledge. Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- PSPETHC601B Maintain and enhance confidence in public service
- PSPLEGN601B Manage compliance with legislation in the public sector
- PSPMNGT607B Develop a business case
- PSPMNGT608B Manage risk
- PSPPM601B Direct complex project activities
- PSPPROC604B Plan for strategic procurement
- PSPPROC605B Coordinate strategic procurement

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- PSPPROC606B Negotiate strategic procurement.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contracts and strategic initiatives may include:

- non-traditional procurement and finance activities
- strategic procurement activities, such as industry development
- in-house option directives
- inter and intra-government agreements
- memoranda of understanding and memoranda of agreement
- public private partnerships (PPP)
- purchases from suppliers
- coordinated procurement arrangements
- whole of government procurement arrangements
- cooperative procurement arrangements.

Stakeholders may include:

- end users
- customers or clients
- sponsors
- current or potential providers or suppliers
- technical or functional experts or advisers
- commonwealth, state or territory, and local government
- the organisation
- other public sector organisations
- employees, unions and staff associations
- industry bodies
- local communities
- lobby groups and special user groups.

Monitoring may involve:

- progress meetings and regular progress reports from contractor
- visits to contractor's premises
- provision of samples
- tests and verification
- independent audit
- end-user feedback.

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Contract variation may include modification of:	• targets • performance measures • procurement plans • resourcing • monitoring and evaluation processes.
Evaluation of ***contractor performance*** may include:	• strengths and weaknesses • client acceptance of service delivery (client satisfaction) • meeting delivery and completion dates • compliance with other contractual requirements • performance in relation to relevant policy objectives, such as industry development, care for the environment, OHS and affirmative action • achievements of the contractor in developing Australian and New Zealand supply networks • general relationships, including effectiveness of communication at all levels • performance of key technical personnel • acceptability and cost of whole-of-life technical support, including lead times and availability of spares and maintenance services • achievements in innovation and quality improvement programs • acceptability and suitability for future agreements, including potential status as an approved contractor • adherence to codes of practice and codes of conduct.
Evaluation of organisation's ***procurement processes*** may focus on:	• effectiveness of project management, including project plan and responsibilities and accountabilities set out in it • quality of the business case, as indicated by achievement of planned outcome and contribution to program objectives • effectiveness of contractor qualification processes • value obtained in bid clarification and post-tender negotiation • effectiveness of project management systems, focusing particularly on management information • effectiveness of risk management, including corruption risks and probity risks • methods for controlling variations in cost, time, quality and performance from initial planning to completion • adequacy of safeguards against fraud, error and impropriety • incidence of material losses due to waste or

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	inefficiency • overall performance in terms of cost, time, service and quality • compliance with procurement policy.
Value for money must reflect:	• whole-of-life program benefits • residual values • disposal costs or disposal return • costs of parts • servicing and maintenance • industry benchmarks.

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC704A Influence and define strategic procurement

Modification History

PSPPROC704A Release 2: Layout adjusted. No changes to content.

PSPPROC704A Release 1: Primary release.

Unit Descriptor

This unit covers the ability to formulate an organisation's strategic procurement goals and take action to gain support for strategic procurement directions. It includes ensuring that the organisation's strategic procurement direction is aligned with that of the government.

In practice, influencing strategic procurement directions may overlap with other public sector or local government generalist and specialist work activities, such as providing strategic direction, influencing strategic policy, leading and influencing ethical practice in the public sector or local government, and undertaking strategic risk management.

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

Application of the Unit

This unit applies to those in specialist procurement and contracting.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a	Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the

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unit of competency.	range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Formulate strategic procurement goals	1.1. ***Procurement direction is determined*** through open and ethical consultation with organisation's governing body and ***stakeholders***. 1.2. Strategic procurement goals are formulated that are consistent with organisation's business plan, strategic direction, mission and values, and take into account the requirements, expectations and interests of organisation's governing body and stakeholders. 1.3. Strategic procurement goals are developed that support the ethos of the organisation and accurately reflect its role in its environment. 1.4. Strategic procurement ***goals are developed*** that support and align with the policy expectations of government for the organisation. 1.5. Strategic procurement goals are reviewed to ensure that opportunities and current and emerging trends are reflected. 1.6. Strategic procurement goals are used to guide procurement processes that deliver best ***value for money***.
2. Gain support for strategic procurement direction	2.1. Strategic procurement goals are presented to stakeholders in such a way as to gain their support. 2.2. Where stakeholder interests are in conflict, realistic and rational compromises are found that balance interests and acknowledge concerns. 2.3. Where less than full support is obtained, consequences for the organisation are identified and steps are taken to minimise potential problems. 2.4. Ongoing consultation with stakeholders is maintained to ensure support for and ownership of the organisation's strategic procurement goals. 2.5. Outcomes of the consultation process are recorded and considered before procurement decisions are reached.

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - consult and negotiate with stakeholders at the highest levels of organisations and the community
  - engage in strategic networking, within probity boundaries, with key stakeholders
  - build and manage effective working relationships
  - convey complex ideas to a wide range of audiences
  - persuade and influence, within probity boundaries, stakeholders and decision makers
  - read, write and approve business cases, plans, reports, submissions and other high level complex documents
- teamwork skills to:
  - provide leadership within the organisation
  - manage strategic relationships
  - manage teams of expert negotiators in functions such as finance, legal, technical and engineering
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to:
  - apply decision-making processes or methodologies
  - identify and resolve strategic procurement issues
  - apply understanding of supplier issues and supply chain management in the context of strategic procurement
- initiative and enterprise skills to:
  - identify, assess and implement opportunities for performance improvement
  - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of strategic procurement
- planning and organising skills to:
  - undertake research and business analysis relating to strategic procurement and high level business issues
  - manage financial and other resources
  - manage strategic procurement systems, processes and policies
- learning skills to keep up-to-date with:
  - best practice examples in strategic procurement
  - relevant procurement legislation, policies and procedures
- technology skills to:

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- operate organisational IT systems
- use electronic procurement templates

Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
  - relating to strategic procurement, including environmental purchasing guidance
  - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- government procurement environment
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to strategic procurement
- financial rules and regulations relating to strategic procurement
- legal requirements of government procurement and contracting
- competition theory as it relates to strategic procurement
- supply chain principles
- strategic industry development
- strategic procurement planning processes
- procurement best practice standards
- equal employment opportunity
- environmental, sustainability and corporate social responsibility principles relevant to strategic procurement

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Competency must be demonstrated in the ability to influence and define strategic procurement consistently in accordance with legislative and organisational requirements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • formulate strategic procurement goals in line with organisation's business direction and government policy imperatives • reflect the organisation's ethos in its strategic procurement goals • encourage wide input into the development of strategic procurement goals and direction

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- encourage consideration of innovation and new opportunities in procurement direction for the organisation
- publicise organisation's strategic procurement goals and direction
- work effectively with disagreement between stakeholders
- use recognised approaches to gain support for the strategic procurement direction established for the organisation
- demonstrate effective implementation of goals even when full support is not gained.

Candidates for this qualification must demonstrate a high level of understanding of underpinning knowledge and the ability to apply this to practical workplace situations.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to procuring goods and services and managing contracts at the strategic level
- codes of conduct and codes of practice
- long-term government policy papers, such as White Papers
- strategic procurement plans and direction statements
- published performance audits or similar relating to strategic procurement issues
- workplace scenarios and case studies relating to a range of strategic procurement activities.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for influencing strategic procurement direction
- preparation of formal written papers covering strategic procurement issues
- review of strategic plans, strategic procurement plans, long-term budgets, forward procurement plans, industry engagement plans, responses to performance audits covering strategic procurement issues and other documentation prepared or reviewed by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the

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candidate.

Guidance information for assessment

Sufficient evidence must be gathered to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- BSBFIM701A Manage financial resources
- BSBINN801A Lead innovative thinking and practice
- BSBREL701A Develop and cultivate collaborative partnerships and relationships
- PSPETHC701A Lead and influence ethical practice in the public sector
- PSPMNGT703A Lead and influence change
- PSPMNGT704A Undertake enterprise risk management
- PSPPROC705A Establish strategic procurement context
- PSPPROC706A Evaluate and improve strategic procurement performance.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Determining procurement direction may be influenced by:

- stakeholder needs and intentions
- end user requirements
- government policies
- Australian industry involvement requirements
- potential provider/supplier base
- industry development requirements
- disposal of assets
- probity requirements
- environmental, sustainability and corporate social responsibility issues

Stakeholders may include:

- end users
- customers or clients
- sponsors
- potential providers or suppliers
- current providers or suppliers

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- technical or functional experts or advisers
- commonwealth, state or territory, and local government
- the organisation
- other public sector organisations
- employees, unions and staff associations
- industry bodies
- local communities
- lobby groups and special user groups

Developed goals:

- are challenging, realistic, achievable and measurable
- encourage members of the organisation to be creative and innovative within procurement guidelines

Value for money may include:

- fitness for purpose
- whole-of-life costs
- fair and reasonable market prices
- timely delivery
- post-delivery support
- effective warranties
- price basis
- disposal options
- whole of government perspective
- effects of government buying on market structure and sustainability
- market competitiveness and sophistication

Unit Sector(s)

Not applicable.

Competency field

Procurement and Contract Management.

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PSPPROC705A Establish strategic procurement context

Modification History

PSPPROC705A Release 2: Layout adjusted. No changes to content.

PSPPROC705A Release 1: Primary release.

Unit Descriptor

This unit covers the competencies required to establish the broad context in which strategic procurement takes place. It includes undertaking environmental analysis; analysing, developing and monitoring procurement capability; influencing and developing strategic industries; and establishing and managing risk exposure. It also includes understanding the government and political context for strategic procurement.

In practice, establishing the strategic procurement context may overlap with other public sector generalist and specialist work activities, such as providing strategic direction, influencing strategic policy, leading and influencing ethical practice in the public sector or local government, and undertaking strategic risk management.

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

Application of the Unit

This unit applies to those in specialist procurement and contracting.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the Performance criteria describe the performance needed to

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essential outcomes of a unit of competency.	demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Analyse the procurement environment	1.1. Knowledge of the legal, political and financial environment is applied to establish ***strategic context***. 1.2. Relationship between the organisation and its procurement environment is examined and defined. 1.3. Existing and potential ***stakeholders*** and their strengths and weaknesses are identified. 1.4. Strengths, weaknesses, opportunities and threats are identified using information that is up-to-date, reflects emerging and predicted trends, and takes account of the possible future procurement interests and activities of the organisation and government directions. 1.5. Organisation's procurement strategies and plans are adjusted in light of information gathered, and comparative targets are identified. 1.6. Any case for possible ***collaboration*** with other organisations is supported by evidence, analysed for risks, and is consistent with organisational plans and future directions.
2. Analyse procurement capability	2.1. Organisation's strengths, weaknesses, opportunities and threats are considered in light of internal and/or external ***factors*** and organisation's strategic procurement goals. 2.2. Analyses of organisational capability take into account possible future procurement interests and activities of the organisation, its strategic industries, collaborators, requirements of government and other organisations. 2.3. Suggestions for improvements to existing organisational structures and procurement systems are made that are realistic and achievable and will aid achievement of the procurement mission statement and strategies drawn from both internal and external stakeholders. 2.4. Consultation on proposed improvements is undertaken with those affected, in time for their views to

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	be taken into account. 2.5. Proposed improvements are justified on the basis of known internal and external factors, and take into account stakeholder needs and expectations.
3. Develop and monitor procurement capability	3.1. Improvements to develop ***procurement capability*** are implemented in time to meet new circumstances. 3.2. Practical requirements for implementing improvements are comprehensively defined and communicated to those affected. 3.3. Difficulties associated with implementing improvements are identified as early as possible in order to minimise their effect. 3.4. Implemented improvements to organisational structures and procurement systems are monitored, reviewed and modified as required to assist achievement of procurement outcomes.
4. Influence and develop strategic industries	4.1. Strategic industries are monitored and opportunities are taken to influence key opinion formers and decision makers to change, encourage and nurture ***industry capability***. 4.2. Problems, limitations and new opportunities in strategic industries are identified in response to internal and external factors and are based on quantitative and qualitative data. 4.3. Ethical methods are used to influence strategic industries, consistent with the organisation's values and procurement policies, and sensitive to the values and practices of key opinion formers and decision makers.
5. Establish and manage risk exposure	5.1. Total ***organisational risk*** is defined, analysed and monitored to minimise loss and maximise opportunity. 5.2. Risk management system is established, implemented and maintained that is consistent with the organisation's strategic context, goals, risk management policies and nature of its business. 5.3. Performance of risk management system is monitored, reviewed and modified to reflect procurement opportunities and current and emerging trends.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

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Required skills

- communication skills to:
  - consult and negotiate with stakeholders at the highest levels of organisations and the community
  - engage in strategic networking, within probity boundaries, with key stakeholders
  - build and manage effective working relationships
  - convey complex ideas to a wide range of audiences
  - persuade and influence, within probity boundaries, stakeholders and decision makers
  - read, write and approve business cases, plans, reports, submissions and other high level complex documents
- teamwork skills to:
  - provide leadership within the organisation
  - manage strategic relationships
  - manage teams of expert negotiators in functions such as finance, legal, technical and engineering
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to:
  - apply decision-making processes or methodologies
  - identify and resolve strategic procurement issues
  - apply understanding of supplier issues and supply chain management in the context of strategic procurement
- initiative and enterprise skills to:
  - manage procurement performance and identify, assess and implement opportunities for performance improvement
  - apply OHS, environmental, sustainability and corporate social responsibility practices in the context of strategic procurement
- planning and organising skills to:
  - undertake research and business analysis relating to strategic procurement and high level business issues
  - manage financial and other resources
  - manage strategic procurement systems, processes and policies
- learning skills to keep up-to-date with:
  - best practice examples in strategic procurement
  - relevant procurement legislation, policies and procedures
- technology skills to:
  - operate organisational IT systems
  - use electronic procurement templates

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Required knowledge

- commonwealth, state or territory, and local government legislation, policies, practices and guidelines:
  - relating to strategic procurement, including environmental purchasing guidance
  - such as OHS and equity and diversity
- organisational procurement policies, practices and approval processes
- government procurement environment
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to strategic procurement
- risk management systems
- financial rules and regulations relating to strategic procurement
- legal requirements of government procurement and contracting
- competition theory as it relates to strategic procurement
- strategic industry development
- strategic procurement planning processes
- delegation authorities
- organisational structure
- organisational procurement performance
- procurement best practice standards
- equal employment opportunity
- OHS requirements relevant to strategic procurement
- environmental, sustainability and corporate social responsibility principles relevant to strategic procurement

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	Competency must be demonstrated in establishing a strategic procurement context consistently and in accordance with legislative and organisational requirements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • use recognised techniques to analyse the procurement environment, including state of the supply market, stakeholder issues, and organisational and government context for the procurement • use recognised techniques to analyse the buying organisation's

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procurement capability
- make recommendations to improve and develop procurement capability
- implement improvements to procurement capability
- use ethical methods to influence and develop strategic industries to improve value for money opportunities
- apply sophisticated risk management techniques.

Candidates for this qualification must demonstrate a high level of understanding of underpinning knowledge and the ability to apply this to practical workplace situations.

Context of and specific resources for assessment

The unit of competency is to be assessed in the workplace or a simulated workplace environment.

Access may be required to:

- legislation, policy, procedures and protocols relating to procuring goods and services and managing contracts at the strategic level
- codes of conduct and codes of practice
- long-term government policy papers, such as White Papers
- strategic procurement plans and direction statements
- published performance audits or similar relating to strategic procurement issues
- workplace scenarios and case studies relating to a range of strategic procurement activities.

Method of assessment

The following assessment methods are suggested:

- questions to assess understanding of relevant legislation and procedures
- review of strategies and approaches adopted for establishing strategic procurement context
- preparation of formal written papers covering strategic procurement issues
- review of strategic plans, strategic procurement plans, long-term budgets, risk assessments, industry assessments, supplier capability assessments, market research, industry engagement plans, responses to performance audits covering strategic procurement issues and other documentation prepared or reviewed by the candidate in a range of contexts
- review of stakeholder engagement approaches adopted by the candidate.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Candidates for this qualification must demonstrate a high level of understanding and practical workplace application of underpinning knowledge.

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Questioning techniques should suit the language and literacy levels of the candidate.

Guidance information for assessment

Sufficient evidence must be gathered to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- BSBFIM701A Manage financial resources
- BSBINN801A Lead innovative thinking and practice
- BSBREL701A Develop and cultivate collaborative partnerships and relationships
- PSPETHC701A Lead and influence ethical practice in the public sector
- PSPMNGT703A Lead and influence change
- PSPMNGT704A Undertake enterprise risk management
- PSPPROC704A Influence and define strategic procurement direction
- PSPPROC706A Evaluate and improve strategic procurement performance.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Strategic context may include:

- financial
- operational
- competitive
- political
- public perception or image
- social
- cultural
- client
- legal aspects of organisation's functions
- nature of supplier market
- environmental and sustainability issues
- corporate social responsibility.

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Stakeholders may include:	• end users • customers or clients • sponsors • potential providers or suppliers • current providers or suppliers • technical or functional experts or advisers • commonwealth, state or territory, and local government • the organisation • other public sector organisations • employees, unions and staff associations • industry bodies • local communities • lobby groups and special user groups.
Collaboration may include:	• public private partnerships (PPP) • strategic financing arrangements • build, own, operate and transfer type arrangements • cooperative procurement opportunities with other public sector organisations • lead agency arrangements.
Factors may include:	• value of business • complexity of marketplace • capacity of market • supply chain • political influence • political imperatives • budgetary constraints • collaborative arrangements • Australian industry involvement requirements • environmental issues • extent of competition • value for money considerations • degree of dependency of organisation on procurement • where and why the need arises and for which unit or location • level of risk, complexity and sensitivity of the procurement • new capability or replacement/enhancement of existing resources • intellectual property ownership • policy requirements or changes, e.g. ethical and social.
Procurement capability may include:	• procurement systems, structures and processes used in organisation

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- procurement guidance documents developed by organisation
- procurement or other relevant capability frameworks
- staff profile in terms of experience, skills and knowledge
- procurement training programs.

Industry capability may include:

- structure of marketplace
- impact of globalisation
- location of suppliers
- maturity and sophistication of suppliers
- capacity of industry to absorb work in the volume that is required
- willingness of industry to move into new areas of business to provide required goods or services
- staffing profiles of industry and skills shortages or surpluses
- industry training programs.

Organisational risks may include:

- supplier failure to meet agreements
- government failure to meet agreements
- political and public sensitivities
- community lobbying
- asset security and threat management
- information security and threat management
- physical security and threat management
- health management issues
- industrial relations issues
- terrorism and world events
- impact of globalisation
- contingency management and business continuity
- change management
- environmental and sustainability issues
- corporate social responsibility issues
- corruption risks
- probity risks.

Unit Sector(s)

Not applicable.

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Competency field

Procurement and Contract Management.

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PSPREG411A Gather information through interviews

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers gathering information through interviews that do not result in a formal record of interview in the legal sense. Interviews may be conducted in a range of locations for a range of reasons. They may be overt or covert. The unit includes preparing for the interview, conducting the interview, and reviewing and correlating interview information.

Verbal questioning and other interactions undertaken outside a formal interview structure are not addressed in this unit as these are covered in other communication units in the Training Package, such as *PSPGOV412A Use advanced workplace communication strategies*.

In practice, gathering information through interviews may overlap with other generalist or specialist public sector work activities such as acting ethically, exercising regulatory powers, applying government processes, gathering and analysing information, assessing compliance, receiving and validating information.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for interview	1.1 The need for an interview is determined, and the ***context*** and ***requirements*** are established in accordance with ***organisational and legislative requirements***.
	1.2 Interview ***planning*** is undertaken to ensure desired outcomes are achieved.
	1.3 Interview arrangements are made in accordance with legislative and organisational requirements.
	1.4 ***Materials*** to be used during the interview are prepared as required.
	1.5 Advice is obtained as required on legislative or administrative issues relating to the conduct of the interview.
2. Conduct interview	2.1 Commencement of the interview is undertaken following organisational ***protocols*** and complies with legislative requirements.
	2.2 Interview is conducted in a planned manner, with the sequence evident to others who may use the outcomes.
	2.3 ***Questions*** are selected and used that are relevant, comprehensive, appropriate to the situation and the interviewee and adhere to the rules of evidence.
	2.4 Problem solving skills are used to test, compare and contrast information as it is provided to influence the direction of further questions.
	2.5 Information is ***recorded*** in accordance with organisational policy and procedures.

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ELEMENT	PERFORMANCE CRITERIA
	2.6 Personal conduct is maintained in accordance with legal and organisational requirements and takes account of cultural and ethical issues.
3. Review and correlate information	3.1 Information is reviewed and clarified to ensure its relevance and sufficiency prior to concluding the interview.
	3.2 Information is transcribed if necessary and sensitive information is ***dealt with*** in accordance with organisational policy and procedures.
	3.3 Detailed analysis is conducted, and incomplete and irregular information is identified and noted or followed up in accordance with the nature of the interview and organisational requirements.
	3.4 Behavioural characteristics of significance to the purpose of the interview are confirmed.
	3.5 ***Post-interview activities*** are undertaken as required in accordance with organisational policy and procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- using interviewing techniques to suit a range of situations and interviewees
- engaging in exchanges of sometimes complex oral information
- varying style and language structure to suit a range of interviewees
- using techniques to deal with difficult interview situations
- using a range of communication techniques that include establishing rapport, listening, probing, reflecting, negotiation, conflict resolution
- responding to diversity, including gender and disability
- using critical analysis, evaluation and deductive reasoning
- using problem solving and decision making related to interviewing
- using judgment, to test the veracity of information and vary questions and interviewing techniques to suit
- preparing interview documentation requiring accuracy of expression and formality in structure and format
- operating technical and electronic equipment, where necessary
- applying public sector standards and legislation such as occupational health and

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safety and environment in the context of interviewing

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- application of legislation to interviewing including privacy, ethics, confidentiality and freedom of information
- organisational policies and guidelines relating to interviews
- questioning techniques
- legal and ethical considerations for conducting interviews
- cultural awareness in the context of interviewing
- procedures for using interpreters
- legal and organisational requirements for documentation
- legal requirements relating to recording of information
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment, relating to interviews

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC401A Uphold and support the values and principles of public service
  - PSPGOV406B Gather and analyse information
  - PSPGOV408A Value diversity
  - PSPGOV422A Apply government processes
  - PSPLEGN401A Encourage compliance with legislation in the public sector
  - PSPREG401C Exercise regulatory powers
  - PSPREG403B Assess compliance
  - PSPREG415A Receive and validate information

Overview of evidence

In addition to integrated demonstration of the elements and their

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requirements	related performance criteria, look for evidence that confirms: • the knowledge requirements of this unit • the skill requirements of this unit • application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework) • information gathered via interviews in a range of (3 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: • legislation, policy, procedures and protocols relating to gathering information through interviews • case studies and workplace scenarios to capture the range of situations likely to be encountered when gathering information through interviews
Where and how to assess evidence	Valid assessment of this unit requires: • a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when gathering information through interviews, including coping with difficulties, irregularities and breakdowns in routine • information gathered via interviews in a range of (3 or more) contexts (or occasions, over time) Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as: • people with disabilities • people from culturally and linguistically diverse backgrounds • Aboriginal and Torres Strait Islander people • women • young people • older people • people in rural and remote locations Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: • case studies • demonstration • observation • portfolios • questioning

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- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Contexts may include:

- informal interviews
- interviews against set criteria
- interviews to assess applications
- initial investigation of complaints
- audits
- intelligence gathering
- threat assessment
- security vetting
- overt interviews
- covert interviews, under specific legislative powers

Requirements may include:

- interview location/environment:
  - office
  - designated interview room
  - in the field (including overseas)
  - private home
  - at a client/contractor location
  - in other agencies
- timing
- personnel present:
  - senior staff
  - colleagues
  - interpreter
  - support persons

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- method of recording:
  - tape recording
  - videotaping
  - hand written
  - typewritten/word processed
  - file notes
- equipment:
  - electronic equipment
  - recording equipment
  - computer equipment
- availability of interviewee

Organisational and legislative requirements may include:

- organisational policy, procedures and guidelines
- international treaties and protocols
- cross-jurisdictional protocols
- organisation's strategic objectives
- national strategic objectives
- security constraints
- public sector codes of conduct/ethics
- confidentiality requirements
- Commonwealth, State/Territory or Local Government legislation such as:
  - Freedom of Information Act 1982
  - Privacy Act 1988
  - Archives Act
  - Crimes Act 1914 and Criminal Code 1995
  - Evidence Act
  - the organisation's enabling legislation

Interview planning may: include

- purpose
- structure
- context
- expectations
- intended/desired outcomes
- criteria for assessment
- risk management considerations
- key questions in sequential order, highlighting main points
- assessing sources of information
- interview strategies appropriate to the situation and purpose of the interview, such as:
  - direct questioning

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- empathetic questioning
- investigative interviewing
- exclusion of leading questions
- avoidance of cross-examination

- safety requirements for interviewer, interviewee and others present

Materials may include:

- paper-based and electronic documents, including:
  - maps
  - photographs
  - videotapes
  - physical objects and materials
  - audiotapes

Commencement protocols may include:

- introductions
- producing identification/authority
- explaining the purpose, process and recording requirements
- confirming confidentiality of information, if appropriate to the interview purpose

Questioning techniques may include:

- summarising
- re-phrasing
- paraphrasing
- open and closed questions
- cognitive interviewing
- using silence
- active listening
- using and recognising body language
- identifying and overcoming barriers to communication
- investigative interviewing techniques

Recording may include:

- hand written record of interview
- typewritten record of interview
- audiotapes
- videotapes

Dealing with sensitive information may include:

- information security procedures

Post-interview activities may include:

- interview report
- interview assessment report
- informal judgment
- recommendations with supporting reasons/evidence
- suggesting solutions to problems encountered during the interview

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- informing stakeholders of outcome of interview
- providing briefings on outcomes

Unit Sector(s)

Not applicable.

Competency field

Regulatory.

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PSPREG418A Advise on progress of investigations

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers ongoing review of activities throughout an investigation to ensure the effective outcome of the investigation. It includes summarising and reporting on the progress of an investigation, identifying and analysing problems and recommending further action.

In practice, advising on the progress of investigations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Summarise and report on progress of investigation**	1.1 Ongoing monitoring of the investigation, changes in direction and resource implications are recorded and reported. 1.2 ***Progress***, problems and resource usage are reviewed in accordance with the investigation plan. 1.3 Progress reports/***briefings*** are prepared and disseminated in accordance with organisational requirements. 1.4 Records and systems are ***secured*** and updated regularly in accordance with organisational policy and procedures.
2. **Identify and analyse problems**	2.1 Problems are recorded and suggestions made for resolving or referring them. 2.2 ***Modifications*** to the process of investigation are suggested and solutions are implemented where practicable. 2.3 Referral of the investigation to another agency is recommended where jurisdiction/resources make this the preferred option under organisational policy and procedures. 2.4 If no further action is to be taken on an investigation, reasons and supporting documentation are recorded in accordance with organisational policy and procedures. 2.5 If an investigation is terminated, recommendations for referral to another organisation are made if appropriate and are documented for the organisation's information in future similar cases.
3. **Recommend further action**	3.1 Any ***areas of potential risk*** identified by/affecting the investigation are notified in accordance with organisational policy and procedures, together with suggestions for early intervention measures. 3.2 Suggestions are made regarding further avenues of enquiry. 3.3 ***Follow-up tasks*** are identified and actioned in accordance with

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ELEMENT	PERFORMANCE CRITERIA
	organisational policy and procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- undertaking analysis and problem-solving
- engaging in exchanges of sometimes complex oral information
- varying style and language during briefings to suit a range of audiences
- responding to diversity, including gender and disability
- writing summaries, briefing papers and reports requiring clarity, accuracy and formality of structure and language
- applying public sector standards and legislation such as occupational health and safety and environment in the context of investigations

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation relating to the offences under investigation
- procedures for investigation
- administrative legislation relating to the organisation
- organisational guidelines for reporting and information management
- legal and organisational requirements for documentation
- ethical standards
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment relating to the conduct of investigations

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed

- *Pre-requisite* units that must be achieved prior to this

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together	unit:*Nil*
	• *Co-requisite* units that must be assessed with this unit:*Nil*
	• *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
	  • PSPETHC401A Uphold and support the values and principles of public service
	  • PSPLEGN401A Encourage compliance with legislation in the public sector
	  • PSPGOV422A Apply government processes
	  • PSPREG401C Exercise regulatory powers
	  • PSPREG404C Investigate non-compliance
	  • PSPREG412A Gather and manage evidence
	  • PSPREG419A Finalise and report on investigations

Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms: • the knowledge requirements of this unit • the skill requirements of this unit • application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework) • advice on the progress of investigations in a range of (3 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: • legislation, policy, procedures and protocols relating to investigations • case studies and workplace scenarios to capture the range of situations likely to be encountered when advising on the progress of an investigation
Where and how to assess evidence	Valid assessment of this unit requires: • a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when advising on the progress of investigations, including coping with difficulties, irregularities and breakdowns in routine • advice on the progress of investigations in a range of (3 or more) contexts (or occasions, over time) Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as: • people with disabilities • people from culturally and linguistically diverse

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backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Progress in an investigation requires:

- effective administrative processes for all aspects of the investigation
- appropriate resource allocation
- correct evidence collection and management
- availability of witnesses and evidence
- authorisations (e.g. from an authorised justice)

Briefings may include:

- written
- oral

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	• formal • informal
Securing records and systems may include:	• standard security procedures • security classification of records • restricting access to records • restricting electronic access to systems • restricting physical access to systems and records
Modifications may include:	• re-evaluating the resources of the investigation • referring the matter to another organisation

Areas of potential risk may include:	• those affecting the investigation:
	  • public interest in investigation
	  • hostile witness/es
	  • ill-health of witness
	  • flight risk of those being investigated
	• those identified by the investigation:
	  • potential for fraud/corruption elsewhere in an organisation or other organisations
	  • inadequate security arrangements uncovered
	  • likelihood of other potential perpetrators

Follow-up tasks may include:	• referrals to prosecution organisations • completion of documentation • referral for recovery action, which may be accompanied by liquidity analysis • reporting results to superiors • updating files

Unit Sector(s)

Not applicable.

Competency field

Regulatory.

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PSPSEC602A Manage security awareness

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers activities required in promoting and disseminating the organisation's approach to security management internally and to external clients and the broader community. It includes disseminating the security strategy, championing security awareness and marketing security management both inside and outside the organisation.

In practice, managing security awareness may overlap with other generalist or specialist public sector workplace activities such as managing compliance with legislation and ethics requirements, managing risk, networking, implementing policy, managing change.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Disseminate security policy	1.1 Profile of security management is raised to highest level to indicate its key focus in the organisation. 1.2 Security standards for the organisation are articulated in a manner suited to the level and experience of staff. 1.3 Ways in which the security policy and plan contribute to the achievement of organisational corporate goals are articulated. 1.4 Roles and responsibilities of key people in the organisation regarding implementation of security measures are articulated. 1.5 Dissemination methods take account of various audiences and ***information*** is presented in a way that meets particular audience needs.
2. Champion security awareness	2.1 Leadership and motivation are provided in highlighting the role of security processes as integral to effective management practices. 2.2 Methods underpinning the championing of security awareness are based on an in-depth understanding of the organisation's culture and structure, and the nature of both internal and external clients. 2.3 A positive tone is set in the organisation regarding security through engendering trust and confidence in security measures. 2.4 Guidelines for the establishment of formal and informal networks are established to nurture cooperative and ethical client relationships.
3. Market security management inside and outside the organisation	3.1 Potential activities to promote security and its importance to the overall objectives of the organisation are identified and assessed in relation to the security policy and plan in place. 3.2 Implementation is coordinated with management and key ***stakeholders*** who play a role in implementation.

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ELEMENT	PERFORMANCE CRITERIA
	3.3 Shared ownership of security processes is encouraged through ongoing consultation and information sharing.
	3.4 Promotion activities are organised to raise stakeholder awareness of both the ethical and financial aspects of security and to facilitate endorsement of the concept and practice of security management.
	3.5 ***Trends*** are monitored in order to ensure currency in the organisation's security measures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying leadership
- synthesising and articulating broader policy issues
- using a range of communication, negotiation and presentation styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- applying occupational health and safety and environmental procedures in the context of managing security awareness

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- corporate plan and strategic directions of the organisation
- structure and core business activities of the organisation
- organisation's security policy and plans
- external expectations placed on the organisation by external stakeholders such as government
- the incorporation of constraints imposed by the culture of the organisation and operational factors into security management issues and practices
- organisational change practices
- public sector legislation, policies and procedures including anti-discrimination and diversity legislation, occupational health and safety, and environment in the context of security management

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Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit:*Nil*
- *Co-requisite* units that must be assessed with this unit:*Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC601B Maintain and enhance confidence in public service
  - PSPGOV601B Apply government systems
  - PSPGOV602B Establish and maintain strategic networks
  - PSPLEGN601B Manage compliance with legislation in the public sector
  - PSPMNGT604B Manage change
  - PSPMNGT608B Manage risk
  - PSPPOL603A Manage policy implementation
  - PSPSEC601A Define information systems framework

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- management of security awareness in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy and procedures relating to government security management
- security guidelines and standards
- public sector values and codes of conduct
- case studies and workplace scenarios to capture the range of security awareness situations likely to be encountered

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions

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likely to be encountered when managing security awareness, including coping with difficulties, irregularities and breakdowns in routine
- management of security awareness in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Information may include:

- instructions
- guidelines
- case briefings

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	• research outcomes • outcomes of analyses
Stakeholders may include:	• relevant government Ministers • agency staff and senior management • agency clients • contractors and consultants • suppliers and customers • industry associations • other agencies with a mandate for security management • law enforcement agencies • prosecution agencies • internal/external audit
Trends are monitored through:	• research of national and international material • surveys • data matching • internal and external networks • information on security breaches • aggregated national data relating to government security

Unit Sector(s)

Not applicable.

Competency field

Government Security Management.

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PUACOM007B Liaise with other organisations

Modification History

Release	TP Version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V2	Layout adjusted. Application added.
1	PUA00 V8.1	Primary release.

Unit Descriptor

This unit covers the competency to develop networks and relationships and liaise effectively with other organisations.

Application of the Unit

This unit applies to workers who have a role that includes formally liaising with other organisations in order to increase response effectiveness and community safety. While all workers should engage in networking opportunities with like-minded organisations in order to increase the effective of response in incidents, this unit is focussed at a more strategic liaisons, from local public safety group level to organisation wide.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUACOM005B Foster a positive organisational image in the community (Fire sector specific)

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the Performance Criteria describe the required performance

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essential outcomes of a Unit of Competency.	needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish networks and relationships	1.1 Formal and informal networks are established to support ongoing and future liaisons and collaboration. 1.2 Relationships are developed and used in a way which provides identifiable benefits to the organisation from shared expertise, information and/or resources. 1.3 Participation in regular meetings and forums supports mutual cooperation. 1.4 Consultation with ***affected and interested parties*** is undertaken to support the ***organisational goals and objectives***.
2. Communicate and interact with other organisations	2.1 Information is provided to other ***organisations*** in a clear, concise and comprehensive manner. 2.2 Communication with other organisations is conducted in accordance with organisational policy and procedures. 2.3 Information from other organisations is gathered to inform the improvement of services and to avoid duplication of effort.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- chairing meetings
- networking and developing relationships
- public speaking
- using networks effectively

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Required Knowledge

- awareness of role and responsibilities of other organisations
- chairing meetings
- knowledge of current practices and procedures for communicating in the workplace
- meeting protocols and procedures
- organisation's confidentiality requirements
- organisational policy and procedures relating to liaison with other organisations
- role

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential for this unit that competence be demonstrated as follows:

- Networks and relationships developed and used effectively
- All information provided is accurate and clear

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

On the job or in a simulated work environment.

Specific resources for assessment

No special requirements.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Affected and interested parties may include:

- local community
- business community
- commonwealth
- state and territory and local governments

Organisational goals and objectives may vary between

- organisational performance standards
- organisational personnel practices and guidelines

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sectors and organisations and may include:	• organisational quality standards • customer focussed service delivery • community awareness of public safety issues • effective response to incidents/operations/emergencies • community participation in public safety activities • inter-organisation cooperation and collaboration • organisational goals and objectives may vary between sectors and organisations
Organisations may include:	• public safety organisations • government organisations • emergency response organisations • local • state/territory and commonwealth • government • suppliers • non-government organisations e.g. Red Cross • Salvation Army • volunteers • rescue etc

Unit Sector(s)

Not applicable.

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PUADEFVH001A Conduct recovery vehicle operations in a field environment

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to undertake recovery of broken down vehicles and equipment, requiring the operation of specialist recovery vehicles and equipment.

Recovery involves dispatching the recovery vehicle to an incident site, retrieving disabled equipment and moving to a place of repair.

This unit does not cover the extraction of the disabled equipment by winching techniques, which is covered by PUADEFVH002A Extract disabled equipment using winching techniques in a field environment.

Application of the Unit

Application of the Unit

This unit includes the skills and knowledge to lead a small team to recover vehicles and equipment. Specialist recovery vehicles and equipment includes the operation of towing, lifting and winching equipment.

Personnel must be capable of assessing recovery situations in remote environments and tasking personnel to complete operations in isolation from supervision or support.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills	This unit contains employability skills.
Pre-requisite Unit/s	Nil

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.	Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Prepare for recovery tasks**	1.1 Orders and instructions are received and confirmed 1.2 ***Recovery vehicle and equipment*** are checked and prepared for deployment in accordance with ***workplace procedures*** 1.3 Resources required for operational tasks are confirmed and organised 1.4 Recovery crew is briefed on task in accordance with workplace procedures 1.5 Identified problems/shortfalls are reported to appropriate personnel in accordance with workplace procedures so corrective action can occur prior to deployment 1.6 Occupational health and safety (OH&S) requirements and recognised safety precautions are applied throughout operation in accordance with standard procedures 1.7 Environmentally sustainable work practices are

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ELEMENT	PERFORMANCE CRITERIA
	identified, assessed and implemented where feasible
2. **Deploy on recovery tasks**	2.1 Recovery vehicle is deployed to recovery site in accordance with workplace procedures 2.2 Liaison with disabled equipment stakeholders is conducted to ensure everyone is aware of recovery procedures
3. **Recover disabled equipment**	3.1 ***Equipment casualty faults*** are diagnosed, where possible, to ensure recovery actions are the most efficient and cost effective 3.2 Recovery situation is ***assessed*** in accordance with workplace procedures to determine recovery method 3.3 ***Safety risks associated with recovery task*** are assessed and measures to ensure a safe working environment are implemented in accordance with workplace procedures 3.4 ***Briefing of on site personnel*** is conducted and tasks are allocated and supervised 3.5 ***Recovery tasks*** are completed in accordance with workplace procedures 3.6 ***Minor problems*** are dealt with in accordance with workplace procedures 3.7 ***Major incidents*** outside scope of own capabilities are reported to appropriate personnel
4. **Transport disabled equipment**	4.1 Disabled equipment is secured to recovery vehicle in accordance with manufacturer's instructions and workplace procedures 4.2 Stability and braking capability of recovery vehicle is tested to ensure it is safe to transport disabled equipment 4.3 Recovery vehicle is driven to maintenance facility 4.4 ***Unforseen incidents*** are managed as they occur
5. **Finalise recovery tasks**	5.1 Equipment casualty is handed over to owner or

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ELEMENT	PERFORMANCE CRITERIA
	recovered further in accordance with workplace procedures
	5.2 Documentation, including reports and returns, are completed in accordance with workplace procedures
	5.3 Maintenance is supervised and conducted in accordance with workplace procedures
	5.4 Faulty equipment is reported and actions are taken in accordance with workplace procedures
	5.5 Recovery crew is debriefed as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- allocate appropriate materials and personnel to tasks
- communicate effectively in the workplace
- direct, brief, coordinate and monitor personnel
- interpret instructions and directions
- operate specialist recovery vehicles and equipment
- perform basic mathematical calculations
- solve task specific problems

Required Knowledge

- basic vehicle mechanical principles
- basic engineering principles including:
- material capabilities
- theory of levers and pulleys
- characteristics and capabilities of recovery vehicles and equipment
- functions and responsibilities of team members
- maintenance requirements and procedures
- organisational OH&S procedures relevant to field recovery operations
- recovery methods and procedures
- reporting requirements and procedures
- safety precautions associated with tasks

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REQUIRED SKILLS AND KNOWLEDGE

Evidence Guide

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • take into account the characteristics of both the equipment casualty and recovery equipment when determining suitable recovery methods • perform a lift/tow recovery of a light and a medium/heavy rigid vehicle • perform a trailer recovery involving a medium/heavy rigid vehicle (or equivalent). **Consistency in performance** Competency should be demonstrated across a variety of situations within the workplace.
Context of and specific resources for assessment	**Context of assessment** Competency should be assessed in a field environment. **Specific resources for assessment** Access is required to: • recovery vehicle, associated equipment and crew • actual or simulated vehicle/equipment casualties • specific workplace operating procedures and publications.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised***

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RANGE STATEMENT

wording in the Performance Criteria is detailed below.

Recovery vehicle and equipment may include	Hand tools Lifting and recovery equipment Material handling equipment Personal protective equipment Recovery vehicle variants and associated equipment Workshop equipment
Workplace procedures may include	Australian Standards Briefs Duty statements Legislative requirements Manufacturers' handbooks, industry specifications and technical instructions OH&S regulations Organisational policies and procedures Procedure manuals Relevant state/territory or federal legislation Standard operating procedures Written or verbal instructions
Equipment casualty faults may include	• Damaged driveline • Electrical system faults • Engine/transmission faults • Fuel system faults
Assessment of the recovery situation may include	Available resources to conduct recovery Capabilities of recovery vehicle and equipment Environmental conditions Faults within equipment casualty Size and weight of equipment casualty
Safety risks associated with recovery tasks may include	• Environmental conditions Equipment failures including: • breakage of cables and chains • component failure • Exhaust fumes

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RANGE STATEMENT

Briefing of on site personnel may include	• Exposure to hazardous substances • Fatigue • Manual handling of equipment • Road hazards • Unpredictable reaction to applied force • Communication procedures • Emergency procedures • Recovery method • Safety requirements
Recovery tasks may include	• Lifting • Towing • Winching
Minor problems may include	• Avoidable damage to equipment casualty during recovery operations • Minor malfunctions and breakages within recovery equipment • Unforeseen minor hazards
Major incidents may include	• Major malfunctions and/or breakages within recovery vehicles or equipment • Requirements for recovering equipment casualty exceeding capabilities of recovery vehicle • Rollover or major damage to equipment casualty • Serious injuries to on site personnel
Unforseen incidents may include	• Flat tyre • Loose load • Loss of load • Traffic accident • Vehicle breakdown

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil

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PUADEFVH002A Extract disabled equipment using winching techniques in a field environment

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to assess equipment and vehicles requiring recovery and to employ suitable winching techniques and procedures to extricate casualties utilising specialist recovery vehicles equipped with motorised winching equipment.

Application of the Unit

Application of the Unit

This unit applies to the operation of winching equipment capable of extracting a range of vehicles and equipment. Winching may be necessary to extract vehicles and equipment which have become bogged or broken down and due to terrain or environmental factors, cannot be extracted by other means.

Typically, winching operations are conducted by individuals acting independently or in charge of a small team, isolated from assistance or supervision.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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Employability Skills Information

Employability Skills This unit contains employability skills.

Pre-requisite Unit/s Nil

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.	Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Respond to call for assistance**	1.1 Winching tasks are received and details are confirmed 1.2 Tasks are assessed to determine equipment requirements 1.3 Recovery vehicle is checked and prepared for task in accordance with ***workplace procedures*** 1.4 Recovery vehicle is deployed to casualty site in preparation to conduct task
2. **Assess winching task**	2.1 Liaison is conducted with on site personnel 2.2 ***Equipment casualty*** is assessed to determine suitability for winching 2.3 Site is inspected, ***hazards andobstacles associated with winching*** are identified and measures are implemented to overcome obstacles 2.4 ***Winching equipment*** requirements to extricate casualty are determined to ensure recovery vehicle and equipment are suitable for task 2.5 ***Winching procedure*** is developed taking into account terrain conditions, requirements of casualty, site, recovery equipment and vehicle capabilities 2.6 ***Occupational health and safety*** (***OH&S***)

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ELEMENT	PERFORMANCE CRITERIA
	requirements are determined and applied during winching operations
3. **Prepare for winching task**	3.1 Equipment casualty is prepared for winching in accordance with winching procedure 3.2 Winching equipment is prepared in accordance with winching procedure 3.3 ***Briefing of on site personnel*** is conducted and tasks are allocated and supervised
4. **Extricate equipment casualty using winch**	4.1 Winching process is closely controlled and conducted in accordance with winching procedure 4.2 ***Minor problems*** are dealt with as they arise 4.3 Assistance is sought from appropriate personnel when ***major problems*** outside scope of own capabilities occur
5. **Finalise winching operations**	5.1 Equipment casualty is handed over to owner or recovered further in accordance with workplace procedures 5.2 Winching equipment is recovered and inspected for damage in accordance with workplace procedures 5.3 Unserviceable equipment is reported and suitable actions are taken in accordance with workplace procedures 5.4 Equipment is maintained in accordance with manufacturer's instructions and workplace procedures 5.5 Documentation is compiled and reports are made in accordance with workplace procedures 5.6 Worksite is refurbished in accordance with workplace procedures

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- allocate appropriate materials and personnel to task
- assess risks
- brief and direct personnel
- communicate effectively in the workplace
- perform basic mathematical calculations
- provide reports and appropriate documentation
- solve problems relevant to task

Required Knowledge

- basic vehicle mechanical principles
- basic engineering principles including:
- theory of levers and pulleys
- material capabilities
- characteristics and capabilities of recovery vehicles and equipment
- maintenance requirements and procedures
- organisational OH&S procedures relevant to winching operations
- recovery methods and procedures
- reporting requirements and procedures

Evidence Guide

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • conduct winching operations on ground which is soft enough to simulate the conditions encountered when winching bogged vehicles • conduct a winching operation to extricate a light and a medium/heavy rigid vehicle • utilise motorised winches, winch ropes and associated fittings.

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EVIDENCE GUIDE

	Consistency in performance Competency should be demonstrated over time using a variety of equipment casualties and situations which the candidate is likely to encounter within the workplace.
Context of and specific resources for assessment	**Context of assessment** Competency should be assessed in areas of difficult terrain incorporating undulating ground. **Specific resources for assessment** Access is required to: • recovery vehicles and winching equipment • actual or simulated equipment casualties • specific workplace operating procedures and publications.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Workplace procedures may include	Australian Standards Briefs Duty statements Legislative requirements Manufacturers' handbooks, industry specifications and technical instructions OH&S regulations Organisational policies and procedures Procedure manuals Relevant state/territory or federal legislation Standard operating procedures Written or verbal instructions

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RANGE STATEMENT

Equipment casualties may include	Construction equipment Light vehicles Medium or heavy rigid vehicles Plant equipment
Hazards associated with winching may include	Environmental hazards Equipment failure Fatigue Hazardous materials contained within equipment casualties Manual handling of heavy and/or awkward loads
Obstacles to winching may include	Distance between casualty and winching point Soil conditions Terrain Vegetation Weather conditions
Winching equipment may include	Chains Joining devices including: • hammerlocks • oblong links • shackles • swivels Pulleys Winches Winch ropes and fittings
Winching procedure may include	Attachment method Contingencies Equipment layout Mechanical advantage Resources Safety procedures Sequence of events Total pull required

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RANGE STATEMENT

	Velocity ratio
OH&S requirements may include	Personal protective equipment Safety distances Safety equipment Warning devices
Briefing of on site personnel may include	• Communication procedures • Emergency procedures • Safety requirements • Winching procedures
Minor problems may include	• Avoidable damage to equipment casualty during winching operations • Minor malfunctions and breakages within winching equipment
Major problems may include	• Breakage of winch rope • Major malfunctions within winching equipment • Requirements for extricating equipment casualty exceeding capabilities of recovery vehicle • Rollover of equipment casualty • Serious injuries to on site personnel

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil

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PUAOPE001B Supervise response

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency to supervise a response by a small team to incidents and may include the use of aircraft, which are time critical and/or potentially threatening to life, property or the environment.

The unit includes the competency to proceed to the incident, assess the incident, and plan and implement an operational response and post-response activities.

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Prerequisite Unit/s	PUAFIR302B Suppress urban fire OR PUAFIR303B Suppress wildfire (Fire specific)

Employability Skills Information

Employability Skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.	Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Receive incident response request**	1.1 Requests for response are received and dealt with in accordance with ***organisational policy*** and guidelines 1.2 Relevant incident information is obtained and assessed to enable personnel to make appropriate preparations 1.3 An appropriate response is determined according to the type of incident and information available in accordance with organisational policies and procedures 1.4 The location of the incident and the most appropriate route to the incident are ascertained
2. **Proceed to incident**	2.1 Personnel, equipment and ***transport*** resources are dispatched promptly, consistent with the nature of the incident and the information available 2.2 Communication is established and maintained 2.3 An appropriate route to the incident is followed

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ELEMENT	PERFORMANCE CRITERIA
	to minimise response time
	2.4 ***En-route hazards*** are recognised and negotiated to minimise risk
	2.5 Multi-vehicle response is conducted in accordance with the organisation's procedures
3. **Assess the incident**	3.1 Observations are made en route to assist with ***incident*** assessments
	3.2 Assigned personnel's arrival at the incident is confirmed according to organisational policies and procedures
	3.3 ***Communication*** with on-site personnel is established
	3.4 An initial assessment of the incident is carried out promptly
	3.5 ***Hazards*** or potential hazards are assessed and minimised or controlled
	3.6 Assigned ***resources*** to deal with the incident are established at the earliest opportunity
	3.7 The need for additional resources is identified and resources requested in accordance with organisational policy and procedures
	3.8 Hazards are monitored during the incidents and changes in the situation acted upon
4. **Plan and implement an operational response to the incident**	4.1 A safe and effective operational environment is established and maintained in accordance with occupational health and safety guidelines and organisation's policies and procedures
	4.2 Incident information is communicated to assigned personnel clearly, accurately and in a timely manner
	4.3 ***Incident plan*** is developed based on available information and organisational procedures
	4.4 Strategies and tactics are determined and tasks allocated to appropriate personnel
	4.5 An incident plan is implemented, continually monitored, reported and reviewed in the light of additional information and communicated in accordance with the organisation's policies and procedures
	4.6 Leadership and supervision are provided to ensure that performance and practice are to operational standards

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ELEMENT	PERFORMANCE CRITERIA
	4.7 Appropriate equipment and materials are deployed to deal with the incident
	4.8 Changes in the incident plan are communicated to relevant personnel and organisations
5. **Conclude operation**	5.1 Incident is terminated in accordance with the organisation's procedures
	5.2 Incident records of incident actions and decisions are maintained in accordance with the organisation's requirements
	5.3 Incident assessment is conducted in accordance with the organisation's requirements
6. **Supervise post-response activities**	6.1 Equipment cleaning, repair, storage and replenishment is supervised
	6.2 Debriefing requirements are met
	6.3 Post operation reports are prepared to organisation's requirements
	6.4 ***Welfare of team members*** is monitored and appropriate action taken

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- analyse an incident
- assess risks and apply safe work practices
- communicate effectively
- conduct an incident assessment
- conduct briefings and debriefings for aircraft based work
- deploy personnel and equipment to deal with the incident
- for aircraft based work the ability to work in an aircraft for an extended period
- make decisions
- respond promptly to an incident
- use communication equipment

Required Knowledge

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REQUIRED SKILLS AND KNOWLEDGE

- hazards/potential hazards and their effects
- knowledge of current navigational practices to perform navigation
- knowledge of current practices to perform conduct briefings and debriefings
- organisational policies and procedures relating to operations

Evidence Guide

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrated in implementation of an appropriate strategy to deal effectively with the incident **Consistency in performance** Evidence should be gathered over a period of time in a range of actual or simulated workplace environments
Context of and specific resources for assessment	**Context of assessment** Evidence of competent performance should be obtained by observing an individual in responding to and dealing with an actual or simulated incident operation and supplemented by appropriate questions **Specific resources for assessment** Assessment of this competency will require access to relevant transport, communication and emergency equipment
Guidance information for assessment	Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

Range Statement

RANGE STATEMENT

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RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Incidents may include	fires public disorder crime flood storms accident hazardous materials incidents rescues
Transport may include	on-road off-road aviation maritime
En route hazards may include	smoke crowds traffic unauthorised redirection prevailing weather road conditions terrain debris tidal flow spot fires restricted areas wires masts/aerials other aircraft interference to communications
Hazardous conditions may include	adverse weather and fire behaviour

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RANGE STATEMENT

	after-dark operations difficult terrain dangerous goods and substances time pressure level of visibility structural collapse
Incident assessment may include	type and size of incident risk to life property and environment hazards/no go areas climatic and weather conditions capability of assigned personnel adequacy of allocated equipment information gathered from existing plans/databases forecasts and meteorological profiles crowds gathering installed fire protection type of building building construction persons trapped exposures access
Resources may include	aircraft (rotary and fixed wing) personnel trained for the task specialised personnel protective clothing equipment materials navigation aids maps aide memoirs pumps

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RANGE STATEMENT

	appliances
	specialist appliances
Communications equipment may include	radio (eg VHF aeronautical)
	telephone
	computer
	facsimile
	pager
	mobile data terminal
	audible alarms/whistles
Communications may include	ground to air
	hand signals
	distress signal units
	whistles
	verbal and written instructions
	radio
	telephone
	mobile phone
Incidents may include	life threatening situations
	protection of property and the environment
	armed offenders
	explosive devices
Incident plan may include	incident objectives or goals
	roles and responsibilities of personnel
	resource requirements and limitations
	communication procedures
	strategies and tactics to be employed
	contingency arrangements
	planning checklists
	flight plans
	emergency landing areas for aircraft
Welfare of team members	physical stress

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RANGE STATEMENT

may include	physiological stress physical needs such as refreshments fatigue relief
Organisational policy, procedures, requirements and guidelines may vary between sectors and organisations and may include	legislation relevant to the operation/incident/response legislation relevant to the organisation operational corporate and strategic plans operational procedures operational performance standards organisational personnel practices and guidelines organisational quality standards interagency liaison Civil Aviation Orders and requirements search and rescue time/procedures/action incident management systems
When dealing with aircraft response, performance may be affected by	task range engine type-piston turbine wing configuration twin/single engine load capacity airstrip length requirements pilot ability weather fire behaviour terrain
When dealing with aircraft, suitability may be affected by	visibility range speed

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RANGE STATEMENT

When dealing with aircraft, supervising of aircraft management procedures includes	take off capability communications system availability pilot local knowledge temporary restricted airspace aircraft separation-vertically and horizontally height separation direction inbound/outbound calls Fire Common Traffic Advisory Frequency (F-CTAF)

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil

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PUAWER005B Operate as part of an emergency control organisation

Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	First release in TGA.

Unit Descriptor

This unit covers the competency required to implement the emergency response specified in the workplace emergency procedures or specified by a person at a higher level in the emergency control organisation.

People who undertake this work will be working within the command, control and coordinate structure of the emergency control organisation.

This unit has been developed to cover the broad range of emergencies and workplaces as considered in Australian Standard 3745-2010.

Application of the Unit

This unit applies to employees in the workplace within all industries and in all contexts.

This unit places responsibility on individual employees who are delegated responsibility as part of an emergency control organisation to participate in the preparation of workplace emergency procedures; alert and report potential workplace emergencies; evaluate the need to evacuate a work area; prepare for an evacuation; and assist people who may require assistance in accordance with workplace emergency procedures.

The knowledge and skills gained through the completion of this unit may be applied by employees across all industries.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.	Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Respond to emergency reports, signals and warnings	1.1 ***Emergency reports***, ***signals and warnings*** are identified and appropriate action is taken. 1.2 Emergency situations and possible further development are assessed and relevant action is taken according to workplace emergency procedures. 1.3 Arrangements are made for people who may require assistance. 1.4 ***Emergency stations*** are attended and operated according to workplace emergency procedures. 1.5 Suitable ***identification*** is worn according to workplace emergency procedures and relevant standards.
2. Initiate and control initial emergency response	2.1 ***Initial emergency response*** is initiated and carried out according to the workplace emergency procedures or authorised instruction. 2.2 Evacuated areas are checked according to workplace emergency procedures. 2.3 Results of the evacuation of an area are reported to the ***relevant person*** according to the workplace emergency procedures. 2.4 People are accounted for appropriately after the

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ELEMENT	PERFORMANCE CRITERIA
	evacuation and the results are reported to the relevant person according to the workplace emergency procedures.
	2.5 Persons not accounted for are reported in accordance with workplace emergency procedures.
3. Anticipate the further development of emergencies	3.1 Emergency responses are based on the emergency management plan, taking into account the current situation and possible further development.
	3.2 Possible further development of emergency situations is continually assessed, reported to the relevant person and acted on according to workplace emergency procedures.
4. Assist with post initial response	4.1 Emergency evacuation or alternative action is completed before any ***post initial response activities*** are undertaken.
	4.2 Post initial response activities are conducted under the control of the relevant person and are consistent with the workplace emergency plan.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- ability to relate to a range of people from a range of cultural, linguistic, social and ethnic backgrounds, and a range of physical and intellectual abilities
- apply methods of accounting for people
- assist people who need assistance
- carry out a search pattern within an area
- communicate clearly by the means specified in the workplace emergency procedures
- contribute to emergency management planning
- exercise leadership within a workplace emergency context
- use equipment assigned to assist with implementing the workplace emergency procedures

Required Knowledge

- arrangements for evacuating people who need support
- assessing and anticipating the progress of emergencies that might reasonably be expected in the workplace
- command, control and coordinate function of the emergency control organisation

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- context of own role within the workplace emergency procedures
- emergency assessment and reporting procedures
- emergency reporting signals, alarms, warnings and procedures
- emergency response and operating procedures
- members of the emergency control organisation and their roles and responsibilities
- evacuation priorities
- hazard identification
- precautions to be taken during emergencies and during an evacuation
- methods of accounting for people during and after emergencies
- methods of summoning first aid to occupants or visitor injured during an emergency evacuation
- need to keep the relevant person informed of the developing situation
- post initial response emergency activities
- responses to meet the various situations
- workplace procedures

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to respond to emergency reports, signals and warnings appropriately; to supply clear directions under emergency conditions; to make decisions appropriate to the situation; to keep others appropriately informed; to respond according to the workplace emergency procedures; and to take on a leadership role consistent with the emergency control organisation. **Consistency in performance** Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace.
Context of and specific resources for assessment	**Context of assessment** Competency should be assessed in the workplace or in a simulated workplace. **Specific resources for assessment** Access to scenarios that reflect a range of emergency situations that may be expected in the workplace.

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Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Emergency reports, signals and warnings may include:	• audible/visual alarms • audible or vibrating pagers • coded or uncoded public address announcements • e-mail • screen alerts • stench alarms • verbal alert
People who may require assistance may include:	• babies and children • people with a mobility, intellectual, visual, auditory or sensory impairment, either temporary or permanent, who require assistance during an emergency response • people from diverse cultural and linguistic backgrounds • people who are injured • people who are not able to comprehend the instructions given • pregnant women • the elderly
Emergency stations may include:	• assembly or marshalling points • designated telephone or intercom • designated muster points • emergency control point • master emergency control point • warden’s inter-communication point (WIP) phones
Identification may include:	• armbands • helmets, caps, hats • uniforms • tabards, vests or other distinguishing/distinctive clothing
Initial emergency response may include:	• to evacuate • not to evacuate • to partially evacuate • advice or requests for emergency services • alternative evacuation • lateral evacuation • any guidance from emergency response team

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- designated assembly area
- evacuation routes and destination
- not to re-enter the evacuated area until directed by emergency personnel
- shelter in place/lockdown
- relocating or providing welfare services for evacuated persons
- restricting entry to danger areas
- searching floors or areas
- supplying emergency equipment
- use of response equipment

Relevant person may include:

- emergency control organisation members
- emergency services personnel
- people with overall evacuation control responsibility or a person delegated with this responsibility
- police, fire and emergency services

Post initial response activities may include:

- assisting with recovery activities
- assisting with authorised restoration of normal activity
- participating in debriefing
- providing advice
- requests for emergency services or specialist response team
- relocating or providing welfare services for evacuated persons
- restricting entry to danger areas
- security
- supplying emergency equipment
- checking the welfare of evacuees

Unit Sector(s)

Not applicable.

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RIIBEF402D Supervise on-site operations

Modification History

Release	Comment
1	This unit replaces RIIBEF402A Supervise on-site operations
2	Corrected numbering in Performance Criteria.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to supervise on-site operations in the Resources and Infrastructure Industries.

This unit is appropriate for those working in supervisory roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Elements and Performance Criteria

1 Manage on-site safety	1.1 Access, interpret and apply site documentation and ensure the work activity is compliant 1.2 Relay safety rules and regulations, legislation and specific site instructions to personnel 1.3 Conduct equipment safety audits as required 1.4 Identify and document in writing hazards 1.5 Determine a range of preventative measures for potential hazards 1.6 Communicate procedures for the use and wear of personal protective equipment and installed safety equipment to personnel 1.7 Provide clear and concise instructions to others in emergency

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	drills and their application 1.8 Establish methods for contacting all necessary medical services 1.9 Provide safety and/or equipment safety induction to new personnel and visitors 1.10 Complete work health and safety records
2 Communicate regularly with client, personnel, and other relevant parties	2.1 Brief personnel and other relevant parties regularly on up to date scope of activities 2.2 Maintain a good working relationship with landholder/client 2.3 Honour confidentiality clauses in contract 2.4 Communicate verbally and in writing progress, problems encountered/anticipated and results regularly to landholder/client/supervisor 2.5 Maintain regular communication by radio/telephone or other means to report progress and/or request information or assistance
3 Diagnose and solve routine and non-routine problems	3.1 Confirm, by investigation, the existence and immediate effects/potential effects of the problem 3.2 Identify a clear and accurate definition of the problem 3.3 Identify, through analysis of information, the preferred options and formulate action plans 3.4 Obtain additional equipment, contractors and/or advice as needed 3.5 Outline contingency plans 3.6 Organise alternative duties for personnel if problems cause hold-ups in production 3.7 Implement the preferred option
4 Control work program to ensure objectives are met	4.1 Monitor work progress regularly and take corrective action 4.2 Ensure availability of materials for schedules and tasks 4.3 Allocate specific tasks to make effective use of personnel 4.4 Prepare alternative plans if required 4.5 Implement alternative plans to meet work program objectives
5 Coordinate work of personnel	5.1 Make all personnel aware of their roles and responsibilities in the work plan 5.2 Set operational targets in consultation with personnel, and check at regular intervals 5.3 Provide assistance when requested, to meet operational targets

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	5.4 Acquire resources required to support changing work requirements 5.5 Allocate workloads and required resources in accordance with modified work plans 5.6 Communicate agreed time lines for tasks to personnel
6 Maintain operating records	6.1 Determine range of records, reports and their required frequency 6.2 Keep daily written running records to facilitate reporting 6.3 Complete written logs/records and/or shift reports 6.4 Note variations to contract requirements on log and discuss with originator and management 6.5 Complete required written reports and submit/distribute 6.6 Take and record in writing accurate measurements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIBEF402A Supervise on-site operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIBEF402D Supervise on-site operations

Modification History

Release	Comment
1	This unit replaces RIIBEF402A Supervise on-site operations
2	Corrected numbering in Performance Criteria.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation, policies and procedures
- works effectively with others to supervise on-site operations that meet all of the required outcomes including:
  - applying a range of communication techniques to clearly and concisely train and instruct others
  - applying a range of communication techniques to communicate/consult clearly and concisely all technical information, rules, procedures and regulations to others
- demonstrates completion of supervising on-site operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - identifying hazards on site and determining a range of preventative measures
  - inducting new personnel and visitors about on-site and equipment safety procedures
  - identifying and defining potential problems and impact through investigating and analysis of available information
  - outlining contingency plans and implementing appropriate action to resolve the problem
  - reviewing the outcome of work and refining decisions for future activity
  - allocating tasks to others and ensuring compliance to policies and meeting targets

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- managing people and process effectively including conflict resolution and negotiation with others
- maintaining written records and logs

Knowledge Evidence

The candidate must demonstrate knowledge when supervising on-site operations through:

- operational and maintenance procedures
- fault finding and troubleshooting techniques
- working in teams
- communication systems, processes and procedures (e.g. two way radio)
- graphical representation (e.g. maps, diagrams, and their uses for interpretation and prediction)
- maintaining required documentation (e.g. requisition forms, daily log reports)

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

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Industry sector	**AQF** Level**	**Required assessor or Industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIICBS312D Conduct bitumen tanker operations

Modification History

Release	Comment
1	This unit replaces RIICBS312A Conduct bitumen tanker operations
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to conduct bitumen tanker operations in Civil Construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for bitumen tanker operations	1.1 Access, interpret and apply bitumen tanker operations documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify and address potential risks, hazards and environmental issues, and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities 1.5 Select and check for faults plant, tools and equipment to carry out tasks 1.6 Confirm and apply environmental protection and safety

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	requirements 1.7 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Set up tanker for operation	2.1 Carry out pre-operational checks on bitumen tanker 2.2 Fill ancillary tanks and ensure adequate materials are available to perform tanker operations 2.3 Check tanks to prevent contamination 2.4 Obtain load details, including correct amount of any additives
3. Load tanker	3.1 Carry out pre-start and start-up procedures 3.2 Drive and operate tanker 3.3 Check previous load details for compatibility 3.4 Load tank with the prescribed amount of material 3.5 Add and mix additives to specifications 3.6 Check temperature of the material and ensure compliance with manufacturer's specifications 3.7 Measure, calculate and record material quantities and additives 3.8 Heat materials in accordance with manufacturer's/suppliers' instructions
4. Transfer materials	4.1 Set up transfer site 4.2 Confirm transfer procedures with depot supervisor/sprayer driver 4.3 Transfer materials 4.4 Record details of transferred materials
5. Empty tanker	5.1 Empty tank into storage or waste 5.2 Clean tank interior
6. Carry out operator maintenance	6.1 Prepare machine for maintenance 6.2 Conduct inspection and fault finding 6.3 Carry out scheduled maintenance tasks 6.4 Process written maintenance records
7. Clean up	7.1 Clear work area and dispose of or recycle materials 7.2 Clean, check, maintain and store plant, tools and equipment 7.3 Carry out housekeeping requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIICBS312A Conduct bitumen tanker operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIICBS312D Conduct bitumen tanker operations

Modification History

Release	Comment
1	This unit replaces RIICBS312A Conduct bitumen tanker operations
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies applicable legislation, documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of the conduct of bitumen tanker operations including:
  - select and use relevant tools and equipment safely
  - identify and report on hazards related to the worksite and work activity
- works effectively with others to undertake and complete the conduct of bitumen tanker operations that meets all of the required outcomes including:
  - complying with written and verbal reporting requirements and procedures
  - communicating clearly and concisely with others to receive and clarify work instructions
  - communicating clearly and concisely with others to resolve coordination requirements prior to commencing and during work activities
- demonstrates completion of conducting bitumen tanker operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - transfer a minimum of three (3) different materials, one of which must be a PMB;
    - loaded from a refinery or depot
    - mixed and heated
    - transferred to at least one roadside and one storage depot
  - calculation and recording of all details for the activities

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- compliance with the instructions for transferring listed in Austroads Bitumen Sealing Safety guide

Knowledge Evidence

The candidate must demonstrate knowledge in conducting bitumen tanker operations through:

- accessing, interpreting and applying legislative, organisation and site requirements and procedures for:
  - site and equipment safety requirements
  - heating bitumen
  - housekeeping
- equipment types, characteristics, technical capabilities and limitations
- understanding bituminous materials and their characteristics
- complying with the operational, maintenance and basic diagnostic procedures
- safety data sheets and materials handling methods
- understanding the treatment for bitumen burns
- complying with the quality requirements and environmental systems and standards
- understanding the handling and safe use of bitumen hoses
- preparing and/or implementing JSAs/JSEA/safe work method statements

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector’s work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,

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- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	**AQF** Level**	**Required assessor or Industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIICCM201D Carry out measurements and calculations

Modification History

Release	Comment
1	This unit replaces RIICCM201A Carry out measurements and calculations.
2	Editorial corrections Amended Performance Evidence.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to carry out measurements and calculations in Civil Construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for measurements and calculations	1.1 Access, interpret and apply measurements and calculations documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Select, and check for faults, equipment/tools for work activities
2. Perform measurements	2.1 Select and apply method of obtaining the measurement 2.2 Obtain measurements using appropriate tool, and ensure

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	required accuracy 2.3 Confirm and record measurements
3. Perform calculations	3.1 Select appropriate calculation method 3.2 Calculate values for the project using the appropriate factors 3.3 Confirm and record results
4. Estimate quantities	4.1 Select appropriate formulas for calculating quantities 4.2 Make calculations for determining quantities 4.3 Estimate quantities from the calculations taken 4.4 Confirm and record quantities for the project within project tolerances

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIICCM201A Carry out measurements and calculations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIICCM201D Carry out measurements and calculations

Modification History

Release	Comment
1	This unit replaces RIICCM201A Carry out measurements and calculations.
2	Editorial corrections Amended Performance Evidence.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies applicable documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient carrying out of measurements and calculations including:
  - calculating each of the following using a realistic civil construction project:
    - quantity
    - length
    - perimeter
    - circumference
    - area
    - volume
    - number
    - ratio
    - percentage
- works effectively with others to undertake and complete measurements and calculations that meet all of the required outcomes, including:
  - using a range of communications techniques and equipment
  - complying with written and verbal reporting requirements and procedures

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- demonstrates completion of measurements and calculations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - completing measurements, calculations and estimations of quantities for projects of varying complexity
  - measuring using a rule or tape measure for a variety of tasks within 98% accuracy

Knowledge Evidence

The candidate must demonstrate knowledge of the following when carrying out measurements and calculations:

- accessing, interpreting and applying the organisation and site requirements and procedures for:
  - using operational tools and equipment safely and effectively
  - achieving project quality and accuracy
  - using JSA's/JSEA/Safe work methods
- conversion of different metric values e.g. metres to millimetres
- understanding tolerances
- completing measuring, calculating, geometry and determination of quantities
- caring for measuring equipment
- working with civil construction terminology

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,

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- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIICCM203D Read and interpret plans and job specifications

Modification History

Release	Comment
1	This unit replaces RIICCM203A Read and interpret plans and specifications.
2	Editorial corrections.
3	Amended Performance Evidence.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to read and interpret plans and specifications in Civil Construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for read and interpret plans and job specifications	1.1 Access, interpret and apply plans and job specification documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify the main types of plans and drawings used in the Industry 1.4 Identify the key functions of each type of drawing 1.5 Recognise and adhere to quality requirements of company

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	operations 1.6 Identify environmental controls from the job plans, specifications and environmental plan
2. Recognise amendments	2.1 Check title panel to verify latest amendments to drawing 2.2 Check amendments to specifications and ensure currency of information
3. Recognise commonly used symbols and abbreviations	3.1 Identify and confirm civil construction symbols and abbreviations 3.2 Locate and interpret legend on project drawings
4. Locate and identify key features on site plan	4.1 Achieve orientation of the plan with the site 4.2 Identify and locate key features of the site 4.3 Gain access to site and identify services, main features, contours and datum
5. Read and interpret job specifications	5.1 Identify and confirm job specifications from drawings, notes and descriptions 5.2 Identify and confirm standards of work, finishes and tolerances from job specifications 5.3 Identify and confirm material attributes from job specifications

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIICCM203A Read and interpret plans and specifications

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIICCM203D Read and interpret plans and job specifications

Modification History

Release	Comment
1	This unit replaces RIICCM203A Read and interpret plans and specifications.
2	Editorial corrections.
3	Amended Performance Evidence.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies applicable documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of the reading and interpreting of plans and specifications including:
  - communicating effectively to clarify instructions/information
  - orienting/confirming the orientation of a plan
- works effectively with others to undertake and complete the reading and interpreting of plans and specifications that meet all of the required outcomes including:
  - using a range of communications techniques and equipment
  - complying with written and verbal reporting requirements and procedures
- demonstrates completion of reading and interpreting plans and specifications that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - identifying key features on site plans
  - recognising clear discrepancies and verifications between the documents (map, plan, specifications) and the actual site and taking action to correct
  - gaining access to sites and identifying symbols, abbreviations, services, main features, contours and datum

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Knowledge Evidence

The candidate must demonstrate knowledge of the following when reading and interpreting plans and specifications:

- accessing, interpreting and applying the organisation and site requirements and procedures for:
  - identifying and reporting on hazards
  - achieving project quality and accuracy
  - using JSA's/JSEA/Safe work methods
- planning and organising work activities
- working with civil construction terminology
- identifying types of services/utilities and providers
- using construction principles
- carrying out basic calculations of heights, areas, volumes and grades
- interpreting features of plans and elevations including direction, scale, key, contours, symbols and abbreviations
- interpreting commonly used civil construction symbols and abbreviations
- application of scales in plan preparation and interpretation
- identifying key features of formal job specifications
- complying with drawing conventions

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,

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- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIICCM205D Carry out manual excavation

Modification History

Release	Comment
1	This unit replaces RIICCM205A Carry out manual excavation.
2	Editorial corrections.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to carry out manual excavation in Civil construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for manual excavation	1.1 Access, interpret and apply manual excavation documentation, and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify and address potential risks, hazards and environmental issues, and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities 1.5 Identify, obtain and implement traffic signage requirements

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	1.6 Select, and check for faults, equipment and/or attachments for work activities 1.7 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Dig small excavations by hand	2.1 Confirm the location and specifications of the intended excavation 2.2 Identify service markers/taped areas 2.3 Determine and confirm location of underground services and avoid damage/interference 2.4 Use hand tools, and dig post holes, small pits and trenches to the required dimensions 2.5 Undertake trench collapse prevention procedures, where excavation is in unstable ground 2.6 Place barricades around the excavation
3. Complete and isolate the excavation	3.1 Clean loose material out of excavation using hand tools 3.2 Check excavation complies with the specification/work instruction 3.3 Clear loose material away from the edge of excavation
4. Conduct housekeeping activities	4.1 Clear work area and dispose of or recycle materials 4.2 Clean and maintain condition of equipment, ensure suitability for use, and address/report issues 4.3 Manage/report hazards, and maintain a safe working environment 4.4 Process written records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIICCM205A Carry out manual excavation

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Links

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Assessment Requirements for RIICCM205D Carry out manual excavation

Modification History

Release	Comment
1	This unit replaces RIICCM205A Carry out manual excavation.
2	Editorial corrections.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies applicable documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of manual excavation including:
  - using manual excavation tools
  - using concreting tools, plant and equipment
  - communicating effectively to receive and clarify work instructions
- works effectively with others to undertake and complete the manual excavation in a way that meets all of the required outcomes including:
  - using a range of communications techniques and equipment to convey information to others
  - complying with written and verbal reporting requirements and procedures
- demonstrates completion of manual excavation that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - identifying the location of underground services
  - digging post holes, small pits and trenches to the required dimensions
  - applying trench collapse prevention procedures in unstable ground

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Knowledge Evidence

The candidate must demonstrate knowledge of the following when carrying out manual excavation:

- accessing, interpreting and applying the organisation and site requirements and procedures for:
  - using JSAs/safe work methods
  - achieving project quality outcomes
  - identifying and reporting on hazards related to the worksite and work activity
- organising work activities
- using relevant tools and equipment safely
- identifying types, uses, limitations and maintenance requirements of manual excavation tools
- applying basic principles of soil technology for civil works
- using basic trench collapse prevention techniques including benching and battering
- identifying site isolation and traffic control responsibilities and authorities
- using civil construction terminology
- completing housekeeping activities

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,

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- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIICCM207D Spread and compact materials manually

Modification History

Release	Comment
1	This unit replaces RIICCM207A Spread and compact materials manually.
2	Editorial corrections Amended Performance Evidence.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to spread and compact materials manually in Civil construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for manually spreading and compacting materials	1.1 Access, interpret and apply spreading and compacting materials documentation, and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify and address potential risks, hazards and environmental issues, and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities 1.5 Identify, obtain and implement traffic signage requirements

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	1.6 Select, and check for faults, equipment and/or attachments for work activities 1.7 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Conduct compaction machine operational checks	2.1 Carry out pre-start, start-up and shutdown procedures 2.2 Check machine controls and functions for serviceability, and rectify or report any faults
3. Spread and compact materials	3.1 Conduct basic field identification test and identify material type 3.2 Direct trucks to required location for loading/dumping 3.3 Direct delivered/relocated materials to correct location 3.4 Check manufactured material for segregation 3.5 Conduct field test to ensure material moisture is suitable 3.6 Direct machine operator to spread materials to specified levels 3.7 Finish materials by hand to specified levels 3.8 Operate mechanical compaction equipment and consolidate materials into layers 3.9 Conduct field test to ensure compaction has been achieved in restricted locations
4. Conduct housekeeping activities	4.1 Clear work area and dispose of or recycle materials 4.2 Clean and maintain condition of equipment, ensure suitability for use, and address/report issues 4.3 Manage/report hazards, and maintain a safe working environment 4.4 Process written records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIICCM207A Spread and compact materials manually

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIICCM207D Spread and compact materials manually

Modification History

Release	Comment
1	This unit replaces RIICCM207A Spread and compact materials manually.
2	Editorial corrections Amended Performance Evidence.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies applicable documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of the manual spreading and compacting of materials including:
  - selecting and using relevant tools/equipment
  - carrying out equipment pre-start, start-up and shutdown
  - conducting practical field tests for moisture content, shrinkage and compaction
  - communicating effectively to direct operators
- works effectively with others to undertake and complete the manual spreading and compacting of materials that meets all of the required outcomes including:
  - using a range of communications techniques and equipment to convey information to others
  - complying with written and verbal reporting requirements and procedures
- demonstrates completion of manually spreading and compacting materials that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - completing the hand spreading and the mechanical (hand operated) compaction of two (2) different material types to site specification

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Knowledge Evidence

The candidate must demonstrate knowledge of the following when spreading and compacting materials manually:

- accessing, interpreting and applying the organisation and site requirements and procedures for:
  - using JSAs/JSEA/safe work methods
  - achieving project quality outcomes
  - identifying and reporting on hazards related to the worksite and work activity
  - applying materials handling methods and using safety data sheets
- organising work activities
- using relevant tools and equipment safely
- identifying hand operated mechanical compaction machine types, characteristics, technical capabilities and limitations
- applying basic principles of soil technology for civil works
- identifying basic soil compaction theory including the effects of moisture and mechanical interlock
- identifying site isolation and traffic control responsibilities and authorities
- using civil construction terminology
- completing housekeeping activities

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,

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- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.
**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIICCM208D Carry out basic levelling

Modification History

Release	Comment
1	This unit replaces RIICCM208A Carry out basic levelling.
2	Editorial corrections Amended Performance Evidence.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to carry out basic levelling in Civil construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for basic levelling	1.1 Access, interpret and apply basic levelling documentation, and ensure the work activity is complaint 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify and address potential risks, hazards and environmental issues, and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities

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	1.5 Identify, obtain and implement traffic signage requirements 1.6 Select equipment and/or attachments for work activities, and check for faults and serviceability within specified tolerances 1.7 Identify environmental protection requirements 1.8 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Establish offsets to plans and drawings	2.1 Establish offset and recovery pegs from survey controls to specified plans and drawings 2.2 Re-establish earthwork and pavement control lines from offsets and/or recovery pegs 2.3 Establish drainage offsets from survey control
3. Set up and use levelling device	3.1 Identify heights to be transferred/established from project plans or instructions 3.2 Set up and use levelling instruments, and complete levelling 3.3 Transfer heights from the known to the required 3.4 Document results of levelling procedure
4. Conduct housekeeping activities	4.1 Clear work area and dispose of or recycle materials 4.2 Clean and maintain condition of equipment, ensure suitability for use, and address/report issues 4.3 Manage/report hazards, and maintain a safe working environment 4.4 Process written records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIICCM208A Carry out basic levelling

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Assessment Requirements for RIICCM208D Carry out basic levelling

Modification History

Release	Comment
1	This unit replaces RIICCM208A Carry out basic levelling.
2	Editorial corrections Amended Performance Evidence.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies applicable documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of basic levelling including:
  - selecting and using relevant tools/equipment
  - carrying out basic leveling mathematics
  - following basic civil construction processes
  - communicating effectively to confirm work requirements/plans/drawings
- works effectively with others to undertake and complete the basic levelling in a way that meets all of the required outcomes, including:
  - using a range of communications techniques and equipment to convey information to others
  - complying with written and verbal reporting requirements and procedures
- demonstrates completion of carrying out basic levelling that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - conducting different levelling tasks, at least one (1) utilising an automatic level. One (1) of the tasks must include closed traverse utilising ***either*** the height of instrument ***or*** rise and fall method of reduction

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- conducting a peg test with an automatic level, to confirm instrument meets manufacturer's tolerances
- accurately recording of the results of each levelling procedure to organisational requirements

Knowledge Evidence

The candidate must demonstrate knowledge of the following when carrying out basic levelling:

- accessing, interpreting and applying the organisation and site requirements and procedures for:
  - using JSAs/JSEA/safe work methods
  - achieving project quality outcomes
  - identifying and reporting on hazards related to the worksite and work activity
  - applying materials handling methods and using safety data sheets
- organising work activities
- using relevant tools and equipment safely
- identifying leveling devices, characteristics, technical capabilities and limitations
- read, interpret and applying civil construction plan, symbols and construction terminology
- identifying site isolation and traffic control responsibilities and authorities
- completing housekeeping activities

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,

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- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIICCM209D Carry out concrete work

Modification History

Release	Comment
1	This unit replaces RIICCM209A Carry out concrete work.
2	Editorial corrections Amended Performance Evidence.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to carry out concrete work in Civil Construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for concrete work	1.1 Access, interpret and apply concrete work documentation, and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify and address potential risks, hazards and environmental issues, and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities

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	1.5 Identify, obtain and implement traffic signage requirements 1.6 Select, and check for faults, equipment and/or attachments for work activities 1.7 Identify environmental protection requirements 1.8 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Select materials	2.1 Determine location requirements of steel reinforcement and formwork 2.2 Confirm reinforcement requirements 2.3 Select formwork components/materials 2.4 Select and use fixing/fasteners
3. Set out for concrete work	3.1 Set string lines accurately from existing pegs 3.2 Check grades and ensure correct fall 3.3 Identify services, protect and prevent damage
4. Construct and fit reinforcement	4.1 Cut and bend reinforcing fabric and bars 4.2 Tie/fix fabric and bars to configuration 4.3 Attach stiffening rods to panels as required to facilitate handling 4.4 Locate reinforcement material in formwork, and place it on bar chairs/spacers, and confirm clearance from formwork 4.5 Locate and secure cast-ins
5. Erect formwork	5.1 Clear work area and prepare surface for erection of formwork 5.2 Set out formwork 5.3 Assemble/erect and brace formwork 5.4 Position expansion joints to specification and to relevant Australian standard 5.5 Position dowel joints 5.6 Remove debris, sawdust and other waste material from formwork 5.7 Apply release agent to manufacturer’s specifications
6. Carry out concrete work	6.1 Place concrete to specified levels and grades and avoid segregation 6.2 Compact concrete using immersion vibrator or other specified method

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	6.3 Screed, finish and apply curing process to concrete 6.4 Cover and protect concrete surface
7. Strip formwork	7.1 Remove edge boxing and braces sequentially 7.2 Denail, clean, store/stack timber components 7.3 Clean, oil, store/stack steel components 7.4 Discard damaged formwork components after stripping 7.5 Clean screens before movement
8. Conduct housekeeping activities	8.1 Clear work area and dispose of or recycle materials 8.2 Clean and maintain condition of equipment, ensure suitability for use, and address/report issues 8.3 Manage/report hazards, and maintain a safe working environment 8.4 Process written records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIICCM209A Carry out concrete work

Links

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Assessment Requirements for RIICCM209D Carry out concrete work

Modification History

Release	Comment
1	This unit replaces RIICCM209A Carry out concrete work.
2	Editorial corrections Amended Performance Evidence.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies applicable documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of concrete work including:
    - selecting and using relevant tools/equipment
    - carrying out steel reinforcement
    - completing formwork
    - communicating effectively to confirm work requirements/drawings/specifications
- works effectively with others to undertake and complete concrete work that meets all of the required outcomes including:
    - using a range of communications techniques and equipment to convey information to others
    - complying with written and verbal reporting requirements and procedures
- demonstrates completion of carrying out concrete work that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
    - set up string lines, framework and reinforcements
    - position expansion and dowel joints
    - place concrete according to job specifications

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- compact concrete
- screed/finish concrete surface

Knowledge Evidence

The candidate must demonstrate knowledge of the following when carrying out concrete work:

- accessing, interpreting and applying the organisation and site requirements and procedures for:
  - using JSAs/JSEA/safe work methods
  - achieving project quality outcomes
  - identifying and reporting on hazards related to the worksite and work activity
  - applying materials handling methods and using safety data sheets
- organising work activities
- using relevant tools and equipment safely
- identifying equipment types, characteristics, technical capabilities and limitations
- identifying site isolation and traffic control responsibilities and authorities
- identifying concrete characteristics and properties
- using concreting principles
- using structural technology
- using civil construction terminology
- completing housekeeping activities

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,

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- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.
**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIHAN301D Operate elevating work platform

Modification History

Release	Comment
1	This unit replaces RIIHAN301B Operate elevating work platform
2	Editorial corrections; Amend reference to Licensing requirements in Unit Application
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to operate an elevating work platform in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories and Industry sectors. Relevant information must be sourced prior to application of the unit.

Elements and Performance Criteria

1. Plan and prepare for operating an elevating work platform	1.1 Access, interpret and apply elevating work platforms documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Select and wear personal protective equipment appropriate for work activities 1.4 Identify and select any required tools and equipment, check for serviceability and rectify or report, verbally or in writing, any faults prior to commencement 1.5 Perform pre-start and post-start inspections/checks 1.6 Coordinate activities with others prior to commencement of, and during, the work activity

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	1.7 Identify and address potential risks, hazards and environmental issues, and implement control measures 1.8 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Conduct work activities from elevating work platform	2.1 Stabilise elevating work platform 2.2 Place tools and equipment into bucket/platform 2.3 Use approved safety devices, ensure safety of personnel and surrounding site 2.4 Act on or report, verbally or in writing, monitoring systems and alarms 2.5 Recognise and respond to hazardous and emergency situations 2.6 Complete work and shut-down in accordance with agreed work plan
3. Carry out operator maintenance	3.1 Carry out work platform inspections and fault finding 3.2 Carry out routine operational servicing, lubrication and housekeeping tasks in accordance with manufacturer's instructions and site authorised procedures and practices 3.3 Carry out minor operator maintenance to manufacturer's instructions and site requirements 3.4 Process written records
4. Clean up	4.1 Clear work area and reuse, recycle or dispose of materials 4.2 Check, clean, maintain and store plant, tools and equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIHAN301B Operate elevating work platform

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIHAN301D Operate elevating work platform

Modification History

Release	Comment
1	This unit replaces RIIHAN301B Operate elevating work platform
2	Editorial corrections; Amend reference to Licensing requirements in Unit Application
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of operating elevating work platforms including:
  - selecting and using the required plant, tools and equipment
  - planning and preparing for operating elevating work platforms
  - identifying, addressing and/or reporting, verbally or in writing monitoring systems and alarms
  - identifying and following procedures in emergency or hazardous situations
  - applying hand-eye coordination
- works effectively with others to undertake and complete the operation of elevating work platforms that meet all of the required outcomes including:
  - using a range of communication techniques and equipment to coordinate activities with others
  - maintaining written and verbal reporting requirements and procedures
- demonstrates completion of operating elevating work platforms that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:

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- stabilising elevating work platform
- selecting safety devices and correctly ensuring safety of personnel and surrounding site
- completing work platform inspections and fault finding
- completing operational servicing, lubrication and housekeeping tasks
- disposing of environmentally sensitive oils, fluids and materials

Knowledge Evidence

The candidate must demonstrate knowledge of the following when operating an elevating work platform:

- the appropriate National Certification Standards
- site and equipment safety requirements
- equipment characteristics, technical capabilities and limitations
- elevating work platform operational procedures
- basic geological and survey data related to elevating work platforms
- site environmental requirements and constraints related to elevating work platforms

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,

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- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIMPO317D Conduct roller operations

Modification History

Release	Comment
1	This unit replaces RIIMPO317A Conduct roller operations. Performance Criteria amended to include Manoeuvring, Driving and Parking Up; made requirements more explicit; introduced Housekeeping element.
2	Editorial corrections; Modification History added.
3	Removed repetition from Performance Criteria; amended Performance Evidence wording; editorial corrections.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to conduct roller operations in Civil construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare roller operations	1.1 Access, interpret and apply roller operations documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify and address risks, hazards and environmental issues

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	and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities 1.5 Identify, obtain and implement traffic management signage requirements 1.6 Select, and check for faults, equipment and/or attachments for work activities 1.7 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Operate roller	2.1 Carry out Pre-start, start-up, park, shutdown and secure equipment procedures 2.2 Coordinate activities with others at the site prior to commencement of, and during, the work activity 2.3 Continually monitor hazards and risks , and ensure safety of self, other personnel, plant and equipment 2.4 Drive and operate roller, and modify the operating technique to meet changing work conditions 2.5 Complete work plan within the operating capacity of the equipment 2.6 Engage and disengage the compacting device 2.7 Identify, remove or manage contaminants 2.8 Act on or report monitoring systems and alarms
3. Select, remove and fit attachments	3.1 Select attachment for the task 3.2 Remove and fit attachment 3.3 Test attachment to ensure correct fitting and operation 3.4 Use attachment in accordance with recommendations and design limits 3.5 Clean and store removed attachments in designated location
4. Relocate the roller	4.1 Prepare the roller for relocation 4.2 Move the machine between worksites, observing relevant codes and traffic management requirements 4.3 Load and unload machine from float/trailer
5. Carry out machine operator maintenance	5.1 Prepare machine for maintenance 5.2 Conduct inspection and fault finding 5.3 Carry out scheduled maintenance tasks

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	5.4	Return machine to service
	5.5	Process written maintenance records
6. Conduct housekeeping activities	6.1	Clear work area and dispose of or recycle materials
	6.2	Process records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIMPO317D Conduct roller operations

Modification History

Release	Comment
1	This unit replaces RIIMPO317A Conduct roller operations. Performance Criteria amended to include Manoeuvring, Driving and Parking Up; made requirements more explicit; introduced Housekeeping element.
2	Editorial corrections; Modification History added.
3	Removed repetition from Performance Criteria; amended Performance Evidence wording; editorial corrections.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of roller operations in the civil construction Industry including:
  - conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
  - carrying out vehicle refuelling requirements and procedures
  - driving and operating the equipment to site conditions
  - applying safe work practices and identifying and reporting all potential hazards, risks and environmental issues
  - applying problem solving and troubleshooting techniques
  - applying operating techniques for leveling and compacting
  - selecting and using the required tools and equipment
  - working safely around other machines and personnel
  - safe parking and securing of equipment

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- works effectively with others to undertake and complete roller operations in the civil construction industry that meet all of the required outcomes including:
  - using a range of communications techniques and equipment to convey information to others
  - maintaining written and verbal reporting requirements and procedures
  - organising work activities to meet all task requirements
  - communicating clearly and concisely with others to receive and clarify work instructions
- demonstrates completion of conducting roller operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - completion of operations using a variety of different material types and include the mandatory tasks of:
    - compacting materials to pattern and density
    - sealing and finishing
    - the removal and fitting of at least one attachment

Knowledge Evidence

The candidate must demonstrate knowledge of the following when conducting roller operations:

- identifying, interpreting ground conditions
- communicating and performing isolation procedures
- identifying equipment processes, technical capability and limitations
- being prepared for fire/accident/emergency
- identifying signs of operator fatigue and how it should be managed
- interpreting drawings and sketches
- identifying site isolation and traffic control responsibilities and authorities
- using civil construction terminology
- complying with project quality requirements
- applying basic principles of soil technology and soil compaction for civil works
- using basic earthworks calculations
- using civil construction activity sequences of road construction, earthworks and drainage
- applying operational, maintenance and basic diagnostics
- completing housekeeping activities

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector’s work environment; and,

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- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	**AQF** Level**	**Required assessor or Industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

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**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIIMPO318D Conduct civil construction skid steer loader operations

Modification History

Release	Comment
1	This unit replaces RIIMPO318B Conduct civil construction skid steer loader operations.
2	Amend terminology used in Performance Evidence; amend reference to Licensing requirements in Unit Application.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to conduct civil construction skid steer loader operations in Civil construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for skid steer loader operations	1.1 Access, interpret and apply skid steer loader operations documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify and address risks, hazards and environmental issues and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities

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	1.5 Obtain, identify and implement traffic signage requirements 1.6 Select, and check for faults, equipment and/or attachments for work activities 1.7 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Operate skid steer loader	2.1 Carry out pre-start, start-up, park, shutdown and secure equipment procedures 2.2 Coordinate activities with others at the site prior to commencement of, and during, the work activity 2.3 Continually monitor hazards and risks , and ensure safety of self, other personnel, plant and equipment 2.4 Drive and operate loader, and modify the operating technique to meet changing work conditions 2.5 Complete work plan within the operating capacity of the equipment 2.6 Act on or report monitoring systems and alarms
3. Load, carry and place materials	3.1 Conduct communication practices associated with transportation and lifting of materials 3.2 Establish weight of load and ensure it is within safe operational limits of the machine 3.3 Select, attach and apply slings and/or lifting gear in accordance with safe working load requirements 3.4 Position machinery to ensure stability and locate to effectively shift materials according to job specifications 3.5 Shift load safely and effectively 3.6 Move load using hand/audible/communication signals
4. Select, remove and fit attachments	4.1 Select attachment for the task 4.2 Remove and fit attachment 4.3 Test attachment and ensure correct fitting and operation 4.4 Use attachment in accordance with recommendations and design limits 4.5 Clean and store removed attachments in designated location
5. Relocate the skid steer loader	5.1 Prepare for relocation of skid steer loader 5.2 Move skid steer loader safely between worksites, observing relevant codes and traffic management requirements 5.3 Load and unload machine from float/trailer

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6. Carry out machine operator maintenance	6.1	Prepare machine for maintenance
	6.2	Conduct inspection and fault finding
	6.3	Carry out scheduled maintenance tasks
	6.4	Process written maintenance records
7. Conduct housekeeping activities	7.1	Clear work area and dispose of or recycle materials
	7.2	Process records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIMPO318B Conduct civil construction skid steer loader operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIMPO318D Conduct civil construction skid steer loader operations

Modification History

Release	Comment
1	This unit replaces RIIMPO318B Conduct civil construction skid steer loader operations.
2	Amend terminology used in Performance Evidence; amend reference to Licensing requirements in Unit Application.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of civil construction skid steer loader operations including:
  - conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
  - carrying out vehicle refuelling requirements and procedures
  - driving and operating the equipment to site conditions
  - applying safe work practices and identifying and reporting all potential hazards, risks and environmental issues
  - applying problem solving and troubleshooting techniques
  - applying leveling techniques
  - selecting and using the required tools and equipment
  - working safely around other machines and personnel
  - safely parking and securing equipment
  - applying methods of changing machine attachments
- works effectively with others to undertake and complete civil construction skid steer loader operations that meet all of the required outcomes including:

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  - using a range of communications techniques and equipment to convey information to others
  - maintaining written and verbal reporting requirements and procedures
  - organising work activities to meet all task requirements
  - communicating clearly and concisely with others to receive and clarify work instructions
- demonstrates completion of conducting civil construction skid steer loader operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - completion of operations to specification using a variety of material types during the three occasions, including:
    - stripping/spreading topsoil and materials
    - backfilling
    - lifting, loading vehicles
    - excavations
    - mixing materials
    - site clean-up

Knowledge Evidence

The candidate must demonstrate knowledge of the following when conducting civil construction skid steer loader operations:

- identifying and interpreting ground conditions
- communicating and performing isolation procedures
- identifying equipment processes, technical capability and limitations
- being prepared for fire/accident/emergency
- identifying signs of operator fatigue and how it should be managed
- interpreting drawings and sketches
- identifying site isolation and traffic control responsibilities and authorities
- using civil construction terminology
- complying with project quality requirements
- applying basic principles of soil technology and soil compaction for civil works
- using basic earthworks calculations
- using civil construction activity sequences of road construction, earthworks and drainage
- using methods for calculating safe working loads
- applying operational, maintenance and basic diagnostics
- completing housekeeping activities

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Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	**AQF** Level**	**Required assessor or Industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

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*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIIMPO319D Conduct backhoe/loader operations

Modification History

Release	Comment
1	This unit replaces RIIMPO319A Conduct backhoe loader operations.
2	Amended Performance Evidence and Performance Criteria; amend reference to Licensing requirements in Unit Application.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to conduct backhoe/loader operations in Civil construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for backhoe/loader operations	1.1 Access, interpret and apply backhoe/loader operations documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work instructions 1.3 Identify and address risks, hazards and environmental issues and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities 1.5 Identify, obtain and implement signage traffic management

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	requirements 1.6 Select, and check for faults, equipment and/or attachments for work activities 1.7 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Operate backhoe/ loader	2.1 Carry out pre-start, start-up, park, shutdown and secure equipment procedures 2.2 Coordinate activities with others at the site prior to commencement of, and during, the work activity 2.3 Continually monitor hazards and risks , and ensure safety of self, other personnel, plant and equipment 2.4 Drive and operate machine, and modify the operating technique to meet changing work conditions 2.5 Complete work plan within the operating capacity of the equipment 2.6 Act on or report monitoring systems and alarms
3. Load, carry and place materials	3.1 Conduct communication practices associated with transportation and lifting of materials 3.2 Establish weight of load and ensure it is within safe operational limits of the machine 3.3 Select, attach and apply slings and lifting gear in accordance with safe working load requirements 3.4 Position and locate machinery to ensure stability to effectively shift materials according to job specifications 3.5 Shift load safely and effectively 3.6 Move load using hand/audible/communication signals
4. Select, remove and fit attachments	4.1 Select attachment for the task 4.2 Remove and fit attachment 4.3 Test attachment and ensure correct fitting and operation 4.4 Use attachment in accordance with recommendations and design limits 4.5 Clean and store removed attachments in designated location
5. Relocate the backhoe/ loader	5.1 Prepare backhoe/loader for relocation 5.2 Move backhoe/loader safely between worksites, observing relevant codes and traffic management requirements
6. Carry out machine	6.1 Prepare machine for maintenance

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operator maintenance	6.2	Conduct inspection and fault finding
	6.3	Carry out scheduled maintenance tasks
	6.4	Process written maintenance records
7. Clean up	7.1	Clear work area and dispose of or recycle materials
	7.2	Process records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIMPO319A Conduct backhoe loader operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIMPO319D Conduct backhoe/loader operations

Modification History

Release	Comment
1	This unit replaces RIIMPO319A Conduct backhoe loader operations.
2	Amended Performance Evidence and Performance Criteria; amend reference to Licensing requirements in Unit Application.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of backhoe/ loader operations including:
  - conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
  - carrying out vehicle refuelling requirements and procedures
  - driving and operating the equipment to site conditions
  - applying safe work practices and identifying and reporting all potential hazards, risks and environmental issues
  - applying problem solving and troubleshooting techniques
  - applying leveling techniques
  - selecting and using the required tools and equipment
  - working safely around other machines and personnel
  - safely parking and securing of equipment
  - applying methods of changing machine attachments
- works effectively with others to undertake and complete backhoe/ loader operations that meet all of the required outcomes including:

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  - using a range of communications techniques and equipment to convey information to others
  - maintaining written and verbal reporting requirements and procedures
  - organising work activities to meet all task requirements
  - communicating clearly and concisely with others to receive and clarify work instructions
- demonstrates completion of conducting backhoe/loader operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - completion of operations to specification using a variety of material types including:
    - mixing materials
    - stripping/spreading topsoils and materials
    - trench excavation
    - backfilling
    - lifting and carrying materials
    - loading dump trucks, wagons, hoppers, chutes, and cutting/boxing
  - fitting and removal a variety of attachments selected from the following:
    - extending devices
    - tilt bucket
    - buckets
    - compaction wheel
    - ripper
    - plate compactor
    - rock breaker
    - auger
    - broom
    - mower/slasher
    - forklift
    - 4 in 1 bucket and free/rock grab

Knowledge Evidence

The candidate must demonstrate knowledge of the following when conducting backhoe/loader operations:

- identifying, interpreting ground conditions
- communicating and performing isolation procedures
- identifying equipment processes, technical capability and limitations
- being prepared for fire/accident/emergency
- identifying signs of operator fatigue and how it should be managed
- interpreting drawings and sketches
- identifying site isolation and traffic control responsibilities and authorities

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- using civil construction terminology
- complying with project quality requirements
- applying basic principles of soil technology and soil compaction for civil works
- using basic earthworks calculations
- using civil construction activity sequences of road construction, earthworks and drainage
- applying leveling techniques
- using methods for calculating safe working loads
- applying operational, maintenance and basic diagnostics
- completing housekeeping activities

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	**AQF** Level**	**Required assessor or Industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years

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Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIMPO320D Conduct civil construction excavator operations

Modification History

Release	Comment
1	This unit replaces RIIMPO320B Conduct civil construction excavator operations.
2	Performance Evidence wording amended; removed repetition from Performance Criteria; amend reference to Licensing requirements in Unit Application.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to conduct civil construction excavator operations in Civil construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for excavator operations	1.1 Access, interpret and apply excavator operations documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify and address risks, hazards and environmental issues and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities 1.5 Obtain, identify and implement traffic management signage

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	requirements 1.6 Select, and check for faults, equipment and/or attachments for work activities 1.7 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Operate excavator	2.1 Carry out pre-start, start-up, park, shutdown and secure equipment procedures 2.2 Coordinate activities with others at the site prior to commencement of, and during, the work activity 2.3 Continually monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment 2.4 Drive and operate excavator, and modify the operating technique to meet changing work conditions
3. Lift, carry and place materials	3.1 Conduct communication practices associated with transportation and lifting of materials 3.2 Establish weight of load and ensure it is within safe operational limits of the machine 3.3 Select, attach and use slings and lifting gear in accordance with safe working load requirements 3.4 Position machinery and ensure stability and locate to effectively shift materials according to job specifications 3.5 Shift load safely and effectively 3.6 Move load using hand/audible/communication signals
4. Select, remove and fit attachments	4.1 Select attachment for the task 4.2 Remove and fit attachment according to manufacturer's manual and site requirements 4.3 Test attachment and ensure correct fitting and operation 4.4 Use attachment in accordance with recommendations and design limits 4.5 Remove, clean and store attachments in designated location
5. Relocate the excavator	5.1 Prepare excavator for relocation 5.2 Move excavator safely between worksites, observing relevant codes and traffic management requirements 5.3 Load and unload machine from float/trailer
6. Carry out machine operator maintenance	6.1 Prepare machine for maintenance 6.2 Conduct inspection and fault finding

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	6.3	Carry out scheduled maintenance tasks
	6.4	Process written maintenance records
7. Conduct housekeeping activities	7.1	Clear work area and dispose of or recycle materials
	7.2	Process records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIMPO320B Conduct civil construction excavator operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIMPO320D Conduct civil construction excavator operations

Modification History

Release	Comment
1	This unit replaces RIIMPO320B Conduct civil construction excavator operations.
2	Performance Evidence wording amended; removed repetition from Performance Criteria; amend reference to Licensing requirements in Unit Application.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of excavator operations including:
  - conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
  - carrying out vehicle refuelling requirements and procedures
  - driving and operating the equipment to site conditions
  - applying safe work practices and identifying and reporting all potential hazards, risks and environmental issues
  - applying problem solving and troubleshooting techniques
  - applying leveling techniques
  - selecting and using the required tools and equipment
  - working safely around other machines and personnel
  - safely parking and securing of equipment
  - applying methods of changing machine attachments
- works effectively with others to undertake and complete excavator operations that meet all of the required outcomes including:

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  - using a range of communications techniques and equipment to convey information to others
  - maintaining written and verbal reporting requirements and procedures
  - organising work activities to meet all task requirements
  - communicating clearly and concisely with others to receive and clarify work instructions
- demonstrates completion of conducting civil construction excavator operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - completion of operations to specification using a variety of material types including:
    - loading
    - lifting and carrying materials
    - bulk excavation
    - backfilling
    - trench excavation
    - stockpiling
    - battering
    - benching
    - site clean up
  - fitting and removal of a variety of attachments selected from the following:
    - tilt bucket
    - buckets
    - lifting device
    - vibrating compaction wheel
    - ripper/tyne
    - compaction plate
    - compaction wheel
    - rock breaker
    - auger

Knowledge Evidence

The candidate must demonstrate knowledge of the following when conducting civil construction excavator operations:

- identifying, interpreting ground conditions
- communicating and performing isolation procedures
- identifying equipment processes, technical capability and limitations
- being prepared for fire/accident/emergency
- identifying signs of operator fatigue and how it should be managed
- interpreting drawings and sketches
- identifying site isolation and traffic control responsibilities and authorities

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- using civil construction terminology
- complying with project quality requirements
- applying basic principles of soil technology and soil compaction for civil works
- using basic earthworks calculations
- using civil construction activity sequences of road construction, earthworks and drainage
- using methods for calculating safe working loads
- applying operational, maintenance and basic diagnostics
- completing housekeeping activities

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	**AQF** Level**	**Required assessor or Industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years

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Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIIMPO321D Conduct civil construction wheeled front end loader operations

Modification History

Release	Comment
1	This unit replaces RIIMPO321B Conduct civil construction wheeled front end loader operations.
2	Performance Evidence wording amended; removed repetition from Performance Criteria; amend reference to Licensing requirements in Unit Application.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to conduct civil construction wheeled front end loader operations in Civil construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for wheeled front end loader operations	1.1 Access, interpret and apply wheeled front end loader operations documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work instructions 1.3 Identify and address risks, hazards and environmental issues and implement control measures 1.4 Select and wear personal protective equipment appropriate for

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	work activities 1.5 Obtain, identify and implement traffic management signage requirements 1.6 Select, and check for faults, equipment and/or attachments for work activities 1.7 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Operate front end loader	2.1 Carry out pre-start, start-up, park, shutdown and secure equipment procedures 2.2 Coordinate activities with others at the site prior to commencement of, and during, the work activity 2.3 Continually monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment 2.4 Drive and operate front end loader, and modify the operating technique to meet changing work conditions 2.5 Complete work plan within the operating capacity of the equipment 2.6 Act on or report monitoring systems and alarms
3. Attach, secure, lift, carry and place materials	3.1 Conduct communication practices associated with transportation and lifting of materials 3.2 Establish weight of load and ensure it is within safe operational limits of the machine 3.3 Select, attach and use slings and lifting gear in accordance with safe working load requirements 3.4 Position machinery to ensure stability and locate to effectively shift materials according to job specifications 3.5 Shift load safely and effectively 3.6 Move load using hand/audible/communication signals
4. Select, remove and fit attachments	4.1 Select attachment for the task 4.2 Remove and fit attachment 4.3 Test attachment and ensure correct fitting and operation 4.4 Use attachment in accordance with recommendations and design limits 4.5 Clean and store removed attachments in designated location
5. Relocate the front end loader	5.1 Prepare front end loader for relocation 5.2 Move front end loader safely between worksites, observing

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	relevant codes and traffic management requirements 5.3 Load and unload machine from float/trailer
6. Carry out machine operator maintenance	6.1 Prepare machine for maintenance 6.2 Conduct inspection and fault finding 6.3 Carry out scheduled maintenance tasks 6.4 Process written maintenance records
7. Conduct housekeeping activities	7.1 Clear work area and dispose of or recycle materials 7.2 Process records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIMPO321B Conduct civil construction wheeled front end loader operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for RIIMPO321D Conduct civil construction wheeled front end loader operations

Modification History

Release	Comment
1	This unit replaces RIIMPO321B Conduct civil construction wheeled front end loader operations.
2	Performance Evidence wording amended; removed repetition from Performance Criteria; amend reference to Licensing requirements in Unit Application.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of civil construction wheeled front end loader operations including:
  - conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
  - carrying out vehicle refuelling requirements and procedures
  - driving and operating the equipment to site conditions
  - applying safe work practices and identifying and reporting all potential hazards, risks and environmental issues
  - applying problem solving and troubleshooting techniques
  - applying leveling techniques
  - selecting and using the required tools and equipment
  - working safely around other machines and personnel
  - safely parking and securing of equipment
  - applying methods of changing machine attachments
- works effectively with others to undertake and complete civil construction wheeled front end loader operations that meet all of the required outcomes including:

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- using a range of communications techniques and equipment to convey information to others
- maintaining written and verbal reporting requirements and procedures
- organising work activities to meet all task requirements
- communicating clearly and concisely with others to receive and clarify work instructions

- demonstrates completion of civil construction wheeled front end loader operations that safely, effectively and efficiently meets all of the required outcomes including:
  - completion of operations to specification in a minimum of two different material types including:
    - mixing materials
    - stripping/spreading topsoil and materials
    - loading, cutting/boxing
    - backfilling
    - lifting and carrying materials
    - site clean-up on
    - select, fit and remove an attachment

Knowledge Evidence

The candidate must demonstrate knowledge of the following when conducting civil construction wheeled front end loader operations:

- identifying, interpreting ground conditions
- communicating and performing isolation procedures
- identifying equipment processes, technical capability and limitations
- being prepared for fire/accident/emergency
- identifying signs of operator fatigue and how it should be managed
- interpreting drawings and sketches
- identifying site isolation and traffic control responsibilities and authorities
- using civil construction terminology
- complying with project quality requirements
- applying basic principles of soil technology and soil compaction for civil works
- using basic earthworks calculations
- using civil construction activity sequences of road construction, earthworks and drainage
- using methods for calculating safe working loads
- applying operational, maintenance and basic diagnostics
- completing housekeeping activities

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Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	**AQF** Level**	**Required assessor or Industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

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*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

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Links

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RIIMPO322D Conduct civil construction tracked front end loader operations

Modification History

Release	Comment
1	This unit replaces RIIMPO322A Conduct civil construction tracked front end loader operations. Performance Criteria amended to include Manoeuvring, Driving and Parking Up; made requirements more explicit; introduced Housekeeping element.
2	Editorial corrections; Modification History added.
3	Removed repetition from Performance Criteria; amended Performance Evidence wording; amend reference to Licensing requirements in Unit Application; editorial corrections.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to conduct civil construction tracked front end loader operations in Civil construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for tracked front end loader	1.1 Access, interpret and apply tracked front end loader operations documentation and ensure the work activity is compliant

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operations	1.2 Obtain, read, interpret, clarify and confirm work instructions 1.3 Identify and address risks, hazards and environmental issues and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities 1.5 Identify, obtain and implement traffic management signage requirements 1.6 Select, and check for faults, equipment and/or attachments for work activities 1.7 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Operate front end loader	2.1 Carry out pre-start, start-up, park, shutdown and secure equipment procedures 2.2 Coordinate activities with others at the site prior to commencement of, and during, the work activity 2.3 Continually monitor hazards and risks , and ensure safety of self, other personnel, plant and equipment 2.4 Drive and operate front end loader, and modify the operating technique to meet changing work conditions 2.5 Complete work plan within the operating capacity of the equipment 2.6 Act on or report monitoring systems and alarms
3. Attach, secure, lift, carry and place	3.1 Conduct communication practices associated with transportation and lifting of materials 3.2 Establish weight of load and ensure it is within safe operational limits of the machine 3.3 Select , attach and use slings and lifting gear in accordance with safe working load requirements 3.4 Position machinery to ensure stability and locate to effectively shift materials according to job specifications 3.5 Shift load safely and effectively 3.6 Move load using hand/audible/communication signals
4. Relocate the front end loader	4.1 Prepare front end loader for relocation 4.2 Move front end loader safely between work sites, observing relevant codes and traffic management requirements 4.3 Load and unload machine from float/trailer
5. Carry out machine	5.1 Prepare machine for maintenance

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operator maintenance	5.2 Conduct inspection and fault finding 5.3 Carry out scheduled maintenance tasks 5.4 Return machine to service 5.5 Process written maintenance records
6. Conduct housekeeping activities	6.1 Clear work area and dispose of or recycle materials in accordance with project environmental management plan 6.2 Process records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIMPO322D Conduct civil construction tracked front end loader operations

Modification History

Release	Comment
1	This unit replaces RIIMPO322A Conduct civil construction tracked front end loader operations. Performance Criteria amended to include Manoeuvring, Driving and Parking Up; made requirements more explicit; introduced Housekeeping element.
2	Editorial corrections; Modification History added.
3	Removed repetition from Performance Criteria; amended Performance Evidence wording; amend reference to Licensing requirements in Unit Application; editorial corrections.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of tracked front end loader operations including:
  - conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
  - carrying out vehicle refuelling requirements and procedures
  - driving and operating the equipment to site conditions
  - applying safe work practices and identifying and reporting all potential hazards, risks and environmental issues
  - applying problem solving and troubleshooting techniques
  - applying leveling techniques
  - selecting and using the required tools and equipment
  - working safely around other machines and personnel

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  - safely parking and securing of equipment
  - applying methods of changing machine attachments
- works effectively with others to undertake and complete tracked front end loader operations that meet all of the required outcomes including:
  - using a range of communications techniques and equipment to convey information to others
  - maintaining written and verbal reporting requirements and procedures
  - organising work activities to meet all task requirements
  - communicating clearly and concisely with others to receive and clarify work instructions
- demonstrates completion of civil construction tracked front end loader operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - completion of operations to specification using a variety of material types including:
    - mixing materials
    - stripping/spreading topsoil and materials
    - loading
    - cutting/boxing
    - backfilling
    - lifting and carrying materials
    - site clean-up

Knowledge Evidence

The candidate must demonstrate knowledge of the following when conducting civil construction tracked front end loader operations:

- identifying, interpreting ground conditions
- communicating and performing isolation procedures
- identifying equipment processes, technical capability and limitations
- being prepared for fire/accident/emergency
- identifying signs of operator fatigue and how it should be managed
- interpreting drawings and sketches
- identifying site isolation and traffic control responsibilities and authorities
- using civil construction terminology
- complying with project quality requirements
- applying basic principles of soil technology and soil compaction for civil works
- using basic earthworks calculations
- using civil construction activity sequences of road construction, earthworks and drainage
- using methods for calculating safe working loads
- applying operational, maintenance and basic diagnostics

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- completing housekeeping activities

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	**AQF** Level**	**Required assessor or Industry subject matter expert experience**
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	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is	

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	specified should comply with any relevant regulation.

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIIMPO326D Conduct civil construction water cart operations

Modification History

Release	Comment
1	This unit replaces RIIMPO326A Conduct civil construction water cart operations.
2	Performance Evidence wording amended; removed repetition from Performance Criteria; amend reference to Licensing requirements in Unit Application.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to conduct civil construction water cart operations in Civil construction.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare for water cart operations	1.1 Access, interpret and apply water cart operations documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work instructions 1.3 Identify and address risks, hazards and environmental issues and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities 1.5 Obtain, identify and implement traffic management signage requirements

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	1.6 Select, and check for faults, equipment and/or attachments for work activities 1.7 Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency
2. Operate water cart	2.1 Carry out pre-start, start-up, park, shutdown and secure equipment procedures 2.2 Coordinate activities with others at the site prior to commencement of, and during, the work activity 2.3 Continually monitor hazards and risks , and ensure safety of self, other personnel, plant and equipment 2.4 Manage engine power to ensure efficiency of water cart platform movements and to minimise damage to the engine and gears 2.5 Coordinate engine power with gear selection to ensure smooth transition and operation within torque range 2.6 Drive and operate water cart, and modify the operating technique to meet changing work conditions 2.7 Bring vehicle to a halt smoothly, minimising the wear and tear on vehicle using the engine retarder, gears and brakes
3. Load, transport and distribute water	3.1 Position water cart at load and discharge/distribution points 3.2 Load water cart to within the authorised carrying capacity and to suit the site and task conditions 3.3 Carry out water haulage operations efficiently, safely and smoothly avoiding surge and sway 3.4 Discharge/distribute water efficiently in accordance with requirements and procedures 3.5 Monitor and maintain discharge and distribution systems throughout the operations 3.6 Complete work the workplan within the operating capacity of the equipment
4. Carry out machine operator maintenance	4.1 Prepare machine for maintenance 4.2 Conduct inspection and fault finding 4.3 Carry out scheduled maintenance tasks 4.4 Process written maintenance records
5. Conduct housekeeping activities	5.1 Clear work area and dispose of or recycle materials 5.2 Process records

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIMPO326A Conduct civil construction water cart operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIMPO326D Conduct civil construction water cart operations

Modification History

Release	Comment
1	This unit replaces RIIMPO326A Conduct civil construction water cart operations.
2	Performance Evidence wording amended; removed repetition from Performance Criteria; amend reference to Licensing requirements in Unit Application.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of water cart operations including:
  - conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
  - carrying out vehicle refuelling requirements and procedures
  - driving and operating the equipment to site conditions
  - applying safe work practices and identifying and reporting all potential hazards, risks and environmental issues
  - applying problem solving and troubleshooting techniques
  - applying water distribution techniques
  - selecting and using the required tools and equipment
  - working safely around other machines and personnel
  - safely parking and securing of equipment
- works effectively with others to undertake and complete water cart operations that meet all of the required outcomes including:
  - using a range of communications techniques and equipment to convey information to others

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- maintaining written and verbal reporting requirements and procedures
- organising work activities to meet all task requirements
- communicating clearly and concisely with others to receive and clarify work instructions

- demonstrates completion of civil construction water cart operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - completion of the loading, transporting, discharging and distribution of water including:
    - completion of pressure and gravity discharging of water evenly in civil construction compaction operations in a minimum of two different soil types to meet moisture content requirements
    - completion of pressure and gravity distribution of water into two separate water storage facilities/receptacles
    - completion of dust suppression operations

Knowledge Evidence

The candidate must demonstrate knowledge of the following when conducting civil construction water cart operations:

- identifying, interpreting ground conditions
- communicating and performing isolation procedures
- being prepared for fire/accident/emergency
- identifying signs of operator fatigue and how it should be managed
- interpreting drawings and sketches
- identifying site isolation and traffic control responsibilities and authorities
- using civil construction terminology
- complying with project quality requirements
- applying basic principles of soil technology and soil compaction for civil works
- identifying basic soil types and characteristics
- communicating basic soil compaction theory including the effects of moisture content and mechanical interlock
- applying practical field tests for moisture content
- using pumps and pumping system operations
- identifying water distribution systems types, characteristics, technical capabilities and limitations
- describing basic dust suppression theory
- identifying the causes and effects of surge and sway in bulk fluid loads
- using basic earthworks calculations
- using civil construction activity sequences of road construction, earthworks and drainage
- using methods for calculating safe working loads

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- applying operational, maintenance and basic diagnostics
- completing housekeeping activities

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	**AQF** Level**	**Required assessor or Industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being	

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	assessed and where no Industry standard is specified should comply with any relevant regulation.

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIRIS401D Apply site risk management system

Modification History

Release	Comment
1	This unit replaces RIIRIS401A Apply site risk management system
2	Editorial corrections
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to apply the site risk management system in the Resources and Infrastructure Industries.

This unit is appropriate for those working in supervisory roles.

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

Elements and Performance Criteria

1. Plan and prepare to provide information to the work group	1.1 Access, interpret and apply risk management documentation and ensure the work activity is compliant 1.2 Clearly and concisely explain risk management compliance documentation 1.3 Provide documents and reference information for risk management policies, procedures and programs in an accessible manner 1.4 Maintain risk management communication through regularly providing clear information about identified hazards and the outcomes of risk assessment and control
2. Apply and monitor participative arrangements	2.1 Explain the importance of effective consultative mechanisms in managing risk 2.2 Conduct and monitor consultative procedures for

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	management of hazards 2.3 Promptly deal with issues raised through consultation 2.4 Record and promptly communicate the outcomes of consultation of risk management issues
3. Apply and monitor the procedures for providing training	3.1 Systematically identify risk management training needs 3.2 Make arrangements, in consultation with relevant individuals, to meet risk management training needs 3.3 Provide learning opportunities, and coaching and mentoring assistance to achieve training needs
4. Apply and monitor procedures for identifying hazards and assessing risks	4.1 Identify and report hazards and risks 4.2 Coordinate others to routinely carry out hazard identification and risk assessments 4.3 Select and implement actions from hazard reports promptly
5. Apply and monitor the procedures for controlling risks	5.1 Maintain standard for risk management and apply procedures for controlling risks using the hierarchy of controls 5.2 Consider potential risks and plan for their management 5.3 Identify and report inadequacies in existing risk control measures 5.4 Monitor outcomes of reported inadequacies to ensure a prompt response
6. Apply and monitor the procedures for maintaining records	6.1 Ensure accurate written completion and maintenance of risk management records 6.2 Use collated information and data records to forecast and identify hazards and monitor effectiveness of risk control procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIRIS401A Apply site risk management system

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Assessment Requirements for RIIRIS401D Apply site risk management system

Modification History

Release	Comment
1	This unit replaces RIIRIS401A Apply site risk management system
2	Editorial corrections
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- obtain and applies relevant legislation, documentation, policies and procedures
- demonstrates completion of the application of the site risk management system that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - working with others to plan, prepare and apply the site risk management system
  - identifying risk management training needs of others and prepare training plans
  - providing clear and timely instruction and supervision to those involved in applying the site risk management system
  - analysing and prioritising hazards and risks
  - considering and selecting most appropriate options for managing site risk using the hierarchy of controls
  - implementing selected options for managing risk
  - monitoring outcomes of risk management implementations
  - maintaining written records and reports for risk management systems activity and outcomes
  - using aggregate risk and hazard data to forecast and identify hazards and monitor effectiveness of risk control procedures

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Knowledge Evidence

The candidate must demonstrate knowledge of the following in applying the risk management process through:

- key component of the sites risk management system
- responsibilities for applying site risk management system
- work instructions and processes
- using communication skills, including questioning and active listening skills with supervisors and other employees
- writing reports to communicate procedural activity, breach or inadequacies to procedure and review process

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

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Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIIWHS202D Enter and work in confined spaces

Modification History

Release	Comment
1	The unit replaces RIIOHS202A Enter and work in confined spaces.
2	Editorial corrections.
3	Amended Application field.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to enter and work in confined spaces in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational roles undertaking work in confined spaces.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Elements and Performance Criteria

1 Plan and prepare for working in confined space	1.1 Access, interpret and apply procedures for confined space entry and the environmental management plan and ensure the work activity is compliant 1.2 Obtain, confirm, clarify and apply work instructions and agreed procedure 1.3 Obtain, confirm, clarify and apply safety requirements

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	1.4 Obtain and confirm authorisation (entry permit) meets regulatory requirements 1.5 Confirm the emergency response procedure is with the stand-by person and understood 1.6 Identify, obtain and implement signage and barrier requirements 1.7 Select tools and equipment for the tasks, check for serviceability and rectify or report any faults 1.8 Identify, confirm and apply the environmental protection requirements 1.9 Position rescue equipment by the entry permit
2 Work in confined space	2.1 Gain access to confined space 2.2 Ensure that the atmosphere is tested and monitored for harmful elements 2.3 Correctly apply tagging and lock-out procedures 2.4 Enter the confined space correctly 2.5 Maintain ongoing communication with the stand-by person 2.6 Comply with entry permit requirements 2.7 Monitor and adhere to allocated entry time
3 Exit confined space	3.1 Exit confined space correctly 3.2 Recover tools, equipment and materials 3.3 Conduct inspection of the confined space 3.4 Secure access to the confined space 3.5 Remove tagging and lock-out 3.6 Accurately complete confined space entry permit
4 Clean up	4.1 Clear work area and dispose of or recycle materials 4.2 Clean, check, maintain and store tools and equipment 4.3 Remove, clean and store barriers and signs

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

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Unit Mapping Information

RIIOHS202A Entering and working in confined spaces

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIWHS202D Enter and work in confined spaces

Modification History

Release	Comment
1	The unit replaces RIIOHS202A Enter and work in confined spaces.
2	Editorial corrections.
3	Amended Application field.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- demonstrates completion of entering and working in confined spaces that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - obtain appropriate entry permit and instructions for performing work in confined space
  - interpreting and applying safe work method statements
  - apply tagging and lock out
  - selecting, wearing and caring for personal protective equipment applicable to all tasks and environment identified
  - entering the confined space
  - using atmospheric monitoring devices prior to entering the confined space
  - working in the confined space
  - using atmospheric monitoring devices during confined space activity
  - applying safe materials handling methods
  - exiting the confined space
  - remove tagging and lock out

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Knowledge Evidence

The candidate must demonstrate knowledge of enter and work in confined spaces through:

- identifying areas that constitute confined spaces
- complying with site and equipment safety requirements
- complying with the entry and exit procedures, risks and regulations
- types of air contaminants and toxic gases
- identifying the limitations of breathing apparatus
- identifying equipment types, characteristics, technical capabilities and limitations
- complying with site isolation and site control responsibilities and authorities
- locations of safety data sheets (SDS) information and application
- using confined space and Industry terminology

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

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Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

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RIIWHS204D Work safely at heights

Modification History

Release	Comments
1	This unit replaces RIIOHS204A Work safely at heights.
2	Formatting corrections.
3	Inserted Application information.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to work safety at heights in the Resources and Infrastructure Industries.

This unit it appropriate for those working in operational roles where they are required to perform work at heights.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Elements and Performance Criteria

1. Identify work requirements	1.1 Access, interpret and apply height safety procedures and ensure the work activity is compliant 1.2 Inspect site to determine layout and physical condition, condition of structures, prevailing weather conditions, equipment requirements and potential hazards

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	1.3 Adhere to WHS requirements 1.4 Identify, select and check safety equipment for serviceability 1.5 Identify, manage and report potential risks and hazards
2. Identify work procedures and instructions	2.1 Consult with authorised personnel to select materials, tools and equipment and check for serviceability 2.2 Select, wear and care for personal protective equipment 2.3 Inspect/install fall protection and perimeter protection equipment 2.4 Identify approved methods of moving tools and equipment to work area and minimise potential hazards associated with tools at heights 2.5 Ensure safety system has been installed correctly 2.6 Select and install appropriate signs and barricades
3. Access and install equipment	3.1 Consult with authorised personnel to ensure anchor fall protection and associated equipment is correctly fitted and adjusted 3.2 Ensure all required equipment is installed 3.3 Use recommended methods to access work area for people, tools and equipment 3.4 Locate tools and materials to eliminate or minimise the risk of items being knocked down
4. Perform work at heights	4.1 Check access from ground to work area and ensure it is safe 4.2 Keep fall equipment in place and adjusted appropriately for movement during work 4.3 Undertake manual handling of materials and equipment 4.4 Locate materials and equipment ensuring that they are safely secured and distributed 4.5 Check safety system periodically for compliance 4.6 Monitor risk control measures to ensure that they are effective and appropriate 4.7 Reassess risk control measures, as required, in accordance with changed work practices and/or site conditions and undertake alterations
5. Clean up work area	5.1 Consult with authorised personnel to ensure safety system is dismantled and removed 5.2 Clear work area and dispose of or recycle materials 5.3 Clean, check, maintain and store tools and equipment

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIOHS204A Working safely at heights

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIWHS204D Work safely at heights

Modification History

Release	Comments
1	This unit replaces RIIOHS204A Work safely at heights.
2	Formatting corrections.
3	Inserted Application information.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- demonstrates completion of working safely at heights that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - accessing, interpreting and applying technical and safety information for working at heights
  - assessing hazards and risk associated with working at heights and implement control methods
  - selecting wearing and caring for personal protective equipment
  - identifying required safety systems including fall protection and associated equipment
  - checking that fitting, adjusting and anchoring of fall protection and associated equipment is correct
  - performing work safely at heights

Knowledge Evidence

The candidate must demonstrate knowledge of the following when working safely at heights:

- names and functions of equipment, components and materials

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- complying with equipment manufacturer's instructions and specifications
- safe shifting and handling of tools and materials
- adhering to statutory and regulatory authority requirements
- the nature of work undertaken at heights
- complying with heights safety systems
- the processes of providing for safe working practices
- using safety equipment/systems and considerations to facilitate working safely at heights
- complying with safe work methods

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years

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Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIWHS205D Control traffic with stop-slow bat

Modification History

Release	Comment
1	The unit replaces RIIOHS205A Control traffic with stop-slow bat.
2	Editorial corrections; Performance Criteria numbering for element 1 corrected.
3	Amended Application field.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to control traffic with stop-slow bat in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Elements and Performance Criteria

1. Plan and prepare	1.1 Access, interpret and apply site traffic plan procedures and ensure the work activity is compliant 1.2 Obtain, confirm, clarify and apply work instructions 1.3 Obtain, confirm, clarify and apply safety requirements 1.4 Identify, obtain and implement signage and devices 1.5 Select tools and equipment, check for serviceability and rectify or report any faults

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	1.6 Identify, confirm, clarify and apply environmental protection requirements
2. Control traffic	2.1 Position or confirm temporary traffic signs and barriers 2.2 Direct traffic correctly 2.3 Control vehicles and pedestrian traffic and ensure safety 2.4 Monitor traffic, make adjustments for changing conditions and position waiting vehicles for smooth traffic flow 2.5 Use hand held stop/slow bats 2.6 Use visibly clear and unobstructed hand signals 2.7 Report traffic offenders
3. Operate communication devices	3.1 Adjust communication device controls for optimum reception/transmission results 3.2 Transmit messages clearly and concisely 3.3 Maintain communication device power supply 3.4 Check communications contact after nominated period of non-contact
4. Clean up	4.1 Remove or cover signs and devices sequentially to provide warning to motorists during shutdown 4.2 Clean, check, maintain and store tools and equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIOHS205A Control traffic with stop-slow bat

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIWHS205D Control traffic with stop-slow bat

Modification History

Release	Comment
1	The unit replaces RIIOHS205A Control traffic with stop-slow bat.
2	Editorial corrections; Performance Criteria numbering for element 1 corrected.
3	Amended Application field.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- demonstrates completion of controlling traffic with a stop-slow bat that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - reading and interpreting the work instruction and planning work activity accordingly
  - positioning signage and barriers
  - directing and controlling vehicle traffic
  - directing and controlling pedestrian traffic
  - communicating to drivers and pedestrians clearly using hand signals
  - using approved communication devices such as hand held radios or phones to transmit message and report of offenders
  - removing or covering signs after work completion

Knowledge Evidence

The candidate must demonstrate knowledge of controlling traffic with stop-slow bat through:

- site and equipment safety requirements

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- traffic controlling requirements and procedures
- complying with traffic management plans
- erecting traffic control signage and barricades
- communication device operations
- determine equipment types, characteristics, technical capabilities and limitations
- operational and maintenance procedures for equipment
- detailing site isolation and traffic control responsibilities and authorities
- describing the effects of travel speed and vehicle mass on stopping distances
- interpreting and implementing safe work method statement

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal	1	1 Year

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Mining, Extractive (Quarrying) and Civil Construction	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIWHS302D Implement traffic management plan

Modification History

Release	Comment
1	The unit replaces RIIOHS302A Implement traffic management plan.
2	Editorial corrections.
3	Amended Application field.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit develops a participant's skills and knowledge required to implement a traffic management plan in Civil construction.

This unit is appropriate for those working in supervisory roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Elements and Performance Criteria

1 Plan and prepare to implement traffic management plan	1.1 Access, interpret and apply traffic management documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify, address and report potential risks, hazards and environmental issues and implement control measures 1.4 Select and wear personal protective equipment appropriate for the work activity

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	1.5 Identify, obtain and implement traffic control signage and devices 1.6 Select, and check for faults, tools and equipment to carry out tasks 1.7 Identify, confirm and apply environmental protection requirements 1.8 Check the designated traffic controllers' training and qualifications for currency 1.9 Advise traffic controllers of the traffic flow requirements
2 Set out the traffic guidance scheme	2.1 Select traffic guidance scheme to suit site conditions, traffic volumes and work activities 2.2 Determine and ensure adherence to work schedule, maximum traffic delays, signals and site communications 2.3 Ensure signs and devices are correctly positioned on the approaches to the work area 2.4 Ensure that signs and devices are positioned and displayed on each approach 2.5 Ensure signs and devices are positioned and displayed laterally 2.6 Ensure traffic is controlled effectively to protect the work crew
3 Monitor traffic guidance scheme	3.1 Ensure traffic flow is monitored and effectiveness of guidance scheme determined 3.2 Monitor work activities and provide guidance to adjust scheme 3.3 Apply process for dealing with traffic controllers who fail to adhere to approved procedures 3.4 Apply procedures to deal with offending motorists
4 Close down traffic guidance scheme	4.1 Ensure traffic is controlled to protect work crew removing traffic control devices 4.2 Ensure signs are removed in sequence to provide maximum warning during removal 4.3 Ensure guidance scheme details are recorded and reported as required 4.4 Ensure incidents are recorded and reported as required
5 Clean up	5.1 Ensure work area is appropriately cleared 5.2 Ensure tools and equipment are cleaned, checked, maintained

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	and stored

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIOHS302A Implement traffic management plan

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIWHS302D Implement traffic management plan

Modification History

Release	Comment
1	The unit replaces RIIOHS302A Implement traffic management plan.
2	Editorial corrections.
3	Amended Application field.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- works effectively with others to undertake and complete the traffic management plans that meet all of the required outcomes including:
  - complying with written and verbal reporting requirements and procedures
  - communicating clearly and concisely with others to receive and clarify work instructions
  - communicating clearly and concisely with others to resolve coordination requirements prior to commencing and during work activities
- demonstrates completion of implementing traffic management plans that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - complying with State/Territory regulations on three separate live traffic projects, and
  - completing one (1) project controlling site construction vehicles
  - identify and select traffic guidance scheme according to conditions
  - identify and select traffic guidance scheme according to conditions select and implement signage and device requirements, position and display according to site plan

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- monitor and adjust scheme according to variances in requirements
- apply procedures to deal with non-compliant crew and motorists

Knowledge Evidence

The candidate must demonstrate knowledge of implementing a traffic management plan through:

- accessing, interpreting and applying legislative, organization and site requirements and procedures for:
  - JSAs/JSEA/Safe work method statement
  - potential hazards and risks
  - controlling traffic
  - basic signalling
  - signs and devices
  - radio operations
- identifying equipment types, characteristics, technical capabilities and limitations
- identifying site isolation and traffic control responsibilities and authorities
- identifying quality requirements
- applying civil construction terminology

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,

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- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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SIRCDIS302 Deliver medicines to customers outside the pharmacy

Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
First Release	This is an updated unit, based on and equivalent to SIRPDIS002A Deliver prescription medicines to customers outside the pharmacy.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan and carry out home delivery of dispensed medications and other pharmacy products to community pharmacy customers.

Application of the Unit

This unit applies to pharmacy assistants and dispensary assistants who work in community pharmacies.

A person undertaking this role is required to work under the supervision and direction of a pharmacist.

Licensing/Regulatory Information

All relevant federal, state or territory legislation, Pharmacy Board of Australia Guidelines, and established practice and quality assurance standards are to be met.

Pre-Requisites

SIRCHCS201 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Confirm customer delivery requirements.	1.1. Identify ***pharmacy products*** to be delivered to customer. 1.2. Identify prescription items required. 1.3. Confirm ***customer details***. 1.4. Confirm ***delivery information*** with the customer.
2. Prepare and plan prescription deliveries.	2.1. Confirm that items are ***ready for delivery***. 2.2. Liaise with a pharmacist to confirm method of providing customer advice. 2.3. Prepare items for delivery to meet ***handling and storage*** requirements. 2.4. Confirm that ***delivery documentation*** is accurate and complete. 2.5. Use available aids to plan the most efficient delivery route. 2.6. Schedule deliveries to suit requirements of the pharmacy and customers.
3. Distribute medicine to customers outside the community pharmacy.	3.1. Verify customer or agent identity and any special delivery instructions. 3.2. Explain ***information provided on medicines*** and, where instructed by the pharmacist, question to confirm customer or agent's understanding. 3.3. Request a dated signature as evidence of receipt of goods. 3.4. Arrange for pharmacist follow-up in situations requiring additional assistance or therapeutic advice. 3.5. Finalise the sales transaction if appropriate.
4. Reconcile delivered items and records.	4.1. Reconcile medicines and other items collected for delivery with items distributed. 4.2. Reconcile cash payment with the value of items sold. 4.3. Complete delivery documentation and records. 4.4. Follow pharmacy procedures to make alternative arrangements where unplanned factors have prevented delivery of medications.

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - confirm that the person receiving medicines and delivery information is authorised to do so
  - confirm that the person receiving medicines is not a child
  - explain information contained on cautionary and advisory labels in a level of English suited to customer communication requirements
  - question to confirm that the customer correctly understands the information provided
  - invite further questions from the customer
  - seek direction from the dispensing pharmacist
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication
- literacy skills to:
  - follow pharmacy procedures
  - check prescription information
  - read directions and maps to locate addresses and plan efficient delivery routes
- planning and organising skills to:
  - plan delivery routes to achieve efficient delivery outcomes
  - arrange for a customer to make contact with a pharmacist where more detailed support or advice is required
- problem-solving skills to respond to situations where no authorised person is available to receive items

Required knowledge

- pharmacy procedures relating to:
  - delivery of prescription items to customers outside the pharmacy
  - response to unavailability of the customer or an authorised agent to accept delivery
  - responding to customer questions
  - arranging for a pharmacist to provide follow-up therapeutic advice and information to the customer
  - protecting security of self, product and cash
  - response in the event of theft, loss or accident
- product and delivery:
  - charges
  - payment options and procedures
- privacy principles as they relate to home delivery of medicines
- label information, such as:

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  - dosage regimen, e.g. dose time in relation to food
  - frequency
  - duration of treatment
  - special storage requirements, e.g. cold chain
- role boundaries and responsibilities and circumstances under which referral to a pharmacist or other pharmacy staff is required

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • apply pharmacy procedures when delivering dispensed medicines and other products outside the pharmacy • provide information in ways appropriate to customer needs and demonstrate relevant techniques to confirm understanding • apply correct storage and transport conditions and any special delivery requirements for dispensed items • recognise and arrange follow-up contact, in situations requiring referral to a pharmacist.
Context of and specific resources for assessment	Assessment must ensure that competency is: • demonstrated over a period of time and observed by the assessor or the technical expert working in partnership with the assessor as described in the assessment • demonstrated in a real workplace environment that meets relevant industry standards and which may include client interruptions and involvement in other related activities normally expected in the pharmacy. Assessment must ensure access to: • a range of customers or their agents with different locations and delivery requirements who are typical of the customer base • dispensed items and other products for delivery to the customer or their agent • dispensed items requiring special handling • delivery documentation and record-keeping systems

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- payment systems
- relevant documentation, such as:
  - customer details
  - delivery checklists
  - maps or location information
  - pharmacy procedures
  - real or simulated prescriptions
  - CMI.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of the candidate:
  - preparing for deliveries
  - delivering items to customers outside the pharmacy
  - completing documentation and records relevant to delivering prescription and other pharmacy items
  - seeking direction from the dispensing pharmacist
- review of portfolios of evidence and third-party workplace reports of on-the-job performance
- role plays to:
  - confirm communication skills that meet diverse customer requirements
  - demonstrate understanding of contingency management procedures
- written or oral questions appropriate to the language and literacy level of the learner to test relevant underpinning knowledge.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Pharmacy products may include:

- prescription medicines
- Pharmacy Medicines (S2)

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	• non-scheduled pharmacy products.

Customer may include people:	• from a range of social, cultural and ethnic backgrounds and with varying mental and physical abilities
	• in their own home or contacting the pharmacy by phone
	• in residential care settings
	• with special needs, such as:
	  • the elderly
	  • infants
	• who are:
	  • drug or alcohol affected
	  • emotionally unstable
	  • mentally unstable
	  • physically unwell.

Customer details may include:	• patient name • delivery address • telephone number • suitable delivery times • specific location advice.
Delivery information may include:	• items on the prescriptions to be dispensed • other products required • estimated delivery time • persons authorised to accept delivery • payment method.
Ready for delivery may include:	• assembled items are complete, clearly and correctly labelled, and match customer requirements • a pharmacist has verified dispensed items • required information and advice accompanies the items • items are packaged appropriately to protect customer privacy and product integrity.
Handling and storage requirements may include:	• temperature control and cold chain items • light-sensitive items • heat-sensitive items.
Delivery documentation may include:	• prescription documentation to be signed by customer or agent • self-care and health information • other information supplied by a pharmacist • delivery check sheets • customer location details.
Information provided on medicines may include:	• pharmacy labels • cautionary and advisory labels • additional information or advice prepared by a

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pharmacist
- information provided by the supplier
- self-care and health information
- Consumer Medicine Information (CMI).

Unit Sector(s)

Community Pharmacy

Competency field

Dispensary

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SIRCHCS201 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines

Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
First Release	This is a revised unit, based on and equivalent to SIRPPKS001A Support the sale of pharmacy and pharmacist-only medicines. New functional area. Unit descriptor expanded to define regulatory environment. Application statement expanded to define scope and boundaries of the pharmacy assistant role. No change to the overall scope or outcomes of the unit.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to support the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3).

Application of the Unit

This unit applies to community pharmacy employees working as pharmacy assistants or dispensary assistants. Pharmacy assistants work directly with customers, suggesting Pharmacy Medicines and unscheduled medicines. In situations where customers require referral to a pharmacist for therapeutic advice, or where the supply of Pharmacist Only Medicines or products is required, the pharmacy assistant gathers information, refers the customer on, and then supports the pharmacist by finalising the supply of medicines and products.

A person undertaking this role is required to work under the supervision of a pharmacist.

Licensing/Regulatory Information

All relevant federal, state or territory legislation, Pharmacy Board of Australia Guidelines, and established practice and quality assurance standards are to be met relating to the promotion and supply of Pharmacy Medicines and Pharmacist Only Medicines.

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Identify and locate scheduled medicines in the pharmacy.	1.1. Follow pharmacy procedures that address ***legal requirements and industry standards*** for the supply of medicines and products to ***customers*** in community pharmacies. 1.2. Identify medicines, storage locations and requirements according to the ***Standard for the Uniform Scheduling of Medicines and Poisons*** (SUSMP). 1.3. Identify common medicine categories for which Pharmacy Medicines or Pharmacist Only Medicines are available.
2. Assess customer needs.	2.1. Follow pharmacy ***protocols and procedures*** to determine customer needs, applying tact and discretion when collecting information. 2.2. Assess response from customer. 2.3. Identify and act on ***triggers for referral to a pharmacist***.
3. Supply scheduled medicines.	3.1. Apply pharmacy procedures for complying with the conditions relating to the supply of scheduled medicines. 3.2. Supply medicines and products to meet customer needs where relevant. 3.3. Finalise supply of Pharmacy Medicines and Pharmacist Only Medicines and products to customers following pharmacist provision of therapeutic advice. 3.4. Access relevant ***information sources*** to provide product, lifestyle and self-care advice to customers and check customer understanding.

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - interact with the customer to:
    - obtain and provide information
    - confirm understanding
    - suggest and supply medicines and products
    - ask questions to identify and confirm requirements
- learning skills to maintain currency of the schedule of the SUSMP
- literacy skills to:
  - follow pharmacy protocols and procedures
  - interpret information on product labels
  - record customer information
- teamwork skills to operate as part of a pharmacy team, providing relevant information and seeking advice from a pharmacist and other pharmacy staff as required
- technology skills to access and use information systems required by the role

Required knowledge

- broad factors taken into account when determining scheduling, e.g. quantities and concentration of active ingredients in packaged medicine
- common problems or health conditions for which Pharmacy Medicines or Pharmacist Only Medicines are used
- health privacy principles
- legal requirements and pharmacy procedures for positioning and advertising scheduled items in a pharmacy
- personal role boundaries and responsibilities, and circumstances under which referral to a pharmacist or other pharmacy staff is required
- pharmacy protocols and procedures relating to Pharmacy Medicines and Pharmacist Only Medicines, including:
  - maintaining privacy and confidentiality of customer information
  - referring to a pharmacist
  - supplying Pharmacy Medicines and Pharmacist Only Medicines
- roles of the:
  - Advisory Committee in Chemicals Scheduling
  - Advisory Committee on Medicines Scheduling
  - Therapeutic Goods Administration (TGA) in approving registration of new medicines
- sources of information on scheduled medicines
- system for scheduling medicines
- schedule of medicines, including:

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- Pharmacy Medicine (S2)
- Pharmacist Only Medicine (S3)
- Prescription Only Medicine (S4)
- Caution (S5)
- Poison (S6)
- Dangerous Poison (S7)
- Controlled Drug (S8)
- Prohibited Substance (S9)

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • apply knowledge of commonly requested medicines scheduled as Pharmacy Medicines and Pharmacist Only Medicines • follow pharmacy protocols and procedures to identify customer supply needs • operate within the role boundaries that apply to a pharmacy assistant and follow pharmacy protocols and procedures when supplying Pharmacy Medicines and Pharmacist Only Medicines • refer all requests for Pharmacist Only Medicines to a pharmacist, and recognise and act on other triggers for referral.
Context of and specific resources for assessment	Assessment must ensure that competency is: • observed by the assessor or the technical expert working in partnership with the assessor as described in the assessment guidelines • demonstrated across a range of customers over sufficient time to include handling of a range of contingencies • demonstrated in a real or simulated pharmacy environment, which may include customer interruptions and involvement in other related activities normally expected in the pharmacy.

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Assessment must ensure access to:

- a range of real or simulated customers with different requirements
- a range of Pharmacy Medicines and Pharmacist Only Medicines
- typical pharmacy storage locations, shelf facings and signage for a community pharmacy, including unscheduled medicines, Pharmacy Medicines and Pharmacist Only Medicines
- pharmacy protocols and procedures
- relevant regulations and guidelines
- relevant documentation, such as:
  - consumer product information
  - self-care advice.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of the candidate in the workplace:
  - applying tact and discretion when collecting information from and providing information to customers
  - following pharmacy procedures when supplying Pharmacy Medicines and Pharmacist Only Medicines
  - responding to product and symptom-based requests
- written or oral questions appropriate to the language and literacy level of the learner to test relevant underpinning knowledge
- role plays to confirm communication skills required to meet diverse customer requirements
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate,

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accessibility of the item, and local industry and regional contexts) may also be included.

Legal requirements and industry standards may vary between States and Territories and may include:	• consumer law, environmental law, work health and safety (WHS); and welfare law drugs, poisons and controlled substances legislation • Health Act and related regulations • Pharmacy Board of Australia guidelines and directives • pharmacy and pharmacist Acts and related regulations • Pharmaceutical Society of Australia's Professional Practice Standards • privacy legislation • Therapeutic Goods Administration guidelines and requirements • SUSMP.

Customers may include people:	• from a range of social, cultural and ethnic backgrounds and with varying mental and physical abilities
	• visiting the pharmacy, contacting the pharmacy by phone, or in their own home
	• with special needs, such as:
	  • the elderly
	  • infants
	• who are:
	  • drug or alcohol affected
	  • emotionally unstable
	  • mentally unstable
	  • physically unwell.

Standards for the Uniform Scheduling of Medicines and Poisons may include:	• general sales medicines (unscheduled) • Pharmacy Medicine (S2) • Pharmacist Only Medicine (S3) • Prescription Only Medicine (S4) • Controlled Drug (S8).

Protocols and procedures may include:	• questioning the customer to establish:
	  • who the product is for
	  • symptoms
	  • duration of symptoms
	  • other existing health conditions
	  • other medications being used by the customer
	  • if the customer has seen a doctor in the past 12 months
	• assessing:

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- customer responses to questions
- own confidence that the product or service requested by the customer or recommended by the pharmacy assistant is right for the customer's symptoms.

Triggers for referral to a pharmacist may include:

- customer who is:
  - a child under 2
  - an aged person
  - pregnant or breastfeeding
  - taking other medicines
- customer who has:
  - had the complaint for some time
  - other health conditions, such as asthma, diabetes and high blood pressure
  - used the product before but is not satisfied with its efficacy
- pharmacy assistant is unsure and needs confirmation of the medicine selected, even if the product has been requested by name
- customer who appears to be:
  - sick
  - confused
  - uncertain
  - dissatisfied
  - angry
  - under the influence of drugs or alcohol
- personal concern regarding the accuracy of the information given by the customer
- request for Pharmacist Only Medicine.

Information sources may include:

- self-care and health-care information
- product brochures and leaflets supplied by a pharmacist
- manufacturer information
- Consumer Medicine Information (CMI) website and phone line
- industry and professional publications.

Unit Sector(s)

Community Pharmacy

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Competency field

Health Care Support

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SITHFAB201 Provide responsible service of alcohol

Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
2.0 updated on 2 March 2023	Minor changes to Range Statement
2.0	Amendments to the Evidence Guide which better define the assessment environment and assessment requirements of the unit.
1.0	E Replaces and is equivalent to SITHFAB009A Provide responsible service of alcohol.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to responsibly sell or serve alcohol.

Application of the Unit

Responsible practices must be undertaken wherever alcohol is served or sold, including where alcohol samples are served during on-site product tastings. This unit, therefore, applies to any workplace where alcohol is served or sold, including all types of hospitality venues, retail liquor outlets and wineries, breweries and distilleries.

This unit applies to all levels of sales personnel involved in the sale, service and promotional service of alcohol in licensed premises. Those selling or serving alcohol may include food and beverage attendants; retail liquor sales persons; winery, brewery and distillery cellar door staff and supplier sales representatives. It also applies to security staff who monitor customer behaviour and to the licensee who is ultimately responsible for RSA management.

Licensing/Regulatory Information

The unit incorporates the knowledge requirements, under state and territory liquor licensing law, for employees engaged in the sale or service of alcohol.

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Certification requirements differ across states and territories. In most cases all people involved in the sale, service and promotional service of alcohol in licensed premises must be certified in this unit. This can include the licensee and security staff.

This unit covers the Responsible Service of Alcohol (RSA) skill and knowledge requirements common to all States and Territories. Some legislative requirements and knowledge will differ across borders. In some cases after completion of this unit, state and territory liquor authorities require candidates to complete a bridging course to address these specific differences.

Those developing training to support this unit must consult the relevant state or territory liquor licensing authority to determine any accreditation arrangements for courses, trainers and assessors.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Sell or serve alcohol responsibly.	1.1 Sell or serve alcohol according to provisions of relevant state or territory legislation, licensing requirements and responsible service of alcohol principles. 1.2 Provide ***accurate information*** to customers on alcoholic beverages according to organisation or house policy and government legislation, including types, strengths, standard drinks and the alcoholic percentages of a range of frequently sold alcoholic beverages. 1.3 Assist customers with information on the range of non alcoholic beverages available for purchase. 1.4 Identify ***issues*** related to the sale and service of alcohol to different types of customers, especially ***those at risk***, and incorporate them into sales or service.

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2. Assist customers to drink within appropriate limits.	2.1 Prepare and serve ***standard drinks*** or ***samples*** according to industry requirements. 2.2 Encourage customers courteously and diplomatically to drink within appropriate limits. 2.3 Recognise ***erratic drinking patterns*** as an early sign of possible intoxication and take appropriate action. 2.4 Monitor emotional and physical state of customers for signs of intoxication and ill effects of illicit or other drug usage. 2.5 Where appropriate, offer food and non alcoholic beverages. 2.6 Politely decline requests for alcohol to be dispensed in a manner that is ***irresponsible***, ***or which encourages the rapid or excessive consumption of alcohol***, and advise customers of the reasons for the refusal.
3. Assess alcohol affected customers and identify customers to whom sale or service must be refused.	3.1 Assess intoxication levels of customers using a number of methods, including observing ***changes in behaviour***, observing emotional and physical state, and monitoring noise levels and drink purchases. 3.2 When assessing intoxication, take into account ***factors*** that may affect individual responses to alcohol. 3.3 Identify customers to whom sale or service must be refused according to state and territory legislation, including minors, those purchasing on behalf of minors, intoxicated persons, and persons affected by the consumption of illicit and other drugs. 3.4 Where appropriate, request and obtain acceptable ***proof of age*** prior to sale or service.
4. Refuse to provide alcohol.	4.1 Refuse service in a polite manner and state reasons for the refusal. 4.2 Speak to ***intoxicated*** customers in a suitable and consistent manner, minimising confrontation and arguments and point out ***signage***. 4.3 Provide ***appropriate assistance*** to customers when refusing service. 4.4 Where appropriate, give customers a verbal warning and ask them to leave the premises according to organisation or house requirements, the specific situation and provisions of state or territory legislation and regulations. 4.5 Use appropriate ***communication and conflict resolution skills*** to handle difficult situations. 4.6 Refer difficult situations beyond the scope of individual responsibility to the appropriate person. 4.7 Promptly identify situations that pose a threat to the safety

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or security of colleagues, customers or property, and seek assistance from appropriate colleagues according to organisational policy.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication to:
  - provide complex information on responsible service of alcohol laws in a way that is readily understood by customers
  - speak firmly and clearly with intoxicated customers
  - deal with customers sensitively, courteously and discreetly using non-confrontational language
- critical thinking skills to assess intoxication levels of customers
- initiative and enterprise skills to offer food and non-alcoholic beverages to assist customers
- learning skills to continuously update knowledge of changing responsible service of alcohol laws and regulations
- literacy skills to:
  - read and interpret documents such as identification (ID) cards, proof of age cards, driver's licences, statutory signage, warning signs and wording within advertising or promotional material, in-house policies and procedures and any general plain English regulatory and advisory information issued by local, or state and territory liquor licensing authorities
- numeracy skills to measure and calculate standard drinks or samples and calculate blood alcohol levels to determine alcohol consumption
- problem-solving skills to:
  - identify customers to whom sale or service must be refused
  - identify intoxicated persons and refuse service
  - identify situations that pose a safety threat and seek assistance from appropriate colleagues
- teamwork skills to share customer information with team members to ensure proper responsible service of alcohol practices within the organisation.

Required knowledge

- public interest reasons for implementation of responsible service of alcohol practices, including:
  - government and community concern with alcohol misuse and abuse
  - crime, violence and anti-social behaviour associated with alcohol abuse
- impact of excessive drinking on:

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    - local neighbourhood and community
    - premises and staff
    - customers
    - particular types of customers who may be at heightened risk such as young people, pregnant women and minors
    - government agencies such as the local police, health facilities and road authority
- key agencies and how to source relevant information on laws, regulations and codes of practice or conduct
- current promotional and strategic community education campaigns developed and conducted by agencies and industry groups
- effects of alcohol on:
    - emotional state
    - health
    - physical alertness
- factors that affect individual responses to alcohol, including:
    - gender
    - weight
    - general health
    - rate of consumption
    - food intake
    - other substances taken
- time for effects of alcohol to be registered
- standard drinks and acceptable measures of alcohol
- indicators of intoxication, including ways of assessing intoxication of customers
- ways of assessing customers affected by the consumption of illicit and other drugs
- principles of harm minimisation and strategies to minimise the harm associated with liquor abuse:
    - strategies laid down in legislation and codes of conduct developed by government agencies or industry groups
    - organisational policies that are designed to reduce the harm associated with liquor abuse
- the key provisions of liquor laws and regulations at a depth relevant to the scope of job responsibility within licensed premises, including the following list that expresses general statements about requirements of liquor legislation and information that must be customised for each State or Territory:
    - legislative definition of intoxication; intoxicated person and unduly intoxicated
    - role of individual staff members and supervisors or managers in providing responsible service of alcohol, including seller or server duty of care and liability
    - requirement to adopt and use statutory signage on the premises for the entire range of circumstances applicable to the organisation
    - requirements for mandatory content of any warning signs and wording within advertising or promotional material of any form, such as print advertising or internet

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sales
- requirements for the remote sale and delivery of alcohol sales generated via the telephone, fax, email or mail
- requirements for proof of age and obligations to minors under local legislation
- provisions for retaining and reporting falsified proof of age documents
- provisions for requiring someone to leave the premises
- transportation options
- barring procedures
- opening and closing hour provisions
- requirements for monitoring noise and disturbances in and around licensed premises
- requirements laid down in codes of practice or conduct developed by government agencies or industry groups
- requirements described by an in-house policy, standard or code of practice or conduct
- training and record keeping requirements
- banned or undesirable products
- personal and business implications of breaching any laws, regulations, government or industry-driven codes of practice or conduct
- offences and penalties relating to offences
- legal restrictions on alcohol use customised to state or territory legislation, including intoxication provisions of liquor licensing laws
- legal drink and drive limits.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to:
	• responsibly sell or serve alcohol on multiple occasions to customers
	• satisfy the legal requirements for responsible sale or service of alcohol for the local state or territory law
	• follow organisational policies and procedures for the responsible service of alcohol
	• demonstrate knowledge of:
	  • reasons for and benefits of responsible service of alcohol
	  • principles of responsible service of alcohol and

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harm minimisation
- the key provisions of liquor laws and regulations at a depth relevant to the scope of job responsibility within licensed premises
- the ramifications of non-compliance with the law and industry codes for the organisation, licensee and individual staff members.

Context of and specific resources for assessment

Assessment must ensure use of:

- a real or simulated workplace
- a range of industry equipment to demonstrate standard drink measures or samples
- relevant and current publications, signage, information and plain English fact sheets distributed by government regulators and industry bodies.

Method of assessment

A range of assessment methods should be used to assess the practical skills and knowledge required to sell or serve alcohol responsibly.

The following examples are appropriate for this unit:

- role-plays or case studies simulating customers, intoxicated patrons and alcohol that allow assessment of the individual's ability to:
  - interact with customers and explain organisational legal requirements to sell or serve alcohol responsibly
  - explain in-house policies for the service of alcohol
  - refuse service to people to whom alcohol cannot be served
  - speak to intoxicated customers to minimise confrontation
- case studies and problem-solving activities to assess the individual's ability to respond to:
  - situations where customers are engaging in erratic drinking patterns
  - signage deficiencies
  - situations that pose a safety threat
- written or oral questioning to assess knowledge of legislation and all other knowledge components of this unit
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.

Guidance information for

The assessor should design integrated assessment

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assessment	activities to holistically assess this unit with other units relevant to the industry sector, workplace and job role, for example: • SITHFAB202 Operate a bar • SITHFAB302 Conduct a product tasting for alcoholic beverages • SITHFAB303 Prepare and serve cocktails • SITHFAB304 Provide advice on beers, spirits and liqueurs • SITHFAB305 Provide advice on Australian wines • SITHFAB306 Provide advice on imported wines • SITHFAB307 Provide table service of food and beverage.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Accurate information may be provided to customers:	• by use of fact sheets and advertising material that comply with legislative requirements • by use of mandatory signage • verbally.
Issues may include:	• demeanour and mood • familiarity with specific customers • perceived effects of illicit and other drug usage • perceived health status • physical stature • social context.
Those at risk may include:	• minors • people affected by the consumption of illicit and other drugs • people from non-English speaking backgrounds • women • young customers.
Standard drinks should be measured using:	• appropriate nip measures

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	• appropriately sized sample glasses • electronic dispensing and measuring devices.
Samples may include tastings of any item for sale in a:	• brewery • distillery • hospitality venue • retail liquor outlet • winery.
Erratic drinking patterns may include:	• mixing a wide range of drink types • drinking quickly and asking for more immediately • ordering more than one drink for self-consumption • mixing alcohol consumption with consumption of prescription or illicit drugs • consistently returning to the tasting site to request more samples • ordering multiple samples • ordering large samples • ordering 'triple shots' or extra large drinks.
Requests for drinks to be dispensed in a manner that is ***irresponsible***, ***or which encourages the rapid or excessive consumption of liquor*** include:	• jugs of spirits and mixers • large samples • laybacks • multiple samples for self-consumption • rocket fuel • shooters • test tubes • yard glasses.
Changes in behaviour may involve the customer becoming:	• aggressive • disorderly • quarrelsome • violent.
Factors include:	• food intake • gender • general health • other substances taken, especially illicit and other drugs • rate of consumption • weight.
Proof of age includes:	• current drivers licence

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	• passport • photo card • proof of age card.
Intoxicated denotes:	• drunk • those to whom service may be refused due to excessive consumption of alcohol • 'unduly intoxicated' may also be used in some state or territory legislation.
Signage may include:	• signs produced in-house that comply with wording required by legislation • standard promotional signs issued by the relevant state or territory licensing authority • warning notices within any form of advertising.
Appropriate assistance may include:	• assisting the customer to connect with their designated driver • offering alternatives to alcohol, including food • offering to sell or serve non-alcoholic drinks • organising transport for customers wishing to leave • providing information on taxis.
Communication and conflict resolution skills may include:	• using open and non-aggressive body language • using a number of strategies to diffuse a situation, such as taking the person away from an audience or blaming the refusal on the 'law' • monitoring the reactions of other customers • picking early warning signs and intervening before the person is intoxicated • not using physical touch or body language • remaining calm and using tactful language.

Unit Sector(s)

Hospitality

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Competency Field

Food and Beverage

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SITXCOM401 Manage conflict

Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.0	E Replaces and is equivalent to SITXCOM003A Deal with conflict situations. Title changed to better reflect the complexity of the unit. Re-worked Elements, Performance Criteria, Required Skills and Knowledge to more fully articulate content.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to resolve complex or escalated complaints and disputes with internal and external customers and colleagues. It requires the ability to use effective conflict resolution techniques and communication skills to manage conflict and develop solutions. It does not cover formal negotiation, counselling or mediation.

Application of the Unit

This unit applies to all tourism, travel, hospitality and event sectors.

The unit applies mainly to senior operational personnel, supervisors and managers who operate with some level of independence and use discretion and judgement to resolve conflicts.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Identify conflict situations.	1.1 Identify potential for ***conflict*** and take swift and tactful action to prevent escalation.
	1.2 Identify ***situations*** where personal safety of ***customers or colleagues*** may be threatened and organise appropriate assistance.
	1.3 Identify and use ***resources*** to assist in managing conflict.
2. Resolve conflict.	2.1 Take responsibility for finding a solution to conflict.
	2.2 Establish and agree on the nature and details of conflict with all parties and assess impact.
	2.3 Deal with conflict sensitively, courteously and discreetly.
	2.4 Minimise impact on other colleagues and customers.
	2.5 Use effective ***conflict resolution techniques*** and ***communication skills*** to manage the conflict and develop solutions.
	2.6 Encourage all points of view, acknowledge them and treat them with respect.
	2.7 Identify and evaluate the impact of conflict on business reputation and legal liability.
	2.8 Evaluate options to resolve the dispute taking into account any organisational ***policies and constraints***.
	2.9 Implement the best solution and complete required documentation.
3. Evaluate conflicts and resolutions.	3.1 Communicate with the parties involved to seek and provide feedback on conflict and its resolution.
	3.2 Evaluate and reflect on the situation and effectiveness of the solution.
	3.3 Determine possible ***causes of workplace conflict*** and provide input for workplace enhancement and improvements.

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to deal with conflict sensitively, courteously and discreetly through use of conflict resolution techniques
- critical thinking skills to analyse and decide on the best resolution for conflict
- initiative and enterprise skills to consider and suggest changes to workplace practices to avoid future conflict
- literacy skills to:
  - research sources of internal and external assistance to resolve the conflict
  - write reports, including comprehensive details of the conflict, the parties involved, discussions with all parties and the resolution
- problem-solving skills to identify and resolve conflicts and minimise impact on other colleagues and customers
- self-management skills to take responsibility for conflict outcomes
- teamwork skills to discuss and resolve conflicts between team members.

Required knowledge

- types of conflict in the tourism, travel, hospitality and event industries, typical causes and resolutions
- conflict theory, including signs, stages, levels, factors involved and results
- conflict resolution and communication techniques, including:
  - assertiveness
  - active listening
  - non-verbal communication
  - language style
  - negotiation
  - use of appropriate communication
- organisational policies and procedures for complaint, conflict and dispute resolution.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to	Evidence of the ability to: • resolve different workplace conflicts using a range of

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demonstrate competency in this unit	conflict resolution and communication techniques • demonstrate knowledge of commonly occurring conflict situations in the workplace and the stages of conflict.
Context of and specific resources for assessment	Assessment must ensure use of: • a real or simulated tourism, hospitality or event industry environment where conflicts occur • current commercial policies and procedures for complaint, conflict and dispute resolution • others with whom the individual can interact to resolve conflicts.

Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:
	• direct observation, using role plays, of the individual resolving conflicts using a range of communication techniques
	• use of simulated activities to assess participation in conflicts involving:
	  • customers refusing to leave or be pacified
	  • drug or alcohol-affected persons
	  • people who appear to be violent or are threatening
	• use of problem-solving activities so the individual can analyse and find solutions for various conflicts arising in the workplace
	• written or oral questioning to assess knowledge of:
	  • types of conflict
	  • conflict theory
	  • conflict resolution and communication techniques
	  • content of policy and procedures for refunds or exchange
	• review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.

Guidance information for assessment	The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, workplace and job role, for example: • BSBDIV501A Manage diversity in the workplace • SITHACS201 Provide porter services • SITHACS303 Provide accommodation reception services

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- SITTGDE303 Lead tour groups
- SITTGDE401 Coordinate and operate tours
- SITXCCS302 Provide club reception services
- SITXCCS303 Provide service to customers
- SITXCCS401 Enhance the customer service experience
- SITXHRM503 Monitor staff performance.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Conflict may relate to:

- customers whose special needs or expectations have not been met
- delays or poor timing of product or service supply
- difficult or complex customer complaints
- difficult or demanding customers
- disputes or arguments among work colleagues
- drug or alcohol-affected persons
- ejection from premises
- escalated customer or staff complaints leading to disputes
- human resource issues:
  - counselling
  - incorrect pay
  - job duties
  - lack of competence
  - worker mistakes
  - rosters
  - dismissals
- misunderstandings or communication barriers
- problems or faults with a service or product
- refused entry.

Situations may involve:

- customers refusing to leave or be pacified
- drug or alcohol-affected persons
- people who appear to be violent or are threatening
- people involved in physical violence
- people with guns or arms

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	• situations where someone has been or may be hurt.
Customers or colleagues may include:	• internal or external customers • those from a range of social and cultural backgrounds • outside contractors • suppliers • workmates.
Resources may include:	• counsellors • internal security staff • mediators • other staff members • police • senior staff.
Conflict resolution techniques may include:	• negotiation • use of appropriate communication skills.
Communication skills may include:	• ability to speak clearly, be understood and use appropriate language, style and tone • active listening • asking questions to gain information, clarify ambiguities and adequately understand requirements • assertiveness • empathising with the person's situation while upholding organisational policy • non-verbal communication and recognition of non-verbal signs • questioning techniques, such as asking the right question to elicit the other parties' needs • rephrasing and repeating questions, requests and statements to confirm that they have been correctly understood • those appropriate to different social and cultural groups.
Policies and constraints may include:	• complaints • customer service • disputes • exchanges • refunds • staff grievance • costs and budgets • lack of availability of replacement products or services • organisational policy on refunds or exchange.
Causes of workplace conflict may include:	• changes to practices and procedures • complaints • cultural misunderstanding

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- lack of empathy
- lack of information
- poor communication
- rostering issues
- workplace systems.

Unit Sector(s)

Cross-Sector

Competency Field

Communication and Teamwork

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SITXEVT605 Develop event transport plans

Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.0	E Replaces and is equivalent to SITXEVT018B Develop a transport strategy for an event. Simplified title. Re-worked Elements, Performance Criteria, Required skills and Required knowledge to more fully articulate content. Re-worked Evidence Guide to better articulate rigorous assessment requirements.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to analyse event transport needs and develop appropriate plans and procedures for transporting people to, from and between event venues. It requires the ability to use critical thinking, planning and organisational skills, combined with a knowledge of transport management issues and options.

Application of the Unit

Events are diverse in nature and this unit is relevant to any type of event coordinated in any industry context, including the tourism, hospitality, sport, cultural and community sectors.

This unit applies to event managers who operate with significant autonomy and who are responsible for making a range of strategic event management decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

The unit may have particular application in the transport industry, where transport companies may be called upon to work on the development of an event transport strategy. However, the unit does not cover the specialist skills required to manage and monitor large transport fleets, as these roles are undertaken by people working as transport specialists.

Licensing/Regulatory Information

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

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Analyse transport needs.	1.1 Determine ***event*** transport needs based on analysis of ***key event information***. 1.2 Identify and assess transport needs of different ***event stakeholders***, including those with special needs. 1.3 Assess need for assistance from transport specialists or involvement of ***authorities*** in the transport planning process.
2. Develop transport strategies.	2.1 Identify and analyse ***transport options and resources*** in consultation with relevant suppliers. 2.2 Assess ***transport issues and risks*** presented by event location and geography. 2.3 Analyse and respond to compliance requirements. 2.4 Analyse and incorporate transport issues and risks into transport strategy development. 2.5 Evaluate and respond to ***broader event management constraints and issues*** as they relate to event transport. 2.6 Consult with event stakeholders about transport strategies at appropriate times prior to the event. 2.7 Develop ***evaluation criteria*** for the transport strategy in consultation with stakeholders.
3. Develop transport operational plan.	3.1 Develop and document ***transport procedures*** for event components, including ***contingency procedures***. 3.2 Determine and document internal and external ***resource requirements*** to maximise efficient use, cost effectiveness and profitability. 3.3 Identify critical tasks and allocate responsibilities and

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	timelines. 3.4 Develop contractor specifications as required. 3.5 Obtain approval for plan from relevant stakeholders. 3.6 Provide ***operational information*** to staff and other stakeholders.
4. Evaluate transport strategies.	4.1 Evaluate efficiency and effectiveness of the transport strategy based on agreed evaluation criteria. 4.2 Incorporate outcomes of evaluation into future planning.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to consult with diverse stakeholders on complex management and operational issues
- critical thinking skills to:
  - analyse complex event information to determine nature of transport requirements
  - develop practical and operationally sound event transport solutions
- literacy skills to:
  - interpret complex event documentation
  - develop plans and operational documents for the management of event transport
- numeracy skills to work with event budgets
- planning and organisational skills to develop cohesive operational plans and procedures
- problem-solving skills to anticipate and respond to potential transport risks and problems with effective strategies and procedures.

Required knowledge

- role of transport planning in the overall context of event management
- types of events that require the development of dedicated transport strategies
- sources of specialist assistance for complex transport planning
- transport alternatives for consideration in the planning process:
  - private
  - public
  - air, land and sea
- legislation, regulations and industry codes that affect transport planning
- transport strategy resource requirements:
  - financial
  - human
  - physical

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- issues and risks associated with event transport:
  - access
  - availability of services
  - congestion
  - distance
  - sustainability considerations.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to:
	• develop transport plans for events involving:
	  • comprehensive event plans
	  • dedicated event budgets
	  • formal communications plans
	  • multiple operational components
	  • an event operations team
	  • a wide range of stakeholders
	• analyse event transport needs and develop resource and cost efficient strategies and operational plans for multiple and diverse events
	• integrate knowledge of:
	  • transport alternatives
	  • legislation, regulations and industry codes that affect transport planning
	  • transport strategy resource requirements
	  • issues and risks associated with event transport.

Context of and specific resources for assessment	Assessment must ensure use of: • real or simulated events for which transport plans are developed. Events may be created for the specific purpose of skills assessment, but must still meet the requirements outlined under Critical aspects of assessment, and have commercial, community or business relevance. Small personal events are not appropriate as a means of assessing an individual's skills and knowledge

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- comprehensive event plans
- dedicated event budgets
- formal communications plans
- current industry documentation and publications relating to transport options
- event stakeholders with whom the individual consults.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- evaluation of event transport strategies and operational plans prepared by the individual
- use of case studies to assess individual's ability to develop transport strategies for a range of different events
- written or oral questioning to assess detailed knowledge of different event transport issues and options
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the individual.

Guidance information for assessment

The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, organisation and job role.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Events may include:

- business and corporate
- entertainment and leisure
- exhibitions, expositions and fairs
- festivals
- fundraising
- government and civic
- marketing
- meetings and conventions
- social
- sports.

Key event information may relate to:

- dates and times
- duration

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- management structures
- general nature of event
- level of government involvement
- location
- number and type of activities
- numbers attending
- scope of physical staging elements.

Event stakeholders may include:

- attendees:
  - audience
  - competitors
  - delegates
  - participants
  - spectators
  - VIPs
- authorities:
  - emergency services
  - local government
  - roads authorities
- media
- officials
- organising committees
- staff:
  - paid
  - voluntary.

Authorities may include:

- emergency services
- land management and protection agencies
- government:
  - local
  - state
- industry bodies.

Transport options and resources may include:

- private transport system, including:
  - airlines
  - coach services
  - taxis
  - hire cars, minibuses and limousines
  - private vehicles
  - charter services
  - dedicated disabled transport, including taxis and buses
  - animal transport

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	• public transport system, including:
	  • trains
	  • bus network
	  • ferries
	  • light rail and trams.

Transport issues and risks may relate to:	• access:
	  • road surface
	  • terrain
	• availability of services
	• communication considerations:
	  • mobiles
	  • radios
	  • walkie talkies
	• congestion:
	  • pedestrian
	  • traffic
	• distance:
	  • between event venues
	  • between event venues and other facilities such as accommodation and service centres
	• environmental sensitivity
	• location type:
	  • major metropolitan
	  • regional
	  • country
	  • remote
	• security:
	  • access restrictions
	  • accreditation
	  • threats
	• signage.

Broader event management constraints and issues may include:	• overall event management structures • specific event objectives • budget • human resources • other staging requirements • factors external to the event, such as other events • requirements to manage minimal impact to the natural environment of access to and the site itself.
Evaluation criteria may relate to:	• attendance targets

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- efficient use of combined transport options to maximise profitability for the event operator
- environmental targets
- financial targets
- service quality
- time targets for movement of people and equipment.

Transport procedures may relate to:

- adequate provision for buses
- adequate provision for disabled people
- arrival of clients – dump or trickle
- communication
- contingency and backup options
- emergency services presence and access
- human resource requirements:
  - drivers
  - guides
  - marshals
  - site supervisors
- parking
- pick-up and drop-off
- security
- timetabling
- training requirements
- vehicle refuelling.

Contingency procedures may relate to:

- breakdown
- delays:
  - internal
  - external
- illness
- weather.

Resource requirements may be:

- financial
- human:
  - drivers
  - guides
  - interpreters
  - marshals
  - on-site supervisors
  - volunteers
- physical:
  - equipment
  - signage
  - vehicles

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	• vessels.

Operational information may include:	• contingency procedures
	• emergency information
	• event information:
	  • rosters
	  • running sheets
	  • schedules
	• maps and other geographical information:
	  • route maps between venues and sites
	  • information for venues, sites and local area.

Unit Sector(s)

Cross-Sector

Competency Field

Events

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SITXFIN402 Manage finances within a budget

Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.0	E Replaces and is equivalent to SITXFIN004A Manage finances within a budget.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. It requires the ability to interpret budgetary requirements, allocate resources, monitor actual income and expenditure and report on budgetary deviations.

The skills and knowledge for budget development are found in unit SITXFIN501 Prepare and monitor budgets.

Application of the Unit

This unit applies to all tourism, hospitality and event sectors and the budget may be for an entire organisation, for a department or for a particular project or activity.

It applies to those people who operate independently or with limited guidance from others. This includes supervisors and departmental managers.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Allocate budget resources.	1.1 Allocate funds according to ***budget*** and agreed priorities. 1.2 Discuss changes to income and expenditure priorities with appropriate colleagues prior to implementation. 1.3 Consult with and inform all relevant personnel about resource decisions. 1.4 Promote awareness of the importance of budget control. 1.5 Maintain detailed records of resource allocation according to organisational control systems.
2. Monitor financial activities against budget.	2.1 Use ***financial records*** to regularly check actual income and expenditure against budgets. 2.2 Include financial commitments in all documentation to ensure accurate monitoring. 2.3 Identify and report deviations according to significance of deviation. 2.4 Investigate appropriate options for more effective management of deviations. 2.5 Advise ***appropriate colleagues*** of budget status in relation to targets.
3. Identify and evaluate options for improved budget performance.	3.1 Assess existing costs and resources and proactively identify areas for improvement. 3.2 Discuss desired budget outcomes with relevant colleagues. 3.3 Undertake appropriate ***research to investigate new approaches*** to budget management. 3.4 Define and communicate the benefits and disadvantages of new approaches. 3.5 Take account of impacts on customer service levels and colleagues in developing new approaches. 3.6 Present clear and logical recommendations for budget management.
4. Complete financial and statistical reports.	4.1 Complete ***financial and statistical reports*** within designated timelines. 4.2 Prepare and present clear and concise information to enable informed decision making.

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to discuss budget requirements and to seek and provide feedback
- critical thinking skills to analyse resource use and costs
- initiative and enterprise skills to proactively identify better resource usage and budgetary improvements
- literacy skills to:
  - read and interpret a wide range of business and financial documents
  - research options for more effective budgetary control
  - write budget reports and recommendations
- numeracy skills to interpret and use budget figures in day-to-day work operations, and to calculate budget estimates and scenarios for performance improvement
- planning and organising skills to produce budgetary reports within designated timelines
- problem-solving skills to identify budget deviations and deficiencies and develop options for improved budgetary performance
- self-management skills to take responsibility for budget management
- teamwork skills to discuss desired budget outcomes with team members and provide direction on resource usage
- technology skills to use accounting software packages.

Required knowledge

- a range of formats for, use and contents of:
  - budgets
  - financial reports
  - statistical reports
- budget terminology
- for the specific industry sector and organisation:
  - use of budgets to control costs and enhance profitability
  - importance of budget control
  - techniques for maximising budget performance
  - financial reporting procedures and cycles
  - features and functions of accounting software programs used to manage budgets.

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Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • interpret and manage multiple budgets to meet specific and differing workplace needs • monitor income and expenditure and evaluate budgetary performance over a budgetary life-cycle • use correct budget terminology • integrate knowledge of the formats, use and contents of budgets, financial and statistical reports • complete financial reports within designated timelines.
Context of and specific resources for assessment	Assessment must ensure use of: • a real or simulated tourism, hospitality or event industry business operation or activity for which budgets are managed • computers, printers and accounting software packages currently used by the tourism, hospitality and event industries • budgets for specific projects, events or operational activities.

Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:
	• projects and activities that allow assessment of the individual's ability to:
	  • interpret and manage budgets; monitor income and expenditure
	  • produce financial and statistical reports
	  • report on overall budgetary performance
	• evaluation of reports produced by the individual detailing the processes undertaken to manage finances within a budget
	• written or oral questioning to assess knowledge of budget terminology, format and content
	• review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.

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Guidance information for assessment	The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, workplace and job role, for example: • BSBPMG501A Manage projects • SITXFIN401 Interpret financial information • SITXFIN501 Prepare and monitor budgets.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Budget may include:	• budgets for micro, small, medium or large businesses • cash budgets • cash flow budgets • departmental budgets • event budgets • project budgets • purchasing budgets • sales budgets • wage budgets • whole of organisation budgets.
Financial records may include:	• bank deposit documentation • bank statements • banking summaries • business activity statements • cheque books • credit card transaction statements • invoices • journal entries • labour and wages reports • merchant statements • merchant summaries • transaction reports.
Appropriate colleagues may include:	• internal or external financial specialists • managers

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	• operational staff.
Research to investigate new approaches may include:	• discussions with existing suppliers • evaluating staffing and rostering requirements • potential roster changes • reviewing operating procedures • sourcing new suppliers.

Financial and statistical reports may relate to:	• cash flow
	• commercial account activity
	• commission earnings
	• covers and financial return
	• daily, weekly and monthly transactions
	• expenditure
	• income
	• occupancy rates and financial return
	• performance of:
	  • department
	  • project
	  • products and services
	• sales performance
	• sales returns
	• staff costs
	• stock levels
	• variance in income and/or expenditure
	• wastage
	• yield.

Unit Sector(s)

Cross-Sector

Competency Field

Finance

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SITXFSA101 Use hygienic practices for food safety

Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.0	E Replaces and is equivalent to SITXOHS002A Follow workplace hygiene procedures. Updated and re-categorised to Food Safety.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards.

Application of the Unit

This unit applies to all tourism, hospitality and catering organisations with permanent or temporary kitchen premises or smaller food preparation or bar areas.

This includes restaurants, cafes, clubs, hotels, bars, tour operators, attractions, function, event, exhibition and conference caterers, educational institutions, aged care facilities, correctional centres, hospitals, defence forces, cafeterias, kiosks, canteens, fast food outlets, residential caterers, in-flight and other transport caterers.

It applies to food handlers which can be any person who directly handles food or food contact surfaces food such as cutlery, plates and bowls. People at many levels use this skill in the workplace during the course of their daily activities, including cooks, chefs, caterers, kitchen stewards, kitchen hands, bar and food and beverage attendants and sometimes room attendants and front office staff.

Licensing/Regulatory Information

Food handlers must comply with the requirements contained within the Australia New Zealand Food Standards (ANZFS) Code (the Code).

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In some states and territories businesses are required to designate a food safety supervisor who is required to be certified as competent in this unit through a registered training organisation.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Follow hygiene procedures and identify food hazards.	1.1 Follow organisational ***hygiene procedures***. 1.2 Promptly report ***unsafe practices*** that breach hygiene procedures. 1.3 Identify ***food hazards*** that may affect the health and safety of customers, colleagues and self. 1.4 Remove or minimise the hygiene hazard and report to appropriate person for follow up.
2. Report any personal health issues.	2.1 Report any personal ***health issues*** likely to cause a hygiene risk. 2.2 Report incidents of food contamination resulting from personal health issues. 2.3 Cease participation in food handling activities where a health issue may cause food contamination.
3. Prevent food contamination.	3.1 Maintain clean clothes, wear required personal protective clothing and only use organisation-approved bandages and dressings. 3.2 Prevent food contamination from clothing and ***other items worn***. 3.3 Prevent unnecessary direct contact with ready to eat food. 3.4 Avoid ***unhygienic personal contact*** with food or ***food contact surfaces***.

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	3.5 Avoid ***unhygienic cleaning practices*** that may cause food-borne illnesses.
4. Prevent cross contamination by washing hands.	4.1 ***Wash hands at appropriate times*** and follow hand washing procedures consistently. 4.2 Wash hands using ***appropriate facilities***.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to verbally report hygiene hazards and poor organisational practice
- literacy skills to comprehend workplace documents or diagrams that interpret the content of:
  - organisational food safety program
  - hygiene and food safety procedures
  - Hazard Analysis and Critical Control Points (HACCP) practices
- problem-solving skills to identify and report hygiene hazards.

Required knowledge

- basic aspects of national, state or territory food safety laws, standards and codes. This would include:
  - meaning of contaminant, contamination and potentially hazardous foods as defined by the Code
  - hygiene actions that must be adhered to by businesses to avoid food-borne illnesses
  - employee responsibility to participate in hygienic practices
  - reasons for food safety programs and what they must contain
  - role of local government regulators
  - ramifications of failure to observe food safety law and organisational policies and procedures
- basic aspects of HACCP method of controlling food safety
- for the specific industry sector and organisation:
  - major causes of food contamination and food-borne illnesses
  - sources and effects of microbiological contamination of food
  - workplace hygiene hazards when handling food and food contact surfaces
  - basic content of organisational food safety program
  - the contents of hygiene and food safety procedures
  - hygienic work practices for individual job roles and responsibilities.

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Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- integrate the use of predetermined hygiene procedures and food safety practices within day-to-day food handling work functions
- integrate, into daily work activities, knowledge of the basic aspects of food safety standards and codes and the ramifications of disregarding this.

Context of and specific resources for assessment

Assessment must ensure use of:

- an operational commercial food preparation area, bar or kitchen with the fixtures, large and small equipment and workplace documentation defined in the Assessment Guidelines; this can be a:
  - real industry workplace
  - simulated industry environment such as a training kitchen servicing customers
- food ingredients and ready to eat food items
- current plain English regulatory documents distributed by the national, state, territory or local government food safety authority
- the Code
- current commercial food safety programs, policies and procedures used for the management of food safety.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the candidate using hygienic work practices during an integrated assessment of operative functions, such as cleaning and tidying bars, cooking at a camp site, preparing meals in a commercial kitchen, storing unused foodstuffs
- use of problem-solving exercises so the individual can respond to a range of situations where food hazards exist
- written or oral questioning to assess knowledge of the content of hygiene procedures and food safety standards and codes
- review of portfolios of evidence and third-party workplace

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reports of on-the-job performance by the individual.

Guidance information for assessment

The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, workplace and job role, for example:

- SITXFSA201 Participate in safe food handling practices
- SITXFSA202 Transport and store food
- any commercial cookery, commercial catering, patisserie, Asian cookery or food and beverage unit involving food preparation.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hygiene procedures:

- may cover:
  - cleaning and sanitising practices to avoid contamination of food
  - food storage
  - handling and disposal of garbage
  - personal hygiene
  - regular hand washing
  - safe and hygienic handling of food and beverages
  - safe handling and disposal of linen and laundry
  - suitable dress and personal protective equipment and clothing
  - use of cleaning equipment, clothes and materials to avoid contamination of food
- may be:

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- covered by staff training programs
- documented in the organisational food safety program
- required by the national food safety code.

Unsafe practices may include:

- being asked to participate in unhygienic work practices
- food handling practices that may result in the contamination of food
- ignoring the direction of:
  - hygiene signage
  - supervisors
  - managers
- lack of:
  - required hygiene signage
  - training in hygiene procedures
- outdated practices not in keeping with current organisational procedures
- poor personal hygiene and cleaning practices that may result in cross-contamination of food and other items
- practices inconsistent with organisational food safety program
- seeing others using unhygienic work practices
- use of broken or malfunctioning equipment.

Food hazards may include:

- airborne dust
- colleagues without appropriate training or understanding of good hygiene practices, policies and procedures
- contaminated food
- contaminated garbage
- dirty equipment and utensils
- equipment not working correctly, such as fridge and temperature probes
- items, such as linen, tea towels and towels that may be contaminated with human waste, such as blood and body secretions
- use of practices not in keeping with current organisational activities
- vermin.

Health issues may relate to:

- airborne diseases
- food borne diseases
- infectious diseases.

Other items worn may include:

- bandages
- hair accessories
- jewellery
- watches.

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Unhygienic personal contact may involve:	• transferring micro-organisms by:
	  • blowing nose
	  • coughing
	  • drinking
	  • eating
	  • scratching skin and hair
	  • sneezing
	  • spitting
	  • touching wounds
	• transmitting tobacco products by smoking.

Food contact surfaces may include:	• chopping boards • containers • cooking utensils • crockery • cutlery • glassware • pots and pans • sinks • workbenches.

Unhygienic cleaning practices may involve:	• cleaning food contact surfaces with linen, tea towels and towels that may be contaminated with human waste:
	  • blood
	  • body secretions
	  • faeces
	• using dirty:
	  • cleaning cloths
	  • tea towels
	• spreading bacteria from bathroom or bedroom areas to mini-bar or kitchen areas in an accommodation facility.

Wash hands at appropriate times might include:	• before commencing or recommencing work with food
	• immediately after:
	  • handling raw food
	  • smoking, coughing, sneezing, blowing the nose, eating, drinking, and touching the hair, scalp or any wound
	  • using the toilet.

Appropriate facilities for hand washing may include:	• designated hand washing sink • liquid soap • single use towels • warm running water.

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Unit Sector(s)

Cross-Sector

Competency Field

Food Safety

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SITXFSA201 Participate in safe food handling practices

Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.0	E Replaces and is equivalent to SITXFSA001A Implement food safety procedures. Prerequisite removed. Minor adjustments to expression of content to streamline and improve unit. Change to title for greater consistency across Training Package. Wording adjusted to better reflect regulatory requirements.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food. It requires the ability to follow predetermined procedures as outlined in a food safety program.

Application of the Unit

This unit applies to all tourism, hospitality and catering organisations with permanent or temporary kitchen premises or smaller food preparation areas.

This includes restaurants, cafes, clubs, hotels, tour operators, attractions, function, event, exhibition and conference caterers, educational institutions, aged care facilities, correctional centres, hospitals, defence forces, cafeterias, kiosks, canteens, fast food outlets, residential caterers, in-flight and other transport caterers.

Safe food handling practices are based on an organisation's individual food safety program. The program would normally be based on the Hazard Analysis and Critical Control Points (HACCP) method, but this unit can apply to other food safety systems.

It applies to food handlers who directly handle food. People at many levels use this skill in the workplace during the course of their daily activities, including cooks, chefs, caterers, kitchen hands and food and beverage attendants.

Licensing/Regulatory Information

Food handlers must comply with the requirements contained within the Australia New Zealand Food Standards (ANZFS) Code (the Code).

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In some states and territories businesses are required to designate a food safety supervisor who is required to be certified as competent in this unit through a registered training organisation.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Follow food safety program.	1.1 Access and use relevant information from organisational food safety program. 1.2 Follow ***policies and procedures*** in food safety program. 1.3 Control ***food hazards*** at ***critical control points***. 1.4 Complete ***food safety monitoring*** processes and complete documents as required. 1.5 Identify and report non-conforming practices. 1.6 Take corrective actions within scope of job responsibility for ***incidents*** where food hazards are not controlled.
2. Store food safely.	2.1 Select food storage conditions for specific ***food type***. 2.2 Store food in environmental conditions that protect against contamination and maximise freshness, quality and appearance. 2.3 Store food at controlled temperatures and ensure that frozen items remain frozen during storage.
3. Prepare food safely.	3.1 Use cooling and heating processes that support microbiological safety of the food. 3.2 Monitor food temperature during preparation using required temperature measuring device to achieve microbiological safety. 3.3 Ensure ***safety*** of ***food prepared***, ***served and sold to customers***

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	under other conditions.
4. Provide safe single use items.	4.1 Store, display and provide single use items so they are protected from damage and contamination. 4.2 Follow instructions for ***items intended for single use***.
5. Maintain a clean environment.	5.1 Clean and sanitise equipment, surfaces and utensils. 5.2 Use appropriate containers and prevent accumulation of garbage and recycled matter. 5.3 Identify and report ***cleaning***, ***sanitising and maintenance*** requirements. 5.4 Dispose of or report chipped, broken or cracked eating, drinking or food handling utensils. 5.5 Take measures within scope of responsibility to ensure food handling areas are free from animals and pests and report incidents of animal or pest infestation.
6. Dispose of food safely.	6.1 Mark and keep separate from other foodstuffs any ***food identified for disposal*** until disposal is complete. 6.2 Dispose of food promptly to avoid cross contamination.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to report food safety hazards
- literacy skills to:
  - read and interpret food safety program, including policies, procedures and flow charts that identify critical control points
  - complete documentation for monitoring food safety
- numeracy skills to calibrate and use a temperature probe and calculate timings
- problem-solving skills to identify and respond to routine food safety issues
- planning and organising skills to coordinate a range of different food handling tasks to take account of food safety issues
- self-management skills to take responsibility for food safety at an operational level.

Required knowledge

- key features of federal, state or territory and local food safety compliance requirements as they impact workers at an operational level, including:
  - contents of national codes and standards that underpin regulatory requirements
  - reasons for food safety programs and what they must contain
  - local government food safety regulations and inspection regimes
  - consequences of failure to observe food safety policies and procedures

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    - meaning of contaminant, contamination and potentially hazardous foods as defined by the Code
- HACCP or other food safety system principles, procedures and processes as they apply to particular operations and different food types, including:
    - critical control points for the specific food production system and the predetermined methods of control, especially time and temperature controls used in the receiving, storing, preparing, processing, displaying, serving, packaging, transporting and disposing of food
    - main types of safety hazards and contamination
    - conditions for development of microbiological contamination
    - environmental conditions, including temperature controls, for storage
    - temperature danger zone and the two-hour and four-hour rule
- contents of organisational food safety program, especially procedures and monitoring documents
- equipment operating procedures, especially how to calibrate, use and clean a temperature probe and how to identify faults
- choice and application of cleaning, sanitising and pest control equipment and materials
- high risk customer groups, such as:
    - children or babies
    - pregnant women
    - aged persons
    - people with immune deficiencies or allergies.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • consistently use safe food handling practices in a range of different food handling circumstances • demonstrate knowledge of food safety program and requirements, including critical control points and methods of food hazard control for each critical control point.
Context of and specific resources for assessment	Assessment must ensure use of: an operational food preparation area or commercial kitchen with the fixtures, large and small equipment and workplace documentation defined in the Assessment Guidelines; this

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can be a:

- real industry workplace
- simulated industry environment such as a training kitchen servicing customers
- food ingredients and ready to eat food items
- current plain English regulatory documents distributed by the national, state, territory or local government food safety authority
- the Code
- current commercial food safety programs, policies and procedures used for the management of food safety.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the individual completing tasks in a food handling facility
- use of case studies to assess ability to react to a range of incidents where hazards have not been controlled
- oral or written questioning to assess knowledge of food safety legislative requirements, policies and procedures, including hazard control measures
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.

Guidance information for assessment

The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, workplace and job role, for example:

- SITXFSA101 Use hygienic practices for food safety
- any commercial cookery, commercial catering, patisserie, Asian cookery or food and beverage unit involving food preparation.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Policies and procedures may relate to:

- cleaning and sanitation
- hazards:

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- control methods for each critical control point
- corrective actions
- systematic monitoring of hazard controls and record keeping
- equipment maintenance
- food:
  - receiving
  - storage
  - preparation
  - display
  - service
  - disposal
- personal considerations:
  - dress
  - hygiene
  - protective equipment and clothing
- pest control
- record maintenance
- training.

Food hazards may be:

- actual or potential
- chemical
- insects and vermin
- microbiological:
  - bacteria
  - natural poisons
  - moulds
  - yeast
- physical:
  - broken glass
  - metal
  - foreign objects
- process-related where food is vulnerable to contamination:
  - displayed food
  - need for food to be touched by hand
  - re-thermalisation or defrosting
  - processes involving temperatures that promote rapid growth of micro-organisms.

Critical control points are specific steps

- receiving

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where control of food hazards is essential to maintain the safety and suitability of the food, including:	• storing • preparing • processing • displaying • serving • packaging • transporting • disposing.
Food safety monitoring may involve:	• bacterial swabs and counts • checking and recording that food is stored in appropriate timeframes • chemical tests • monitoring and recording food temperatures using a temperature measuring device accurate to plus or minus 1 degree Celsius • monitoring and recording temperature of cold and hot storage equipment • visual examination of food for quality review.
Incidents may include:	• customer complaints • existence of pests and vermin • food not under temperature control • food poisoning • misuse of single use items • spoilt or contaminated food • stocks of out-of-date foodstuffs • unclean equipment.
Food type may include:	• dairy • dried goods • eggs • frozen goods • fruit and vegetables • meat and fish.

Safety of food served and sold to customers under other conditions may be achieved by:	• packaging control:
	  • using packaging materials suited to foods
	  • monitoring of packaging damage
	• protective barriers
	• temperature control
	• supervision of food displays
	• utensil control:
	  • providing separate serving utensils for each dish.

Food prepared, served and sold to	• drink dispensing

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customers under other conditions may relate to:	• pre-packaged food items • self-service food.

Items intended for single use may include:	• disposable items:
	  • cutlery
	  • crockery
	• face wipes and serviettes
	• individually packaged items:
	  • beverages
	  • condiments
	  • jams and spreads.

Cleaning, ***sanitising and maintenance*** may involve:	• cleaning:
	  • dirt
	  • food waste
	  • grease
	  • pest waste removal
	• maintenance:
	  • recalibration of measurement and temperature controls
	  • minor faults
	• sanitising:
	  • eating and drinking utensils
	  • food contact surfaces.

Food identified for disposal must be held and kept separate and either:	• clearly identified as not safe, or suspected of not being safe, for consumption • destroyed • disposed of so that it cannot be used for human consumption • returned to supplier • subject to recall.

Unit Sector(s)

Cross-Sector

Competency Field

Food Safety

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SITXMPR404 Coordinate marketing activities

Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.2	Correction to mapping to show non equivalence.
1.0	N Replaces and is not equivalent to SITXMPR004A Coordinate marketing activities. Minor adjustments to expression of content to streamline and improve unit. Added innovation, legal, ethical and sustainability. Added more on new technologies and media.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan and coordinate a range of marketing and promotional activities at an operational level. The unit incorporates knowledge of marketing principles.

Application of the Unit

This unit applies to all industry sectors, and to individuals who take responsibility for coordinating marketing activities within the parameters of an established marketing strategy. People working independently with limited supervision undertake this role. This could include marketing coordinators or managers and owner-operators of small businesses.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

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Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Plan and organise marketing activities.	1.1 Plan ***marketing activities*** according to marketing plan or other organisational systems. 1.2 Identify, analyse and incorporate relevant market information and ***legal***, ***ethical and sustainability issues*** into short term planning. 1.3 Confirm target markets and marketing medium. 1.4 Evaluate ***potential and suitability*** of marketing opportunities that arise. 1.5 Proactively seek and evaluate innovative marketing opportunities, including use of new technologies and media. 1.6 Develop and implement action plans to address ***operational details***.
2. Undertake a general public relations role.	2.1 Establish and conduct positive relationships with industry and media colleagues. 2.2 Use networks to support marketing activities. 2.3 Develop public relations resources as required, including media releases and industry or media support materials.
3. Review and report on marketing activities.	3.1 Review activities according to agreed evaluation methods and incorporate results into future planning. 3.2 Prepare reports according to organisational policy and required timeframes. 3.3 Present current and clear market intelligence to inform sales and marketing planning.

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to establish and conduct positive business relationships
- critical thinking skills to evaluate the potential of different marketing activities
- initiative and enterprise skills to proactively identify and respond to new opportunities
- literacy skills to:
  - interpret market trend information and marketing plans
  - develop detailed action plans for marketing activities
  - prepare media releases and marketing reports
- numeracy skills to work within marketing budgets
- planning and organising skills to coordinate diverse and unpredictable operational details
- problem-solving skills to proactively identify and respond to potentially complex implementation challenges
- self-management skills to take responsibility for the quality and outcomes of marketing activities
- technology skills to work with current web based marketing technologies.

Required knowledge

- content and structure of marketing plans
- key marketing principles, including the marketing management process and the four Ps - product, place, price and promotion
- industry structure and interrelationships, industry networks and information sources
- industry and market knowledge appropriate to the sector and organisation, including:
  - distribution and marketing networks, especially those that support the product or service being promoted, including e-business options and major promotional events
  - commission structures
  - current customer and market trends and preferences
- features, benefits and practical application of marketing activities commonly used in the service industries, including:
  - advertising
  - familiarisations
  - in-house promotions
  - public relations
  - social media
  - trade and consumer shows
  - signage and display
- legal issues that impact on the marketing of products and services, including consumer protection provisions
- ethical considerations for marketing activities, including:

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  - appropriate use of images and text
  - protection of children
  - targeting of particular groups in the community
- sustainability considerations for marketing activities, including:
  - reducing waste of printed materials
  - sustainability as a marketing tool.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • plan and coordinate multiple and different marketing activities for an operation, product or service • integrate knowledge of the relevant industry, including structure and interrelationships, industry networks, information sources, and distribution and marketing networks • integrate knowledge of the types of marketing activities used in the relevant industry sector and major industry promotional events • demonstrate knowledge of marketing principles and their application to practical workplace activities.
Context of and specific resources for assessment	Assessment must ensure use of: • real or simulated products or services for which the individual can conduct marketing activities • current information and communications technology used by industry for marketing activities • marketing plans and operational marketing documents, such as action plans and marketing reports.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • evaluation of marketing activities planned and conducted by the individual, including reports on lessons to be learned for future activities

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- evaluation of critiques prepared by the individual about industry marketing activities
- use of case studies to assess the application of marketing knowledge to different industry situations
- written or oral questioning to assess knowledge of marketing principles, structure of the industry, industry interrelationships, distribution networks and legal compliance issues
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.

Guidance information for assessment

The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, workplace and job role, for example:

- SITXMPR403 Plan and implement sales activities.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Marketing activities may include:

- advertising
- display and signage
- events
- familiarisations:
  - media
  - trade
- industry and public relations activities
- market research
- product development within scope of individual responsibility
- web-based and social media activities.

Information to be incorporated into the planning process may include:

- competitive activity
- financial statistics
- marketing reports
- marketplace trends
- sales reports.

Legal, ***ethical and sustainability issues*** may

- consumer law and trade practices

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relate to:	• work health and safety obligations • resource conservation • targeting of particular groups • ways of presenting information.

Potential and suitability of promotional activities may relate to:	• consistency with overall marketing direction
	• exposure to be achieved
	• matching of attendees to target markets
	• resource considerations:
	  • financial
	  • human
	• timing of the activity or event.

Operational details may include:	• administrative and procedural requirements • availability of promotional materials • available technology • contracting of other services, such as display • equipment requirements • need for external assistance • potential for cooperative approaches • public relations implications • staffing requirements and briefings • strategies to ensure maximum benefits • travel arrangements.

Unit Sector(s)

Cross-Sector

Competency Field

Marketing and Public Relations

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TAEASS401B Plan assessment activities and processes

Modification History

Version	Comments
TAEASS301B	Released with *TAE10 Training and Education Training Package version 2.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan and organise the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system. It also includes the development of simple assessment instruments.

Application of the Unit

This unit typically applies to assessors and workplace supervisors with assessment planning responsibilities; and trainers or other assessors responsible for planning assessment, including RPL.

The unit is suitable for those with an existing assessment strategy which documents the overall framework for assessment.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text*

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ELEMENT	PERFORMANCE CRITERIA
unit of competency.	*is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

Elements and Performance Criteria

1. Determine assessment approach	1.1 Identify candidate and confirm ***purposes and context of assessment/RPL*** with relevant people according to l***egal, organisational and ethical requirements***
	1.2 Identify and access ***benchmarks for assessment/RPL*** and any specific assessment guidelines
2. Prepare the assessment plan	2.1 Determine evidence and ***types of evidence*** needed to demonstrate competence, according to the ***rules of evidence***
	2.2 Select ***assessment methods*** which will support the collection of defined evidence, taking into account the context in which the assessment will take place
	2.3 Document all aspects of the ***assessment plan*** and confirm with relevant personnel
3. Develop assessment instruments	3.1 Develop ***simple assessment instruments*** to meet target group needs
	3.2 Analyse ***available assessment instruments*** for their suitability for use and modify as required
	3.3 ***Map assessment*** instruments against unit or course requirements
	3.4 Write clear instructions for candidate about the use of the instruments
	3.5 Trial draft assessment instruments to validate content and applicability, and record outcomes

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- cognitive interpretation skills to:
  - interpret competency standards and other assessment documentation, including material

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relating to reasonable adjustment
    - identify opportunities for integrated competency assessment
    - contextualise competency standards to the operating assessment environment, including RPL
    - consider access and equity needs of diverse candidates
- technology skills to use appropriate equipment and software to communicate effectively with others
- research and evaluation skills to:
    - obtain competency standards, assessment tools and other relevant assessment resources
    - research candidate characteristics and any reasonable adjustment needs
    - evaluate feedback, and determine and implement improvements to processes
- literacy skills to read and interpret relevant information to design and facilitate assessment and recognition processes
- communication skills to discuss assessment, including RPL processes with clients and other assessors
- interpersonal skills to:
    - demonstrate sensitivity to access and equity considerations and candidate diversity
    - promote and implement equity, fairness, validity, reliability and flexibility in planning an assessment processes.
- **Required knowledge**
- ethical and legal requirements of an assessor
- competency-based assessment, including:
    - work focused
    - criterion referenced
    - standards based
    - evidence based
- different purposes of assessment and different assessment contexts, including RPL
- how to read and interpret the identified competency standards as the benchmarks for assessment
- how to contextualise competency standards within relevant guidelines
- four principles of assessment and how they guide the assessment process
- purpose and features of evidence, and different types of evidence used in competency-based assessments, including RPL
- rules of evidence and how they guide evidence collection
- different types of assessment methods, including suitability for collecting various types of evidence
- assessment instruments and their purpose; different types of instruments; relevance of different instruments for specific evidence-gathering opportunities.

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Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	

Critical aspects for assessment and evidence required to demonstrate competency in this unit	• Evidence of the ability to:
	• plan and organise the assessment process on a minimum of two occasions
	• collect evidence that demonstrates:
	  • documented assessment plans
	  • having covered a range of assessment events
	  • catering for a number of candidates
	  • different competency standards or accredited curricula
	  • an RPL assessment
	  • contextualisation of competency standards and the selected assessment tools, where required
	  • incorporation of reasonable adjustment strategies
	  • development of simple assessment instruments for use in the process
	  • organisational arrangements.

Context of and specific resources for assessment	Evidence must be gathered in the workplace wherever possible. Where no workplace is available, a simulated workplace must be provided. Assessment must ensure access to training products, such as training packages and accredited course documentation.
Method of assessment	
Guidance information for assessment	

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

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Purposes of assessment/ RPL may include:	• recognising current existing competence of candidates • determining if competence has been achieved following learning • establishing candidate progress towards achievement of competence • determining language, literacy and numeracy needs of candidates • certifying competence through a qualification or Statement of Attainment • licensing or regulatory requirements.

Context of assessment/ RPL may include:	• environment in which the assessment/RPL will be carried out, including real or simulated workplace
	• opportunities for collecting evidence in a number of situations
	• relationships between competency standards and:
	  • evidence to support RPL
	  • work activities in the candidate's workplace
	  • learning activities
	• who carries out the assessment/RPL.

Organisational, legal and ethical requirements may include:	• assessment system policies and procedures
	• assessment strategy requirements
	• reporting, recording and retrieval systems for assessment, including RPL
	• quality assurance systems
	• business and performance plans
	• access and equity policies and procedures
	• collaborative and partnership arrangements
	• defined resource parameters
	• mutual recognition arrangements
	• industrial relations systems and processes, awards, and enterprise agreements
	• Australian Quality Training Framework
	• registration scope
	• human resources policies and procedures
	• legal requirements, including:
	  • anti-discrimination
	  • equal employment opportunity
	  • job role, responsibilities and conditions
	• relevant industry codes of practice
	• confidentiality and privacy requirements
	• OHS considerations, including:
	  • ensuring OHS requirements are adhered to during the

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	assessment process • identifying and reporting OHS hazards and concerns to relevant personnel.
Benchmarks for assessment/RPL may include:	• criterion against which the candidate is assessed or prior learning recognised, which may be: • competency standard/unit of competency • assessment criteria of course curricula • performance specifications of an enterprise or industry • product specifications.
Types of evidence may include:	• direct • indirect • supplementary.
Rules of evidence ensure that evidence collected is:	• valid • sufficient • authentic • current.
Assessment methods are the particular techniques used to gather evidence and may include:	• direct observation, for example: • real work/real time activities at the workplace • work activities in a simulated workplace environment • structured activities, for example: • simulation exercises and role-plays • projects • presentations • activity sheets • questioning, for example: • written questions, e.g. on a computer • interviews • self-assessment • verbal questioning • questionnaires • oral or written examinations (applicable at higher AQF levels) • portfolios of evidence, for example: • collection of work samples compiled by candidate • product with supporting documentation • historical evidence • journal or log book • information about life experience • review of products, for example: • testimonials and reports from employers and supervisors

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	• evidence of training • authenticated prior achievements • interview with employer, supervisor, or peer.
Assessment plan may include:	• overall planning document describing: • what is to be assessed • when assessment is to take place • where assessment is to take place • how assessment is to take place.
Simple assessment instruments may include:	• instruments developed by an assessor as part of formative or summative assessment activities, including: • profiles of acceptable performance measures • templates and proformas • specific questions or activities • evidence and observation checklists • checklists for the evaluation of work samples • recognition portfolios • candidate self-assessment materials • instruments developed elsewhere that have been modified by the assessor for use with a particular client group.
Available assessment instruments may include:	• commercially available instruments • those created by others inside the registered training organisation.
Map assessment means:	• showing a clear relationship between the evidence and the requirements of the unit.

Unit Sector(s)

Assessment

Custom Content Section

Not applicable.

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TAEASS402B Assess competence

Modification History

Version	Comments
TAEASS402B	Released with *TAE10 Training and Education Training Package version 2.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to assess the competence of a candidate.

Application of the Unit

This unit typically applies to assessors.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

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Elements and Performance Criteria

1. Prepare for assessment	1.1 Interpret ***assessment plan*** and confirm organisational, legal and ethical requirements for conducting assessment with relevant people 1.2 Access and interpret relevant ***benchmarks for assessment*** and nominated ***assessment tools*** to confirm the requirements for evidence to be collected 1.3 Arrange identified material and physical resource requirements according to assessment system policies and procedures 1.4 Organise ***specialist support*** required for assessment 1.5 Explain, discuss and agree details of the assessment plan with candidate
2. Gather quality evidence	2.1 Use agreed ***assessment methods*** and instruments to gather, organise and document evidence in a format suitable for determining competence 2.2 Apply the principles of assessment and rules of evidence in gathering quality evidence 2.3 Determine opportunities for evidence gathering in actual or simulated activities through consultation with the candidate and relevant personnel 2.4 Determine opportunities for integrated assessment activities and document any changes to assessment instruments where required
3. Support the candidate	3.1 Guide candidates in gathering their own evidence to support recognition of prior learning (RPL) 3.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the candidate that reflects sensitivity to ***individual differences*** and enables two-way ***feedback*** 3.3 Make decisions on reasonable adjustments with the candidate, based on candidate's needs and characteristics 3.4 Access required specialist support in accordance with the assessment plan 3.5 Address any OHS risk to person or equipment immediately
4. Make the assessment decision	4.1 Examine collected evidence and evaluate it to ensure that it reflects the evidence required to demonstrate competence 4.2 Use judgement to infer whether competence has been demonstrated, based on the available evidence 4.3 Make assessment decision in line with agreed assessment procedures and according to agreed assessment plan 4.4 Provide clear and constructive feedback to candidate regarding

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	the assessment decision and develop any follow-up action plan required
5. Record and report the assessment decision	5.1 Record assessment outcomes promptly and accurately 5.2 Complete and process an assessment report according to agreed assessment procedures 5.3 Inform other relevant parties of the assessment decision according to confidentiality conventions
6. Review the assessment process	6.1 Review the assessment process in ***consultation*** with relevant people to improve own future practice 6.2 Document and record the review according to relevant assessment system policies and procedures

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analysis and interpretation skills to:
  - break down competency standards
  - interpret assessment tools and other assessment information, including those used in RPL
  - identify candidate needs
  - make judgements based on assessment of available evidence
- observation skills to:
  - recognise candidate's prior learning
  - determine candidate's performance
  - identify when candidate may need assistance during the assessment processes
- research and evaluation skills to:
  - access required human and material resources for assessment
  - access assessment system policies and procedures
  - access RPL policies and procedures
  - evaluate evidence
  - evaluate assessment process
- cognitive skills to:
  - weigh up the evidence and make a judgement
  - consider and recommend reasonable adjustments
- decision-making skills to:
  - recognise a candidate's prior learning

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    - make a decision on a candidate's competence
- literacy skills to:
    - read and interpret relevant information to conduct assessment
    - prepare required documentation and records or reports of assessment outcomes in required format
- communication and interpersonal skills to:
    - explain the assessment, including RPL process
    - give clear and precise instructions
    - ask effective questions
    - provide clarification
    - discuss process with other relevant people
    - give appropriate feedback
    - discuss assessment outcome
    - use language appropriate to candidate and assessment environment
    - establish a working relationship with candidate.

Required knowledge

- competency-based assessment, including:
    - vocational education and training as a competency-based system
    - criterion-referenced assessment as distinct from norm-referenced assessment
    - competency standards as the basis of qualifications
    - structure and application of competency standards
    - principles of assessment and how they are applied
    - rules of evidence and how they are applied
    - range of assessment purposes and assessment contexts, including RPL
    - different assessment methods, including suitability for gathering various types of evidence, suitability for content of units, and resource requirements and associated costs
    - reasonable adjustments and when they are applicable
    - types and forms of evidence, including assessment instruments that are relevant to gathering different types of evidence used in competency-based assessment, including RPL
    - potential barriers and processes relating to assessment tools and methods
    - assessment system, including policies and procedures established by the industry, organisation or training authority
- RPL policies and procedures established by the organisation
- cultural sensitivity and equity considerations
- relevant policy, legislation, codes of practice and national standards, including commonwealth and state or territory legislation that may affect training and assessment in the vocational education and training sector, such as:
    - copyright and privacy laws in terms of electronic technology
    - security of information

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  - plagiarism
  - training packages and competency standards
  - licensing requirements
  - industry and workplace requirements
  - duty of care under common law
  - recording information and confidentiality requirements
  - anti-discrimination, including equal employment opportunity, racial vilification and disability discrimination
  - workplace relations
  - industrial awards and enterprise agreements
- OHS responsibilities associated with assessing competence, such as:
  - requirements for reporting hazards and incidents
  - emergency procedures
  - procedures for use of relevant personal protective equipment
  - safe use and maintenance of relevant equipment
  - sources of OHS information.
-

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to:
	• assess competence of a number of candidates within the vocational education and training context against different units of competency or accredited curricula, following the relevant assessment plan
	• assess at least one candidate for RPL
	• consider reasonable adjustment and the reasons for decisions in at least one assessment
	• cover an entire unit of competency and show:
	  • the application of different assessment methods and instruments involving a range of assessment activities and events
	  • two-way communication and feedback
	  • how judgement was exercised in making the assessment decision
	  • how and when assessment outcomes were recorded and reported

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	• assessment records and reports completed in accordance with assessment system and organisational, legal and ethical requirements • how the assessment process was reviewed.
Context of and specific resources for assessment	Evidence must be gathered in the workplace whenever possible. Where no workplace is available, a simulated workplace must be provided.
Method of assessment	
Guidance information for assessment	

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Assessment plan may include:	• overall planning, describing:
	  • what is to be assessed
	  • when assessment is to take place
	  • where assessment is to take place
	  • how assessment is to take place.

Benchmarks for assessment:	• refer to a criterion against which the candidate is assessed • may be a competency standard/unit of competency, assessment criteria of course curricula, performance specifications, or product specifications.
Assessment tools include:	• the learning or competency unit(s) to be assessed • the target group, context and conditions for the assessment • the tasks to be administered to the candidate • an outline of the evidence to be gathered from the candidate • the evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules) • the administration, recording and reporting requirements • the evidence of how validity and reliability have been tested and built into the design and use of the tool.

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Specialist support may include:	• assistance by third party, such as carer or interpreter • support from specialist educator • provision of developed online assessment activities • support for remote or isolated candidates and assessors • support from subject matter or safety experts • advice from regulatory authorities • assessment teams and panels • support from lead assessors • advice from policy development experts.

Assessment methods include:	• particular techniques used to gather different types of evidence, such as:
	  • direct observation
	  • structured activities
	  • oral or written questioning
	  • portfolios of evidence
	  • review of products
	  • third-party feedback.

Individual differences may include:	• English language, literacy and numeracy barriers • physical impairment or disability • intellectual impairment or disability • medical condition that may impact on assessment, such as arthritis, epilepsy, diabetes and asthma • learning difficulties • mental or psychological disability • religious and spiritual observances • cultural images and perceptions • age • gender.
Feedback may include:	• ensuring assessment/RPL process is understood • ensuring candidate concerns are addressed • enabling questions and answers • confirming outcomes • identifying further evidence to be provided • discussing action plans • confirming gap training needed • providing information regarding available appeal processes • suggesting improvements in evidence gathering and

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	presentation.
Consultation may involve:	• moderation with other assessors, or training and assessment coordinators • discussions with client, team leaders, managers, RPL coordinators, supervisors, coaches and mentors • technical and subject experts • English language, literacy and numeracy experts.

Unit Sector(s)

Assessment

Custom Content Section

Not applicable.

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TAEDEL301A Provide work skill instruction

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to conduct individual and group instruction and demonstrate work skills, using existing learning resources in a safe and comfortable learning environment. The unit covers the skills and knowledge required to determine the success of both the training provided and one's own personal training performance. It emphasises the training as being driven by the work process and context.

Application of the Unit

Application of the unit	This unit supports a wide range of applications across any workplace setting and so can be used by any organisation. Its use is not restricted to training organisations.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Organise instruction and demonstration	1.1. Gather information about ***learner characteristics*** and learning needs 1.2. Confirm a ***safe learning environment*** 1.3. Gather and check ***instruction and demonstration objectives*** and seek assistance if required 1.4. Access and review relevant ***learning resources*** and ***learning materials*** for suitability and relevance, and seek assistance to interpret the contextual application 1.5. Organise access to necessary equipment or physical resources required for instruction and demonstration 1.6. Notify learners of ***details*** regarding the implementation of the learning program and/or delivery plan
2. Conduct instruction and demonstration	2.1. Use interpersonal skills with learners to establish a safe and comfortable learning environment 2.2. Follow the learning program and/or delivery plan to cover all learning objectives 2.3. Brief learners on any ***OHS procedures*** and requirements prior to and during training 2.4. Use ***delivery techniques*** to structure, pace and enhance learning 2.5. Apply ***coaching*** techniques to assist learning 2.6. Use communication skills to provide information,

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ELEMENT	PERFORMANCE CRITERIA
	instruct learners and demonstrate relevant work skills 2.7. Provide opportunities for practice during instruction and through work activities 2.8. Provide and discuss feedback on learner performance to support learning
3. Check training performance	3.1. Use ***measures*** to ensure learners are acquiring and can use new technical and generic skills and knowledge 3.2. Monitor learner progress and outcomes in consultation with learner 3.3. Review relationship between the trainer/coach and the learner and adjust to suit learner needs
4. Review personal training performance and finalise documentation	4.1. Reflect upon personal performance in providing instruction and demonstration, and document strategies for improvement 4.2. Maintain, store and secure learner records according to organisational and legal requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- verbaland non-verbal communication techniques, such as:
  - asking relevant and appropriate questions
  - providing explanations
  - demonstrating
  - using listening skills
  - providing information clearly
- safety skills to implement OHS requirements, by acting and responding safely in order to:
  - identify hazards
  - conduct prestart-up checks if required
  - observe and interpret learner behaviour that may put people at risk
- time-management, skills to:

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REQUIRED SKILLS AND KNOWLEDGE

- ensure all learning objectives are covered
- pace learning

- reflection skills in order to:
  - identify areas for improvement
  - maintain personal skill development
- literacy skills to:
  - complete and maintain documentation
  - read and follow learning programs and plans
  - read and analyse learner information
- technology skills to operate audio-visual and technical equipment
- interpersonal skills to:
  - engage, motivate and connect with learners
  - provide constructive feedback
  - maintain appropriate relationships
  - establish trust
  - use appropriate body language
  - maintain humour
  - demonstrate tolerance
  - manage a group
  - recognise and be sensitive to individual difference and diversity
- observation skills to:
  - monitor learner acquisition of new skills, knowledge and competency requirements
  - assess learner communication and skills in interacting with others
  - identify learner concerns
  - recognise learner readiness to take on new skills and tasks

Required knowledge

- learner characteristics and needs
- content and requirements of the relevant learning program and/or delivery plan
- sources and availability of relevant learning resources and learning materials
- content of learning resources and learning materials
- training techniques that enhance learning and when to use them
- introductory knowledge of learning principles and learning styles
- key OHS issues in the learning environment, including:
  - roles and responsibilities of key personnel
  - responsibilities of learners
  - relevant policies and procedures, including hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency

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REQUIRED SKILLS AND KNOWLEDGE
procedures • risk controls for the specific learning environment

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must address the scope of this unit and reflect all components of the unit. A range of appropriate assessment methods and evidence-gathering techniques must be used to determine competency. A judgement of competency should only be made when the assessor is confident that the required outcomes of the unit have been achieved and that consistent performance has been demonstrated.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to:
	• carry out aminimum of three training sessions, involving demonstrating and instructing particular work skills for different groups; with each session addressing:
	  • different learning objectives
	  • a range of techniques and effective communication skills appropriate to the audience.

Context of and specific resources for assessment	Evidence must be gathered in the workplace wherever possible. Where no workplace is available, a simulated workplace must be provided.
Method of assessment	
Guidance information for assessment	For further information about assessment of this and other TAE units, refer to relevant implementation guidance published on the IBSA website (www.ibsa.org.au).

Range Statement

RANGE STATEMENT

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RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Learner characteristics may include:	• language, literacy and numeracy levels • learning styles • past learning and work experiences • specific needs • workplace culture.
Safe learning environment may include:	• exit requirements • personal protective equipment • safe access • safe use of equipment.

Instruction and demonstration objectives may include:	• competencies to be achieved
	• generic and technical skills, which may be:
	  • provided by the organisation
	  • developed by a colleague
	  • individual or group objectives
	  • learning outcomes.

Learning resources may include:	• any material used to support learning, such as:
	  • learner and user guides
	  • trainer and facilitator guides
	  • example training programs
	  • specific case studies
	  • professional development materials
	  • assessment materials
	• a variety of formats
	• those produced locally
	• those acquired from other sources.

Learning materials may include:	• handouts for learners • materials sourced from the workplace, e.g. workplace documentation, operating procedures, and specifications.
Details may include:	• location and time • outcomes of instruction or demonstration • reason for instruction or demonstration • who will be attending instruction session.

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RANGE STATEMENT	
OHS procedures may include:	• emergency procedures • hazards and their means of control • incident reporting • use of personal protective equipment • safe work practices • safety briefings • site-specific safety rules.
Delivery techniques may include:	• coaching • demonstration • explanation • group or pair work • providing opportunities to practise skills and solve problems • questions and answers.
Coaching may include:	• learning arrangements requiring immediate interaction and feedback • on-the-job instruction and 'buddy' systems • relationships targeting enhanced performance • short-term learning arrangements • working on a one-to-one basis.
Measures may include:	• informal review or discussion • learner survey • on-the-job observation • review of peer coaching arrangements.

Unit Sector(s)

Unit sector	Delivery and facilitation

Competency field

Competency field	

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Co-requisite units

Co-requisite units		

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TAEDEL404A Mentor in the workplace

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to establish and develop a professional mentoring relationship with a learner, in particular an apprentice or trainee employed by, or undertaking work placement in, a workplace. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating and monitoring the mentoring relationship, and evaluating the effectiveness of mentoring.

Application of the Unit

Application of the unit	This unit typically applies to workplace supervisors or other work colleague with responsibility for mentoring in the workplace.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop a mentoring plan	1.1. Identify scope and boundaries of the ***mentoring*** relationship according to organisational procedures 1.2. Establish ***ground rules*** and negotiate realistic expectations 1.3. Establish and maintain confidentiality of the relationship in accordance with ***legislation***, ***policy and procedures***
2. Facilitate mentoring relationship	2.1. Develop learner's confidence, self-esteem, respect and trust in the mentoring relationship 2.2. Share personal experiences and knowledge with the person being mentored according to agreed objectives 2.3. Support the person being mentored to develop and use skills in problem solving and decision making 2.4. Use personal and professional networks to assist the person being mentored 2.5. Provide information, guidance and constructive guidance to enhance engagement in the workplace 2.6. Use ***techniques for resolving differences*** without damaging the relationship, and obtain assistance according to organisational policy and procedures
3. Monitor mentoring relationship	3.1. Provide planning assistance and guidance as requested by the person being mentored in a form

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ELEMENT	PERFORMANCE CRITERIA
	and style to suit their requirements 3.2. Provide feedback to the person being mentored on progress towards achieving the expectations and goals of the mentoring process 3.3. Recognise and discuss changes in the ***mentoring relationship*** with appropriate ***stakeholders*** 3.4. Negotiate and manage closure of the mentoring arrangement once objectives have been met
4. Evaluate effectiveness of mentoring	4.1. Establish and discuss ***benefits*** gained from the mentoring process 4.2. Reflect on and articulate the personal benefits gained from providing mentoring 4.3. Identify and report the outcomes of the mentoring arrangement and the ***benefits to the organisation*** according to organisational policy and procedures to improve the mentoring system or program

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills

• planning and time-management skills to mentor in a workplace
• oral communication and language skills to motivate learners
• organisational skills to provide guidance and feedback to individuals
• interpersonal skills to:
  • engage in relationship building, including building trust and maintaining confidentiality
  • respond to diversity, including gender and disability
• communication skills to use a range of communication strategies, including listening, questioning, and giving andreceiving feedback
• initiative and enterprise skills to apply procedures relating to OHS and environmentallegislation in the context of workplace mentoring

Required knowledge
• relevant policy, legislation, codes of practice and national standards likely to impact on the provision of workplace mentoring • training contracts and responsibilities of employer, registered training organisation

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REQUIRED SKILLS AND KNOWLEDGE

(RTO) and funding body
• training plans and responsibilities
• training products and strategies for learning
• mentoring methodologies and strategies
• acceptable behaviour in the mentoring relationship
• equal employment opportunity, equity and diversity principles
• OHS relating to the work role, including:
  • hazards relating to the industry and specific workplace
  • reporting requirements for hazards and incidents
  • specific procedures for work tasks
  • safe use and maintenance of relevant equipment
  • emergency procedures
  • sources of OHS information

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must address the scope of this unit and reflect all components of the unit. Arange of appropriate assessment methods and evidence-gathering techniques must be used to determine competency. A judgement of competency should only be made when the assessor is confident that the required outcomes of the unit have been achieved and that consistent performance has been demonstrated.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • prepare a mentoring plan between the mentor and learner that reflects the scope and substance expected within a plan prepared for a learner undertaking a contracted apprenticeship or traineeship • facilitate at least three mentoring sessions • provide information on sessions, including comments and notes from both mentor and learner.
Context of and specific resources for assessment	Evidence must be gathered in the workplace wherever possible. Where no workplace is available, a simulated workplace must be

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EVIDENCE GUIDE	
	provided.
Method of assessment	
Guidance information for assessment	For further information about assessment of this and other TAE units, refer to relevant implementation guidance published on the IBSA website (www.ibsa.org.au).

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	

Mentoring may include:	• long-term focus on personal growth and learning
	• wide range of learning oriented to:
	  • support
	  • guidance in personal or career growth
	• relationship, not just a procedure or activity
	• one person professionally assisting the career development of another.

Ground rules may include:	• training for mentoring partners • mentoring agreement • active involvement of both partners in the mentoring process.

Legislation, ***policy and procedures*** may include:	• commonwealth and state or territory legislation and regulations, such as:
	  • privacy legislation
	  • equal employment opportunity, anti-discrimination and harassment legislation
	  • OHS legislation
	  • user choice
	• organisational policy, procedures and protocols.

Techniques for resolving differences	• finding a mutually beneficial solution • self-disclosure

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RANGE STATEMENT	
may include:	• inviting discussion • providing explanations • accessing assistance.
Mentoring relationship may include:	• informal workplace development program • formal mentoring process associated with a contracted apprenticeship or traineeship, involving a formal training plan.
Stakeholders may include:	• trainee or apprentice • manager or supervisor • RTO • learning support services, including assistive technology and diagnostic testing • funding organisation • supplier of learning resources.
Benefits may include:	• insights into organisational culture, attitudes and expected behaviours • supportive environment in which successes and failures can be evaluated • networking opportunities • development of workplace competence and self-confidence • recognition and job satisfaction • mutual respect.
Benefits to the organisation may include:	• increased productivity • new competencies in the person being mentored • staff motivation • more committed, involved and responsible learners.

Unit Sector(s)

Unit sector	Delivery and facilitation

Competency field

Competency field	

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Co-requisite units

Co-requisite units		

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TAEDES401A Design and develop learning programs

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine the design, outline the content and review its effectiveness.

Application of the Unit

Application of the unit	This unit typically applies to a trainer or facilitator who designs or develops learning programs. A learning program can be discrete, providing a planned learning approach that relates to specific learning and training needs, or it may form part of the learning design for a qualification.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define parameters of the learning program	1.1. Clarify ***purpose*** and type of learning program with key stakeholders 1.2. Access and confirm the competency standards and ***other training specifications*** on which to base the learning program 1.3. Identify language, literacy and numeracy requirements of the program 1.4. Identify and consider characteristics of the target learner group
2. Work within the vocational education and training (VET) policy framework	2.1. Access relevant ***VET policies*** and frameworks, and apply to work practices 2.2. Identify changes to training packages and accredited courses and apply these to program development 2.3. Conduct work according to organisational quality assurance policies and procedures
3. Develop program content	3.1. Research, develop and document specific subject matter content according to agreed design options 3.2. Evaluate existing learning resources for content relevance and quality 3.3. Specify assessment requirements of the learning program

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ELEMENT	PERFORMANCE CRITERIA
4. Design structure of the learning program	4.1. Break the learning content into manageable segments and document timeframe for each segment 4.2. Determine and confirm ***delivery strategies*** and required assessment methods and tools 4.3. Document complete learning program in line with organisational requirements 4.4. Review complete program with key stakeholders and adjust as required 4.5. Ensure a safe learning progression by analysing risks in the learning environment and including a risk control plan

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- organisational skills to ensure resources are available and suitable
- evaluation skills to determine the time required for each learning segment and the overall timelines of the learning program
- cognitive skills to develop the learning program content and design its structure
- language and literacy skills to read and interpret a range of documentation, including technical and subject matter documents, references and texts

Required knowledge

- information about training package developers and course accreditation agencies responsible for specific learning program parameters
- training packages and relevant competency standards to be used as the basis of the learning program
- other performance standards and criteria to be used as the basis of the learning program, where relevant
- distinction and relationship between a training package/accredited course, learning strategy and learning program, where linked
- different purposes and focus of learning programs
- sound knowledge of learning principles
- instructional design principles relating to different design options for learning program design and structure
- availability and types of different relevant learning resources, learning materials

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REQUIRED SKILLS AND KNOWLEDGE
and pre-developed learning activities • methodology relating to developing and documenting new learning activities and related learning materials • different delivery modes and methods • relevant policies, legal requirements, codes of practice and national standards, including commonwealth and state or territory legislation that may affect training and assessment in the VET sector • relevant OHS knowledge relating to the work role, and OHS considerations that need to be included in the learning program

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must address the scope of this unit and reflect all components of the unit. Arange of appropriate assessment methods and evidence-gathering techniques must be used to determine competency. A judgement of competency should only be made when the assessor is confident that the required outcomes of the unit have been achieved and that consistent performance has been demonstrated.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to:
	• design, develop and review learning programs within the VET context
	• prepare and develop a minimum of two learning programs:
	  • that contain differentiated learning program designs to reflect particular needs, contexts and timelines
	  • at least one of which must be based on competency standards or accredited courses and must cover at least one entire unit of competency or accredited course module.

Context of and specific resources for assessment	Evidence must be gathered in the workplace whenever possible. Where no workplace is available, a simulated workplace must be provided.
Method of assessment	
Guidance information for	For further information about assessment of this and other TAE

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EVIDENCE GUIDE	
assessment	units, refer to relevant implementation guidance published on the IBSA website (www.ibsa.org.au).

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Purpose may include:	• developing vocational competency or vocational skills • developing language, literacy and numeracy skills • developing general education • meeting legislative, licensing and registration requirements, such as OHS requirements.
Other training specifications may include:	• curriculum specifications • product specifications • organisational work requirements and training needs • induction needs • language, literacy and numeracy development needs • regulatory and licensing requirements.
Vocational education and training policies may include:	• policies and procedures set by national organisations, such as the National Quality Council • Australian Quality Training Framework • other relevant policies.

Delivery strategies may include:	• focus of delivery in terms of size and type of group
	• context of delivery, for example:
	  • in the workplace
	  • in a training room
	  • in a community setting
	• mode of delivery, for example:
	  • face-to-face
	  • online
	  • blended delivery mode
	• delivery methods, for example:

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RANGE STATEMENT	
	• lock-step, learner-paced and mixed • interactive, participative and collaborative • blended delivery methods.

Unit Sector(s)

Unit sector	Learning design

Competency field

Competency field	

Co-requisite units

Co-requisite units		

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TAETAS501B Undertake organisational training needs analysis

Modification History

Version	Comments
TAETAS501B	Released with *TAE10 Training and Education Training Package version 2.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.

Application of the Unit

This unit typically applies to those working in roles that require them to work with organisations to identify training needs.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

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Elements and Performance Criteria

1. Identify the organisation's needs	1.1 Discuss with relevant staff from the organisation their ***objectives,*** expectations and organisational requirements 1.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the organisation. 1.3 Identify, analyse and address any existing or potential issues that may impact on the organisation's objectives and requirements 1.4 Identify and access resources in accordance with organisational requirements 1.5 Develop a project plan with relevant persons to be negotiated and agreed by the organisation
2. Conduct training needs analysis	2.1 Use reliable, appropriate and efficient methods for collecting information and data on current, emerging and future training needs 2.2 Analyse the organisation's work roles to determine skills and competencies needed for effective performance 2.3 Follow legal, organisational and ethical requirements to gather information and data to assess the current skills and competencies of staff 2.4 Use reliable and valid data analysis methods to determine current and emerging organisational training needs
3. Provide advice to the organisation	3.1 Provide the organisation with clear advice and recommendations on training and assessment needs 3.2 Provide the organisation with ***options*** for meeting identified training needs 3.3 Obtain feedback and comments from the organisation on the suitability and sufficiency of advice and recommendations 3.4 Use legal requirements to process, complete and present final report to the organisation

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- cognitive skills to analyse and interpret research and conceptualise and synthesise issues

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around training needs
- communication and interpersonal skills to consult with client and relevant people, to discuss client needs and provide observations and recommendations for training development
- literacy skills to critically evaluate information and prepare reports providing advice and recommendations
- negotiation and facilitation skills for research, presenting and discussing recommendations and obtaining feedback
- numeracy skills to analyse data and present statistical information
- problem solving skills to apply effective approaches to training needs
- research skills to collect information around training needs, including observation and consultation.

Required knowledge

- competency standards and Training Packages/accredited courses
- Australian Quality Training Framework (AQTF) requirements and standards
- risk identification and management strategies
- industry and enterprise knowledge
- evaluation and research methodologies
- relevant social, political, economic and technological developments
- principles of intellectual property
- training and development strategies
- change management concepts/strategies
- occupational health and safety (OHS) relating to undertaking an organisational training needs analysis.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to:
	• research, conduct and provide advice through a training needs analysis
	• prepare at least two training needs analyses for one or more organisations
	• collect evidence that demonstrates:
	  • processes that were used to determine the organisation's needs
	  • details of research methods undertaken to identify

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	suitable training and/or assessment • planning for the training needs analysis • presentations that outline advice and recommendations.
Context of and specific resources for assessment	Evidence must be gathered in the workplace wherever possible. Where no workplace is available, a simulated workplace must be provided.
Method of assessment	
Guidance information for assessment	

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Objectives may include:	• improved individual learning outcomes for new or existing staff • access to government training incentives and funding • productivity improvement • developing administration and records management systems • compliance with, or knowledge of, legislative or government regulatory requirements • individualised organisational training and skill requirements.
Options may include:	• developing in-house capacity to meet identified needs • identifying training and/or assessment organisations to meet needs • identifying specific units of competency, qualifications/courses to meet needs • consultancy services.

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Unit Sector(s)

Training advisory services

Custom Content Section

Not applicable.

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TLIA0001 Complete import procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete importation procedures as part of an international freight forwarder's role.

It includes ensuring compliance with all Australian government regulations, workplace requirements and other compliance requirements, and meeting customer needs.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for import	1.1 Parties involved and their responsibilities are identified
	1.2 Various sources of necessary information are identified

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	1.3 Shipment details and customer requirements are verified
	1.4 Working relationships with all parties concerned are established
	1.5 Communication with relevant parties and authorities is undertaken to prepare for freight arrival
	1.6 Discrepancies are noted and appropriate actions are undertaken in accordance with workplace procedures
2 Complete and check documentation	2.1 All relevant documents required for import are identified
	2.2 Documentation is checked for accuracy against import details
	2.3 Workplace documentation is prepared and issued in accordance with workplace procedures and customer requirements
	2.4 Cargoes or shipments where permits or other regulatory documents are required, are identified
	2.5 Required information is reported to relevant authorities in accordance with regulatory requirements
	2.6 Issues of non-conformance and discrepancies are actioned and a resolution is sought with relevant parties
3 Communicate with relevant parties	3.1 Various communication methods are identified as required by workplace procedures
	3.2 Communication with suppliers about arrival and shipment details is established
	3.3 Communication is undertaken with government authorities within required timeframes
	3.4 Arrival details are communicated to relevant parties
	3.5 Problems arising from import process are identified and action is taken to resolve problems in accordance with workplace procedures
4 Prepare cargo for final delivery	4.1 All relevant regulatory and workplace procedures are completed and compliance is achieved
	4.2 Authorisation for cargo release is checked and approval is determined
	4.3 Delivery orders or release authorities are issued in accordance

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	with regulatory requirements and workplace procedures
	4.4 Clearance statuses are checked prior to shipment release
	4.5 Special requirements are identified and discussed with clients in accordance with workplace requirements
	4.6 Import charges and freight costs are accurately calculated and any discrepancies are actioned
5 Manage records	5.1 Records of all communications and shipment details are retained and filed in accordance with regulatory requirements and workplace procedures
	5.2 Copies of relevant records are forwarded to client in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This is a new unit.

Links

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

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Assessment Requirements for TLIA0001 Complete import procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- calculating import charges and freight costs
- communicating effectively with a range of parties
- confirming customer requirements
- developing working relationships
- identifying discrepancies
- identifying necessary information
- identifying special requirements
- maintaining records of communications
- making decisions
- managing time effectively
- preparing workplace documents
- reporting information
- solving problems
- verifying details.

Knowledge Evidence

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

- how to resolve issues of non-conformance
- import charges and freight costs
- parameters of freight forwarder role in import processes
- permits, authorities and other regulatory documents
- purpose of shipment details
- responsibilities of import parties

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- sources of information
- variety of communication methods to use with suppliers, regulators and customers
- workplace procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA0002 Prepare cargo for export

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare cargo for export and includes confirming correct preparation of the consignment, organising cargo loading and processing documentation.

Work must be must be carried out in compliance with relevant international and domestic legislation, regulations and codes of practice for exporting cargo.

Work is performed under general supervision, with some accountability and responsibility for self and others in achieving prescribed outcomes.

Work involves the application of routine freight forwarding principles and procedures to prepare cargo for export.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Confirm correct preparation of consignment	1.1 Consignment is checked to ensure cargo is consistent with packing specification and is suitable for mode and method of transport
	1.2 Consignment is checked to ensure labelling and marking of cargo conforms with domestic and international regulations, and workplace requirements and that packaging of cargo conforms to regulatory requirements and is appropriate for transport method
	1.3 Cargo is checked for dangerous goods or explosives and conformance of packaging and labelling with Australian and international dangerous goods or explosives codes is confirmed as required
	1.4 Discrepancies in composition or preparation of cargo are noted and appropriate action is undertaken in accordance with workplace procedures
2 Organise cargo loading	2.1 Handling methods and equipment suitable for goods, transport mode and method are selected
	2.2 Goods transfer methods between modes of transport are selected as required
	2.3 Procedures for cargo loading are organised and followed in accordance with legislative and workplace requirements
3 Process documentation	3.1 All relevant documentation is consolidated and checked for completion and accuracy
	3.2 Discrepancies in documentation are identified and appropriate action is undertaken in accordance with workplace procedures
	3.3 Dangerous goods declaration is obtained from consignor as required
	3.4 Copies of documents are retained in accordance with regulatory requirements and workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces but is **not** equivalent to TLIA4030A Organise cargo for export.

Links

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

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Assessment Requirements for TLIA0002 Prepare cargo for export

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- analysing information and making decisions based on information provided
- applying relevant legislation and workplace procedures
- assessing and reporting unusual occurrences in relation to cargo export
- communicating effectively with others
- completing documentation related to organising cargo export
- identifying and solving problems that may occur when organising cargo export
- interpreting client requirements
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information, labels and documents
- responding appropriately to cultural differences in the workplace
- working collaboratively with others when organising cargo export
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- applicable legislation, regulations and codes including:
  - Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances, including:
    - Australian Dangerous Goods (ADG) Code
    - Australian and international explosives codes
    - Australian Marine Orders and the International Maritime Dangerous Goods (IMDG) Code
    - International Air Transport Association (IATA) Dangerous Goods Regulations (DGR)
    - international transport regulations, codes and procedures
  - relevant Australian and international standards and certification requirements
  - relevant international and Australian state/territory road rules and transport regulations
  - relevant legislative requirements, codes and regulations for cargo export
  - relevant state/territory environmental protection legislation
  - relevant state/territory work health and safety (WHS)/occupational health and safety (OHS) legislation
- contacts and sources of information/documentation needed when organising cargo export
- procedures for batching, dating and numbering
- procedures for calculating weights, volumes and dimensions
- procedures for completing consignment documentation
- procedures for reviewing transport options and availability of carriers
- workplace customer service policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice

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and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA1001 Secure cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to secure cargo in accordance with procedures and regulatory requirements as part of work activities within the transport and logistics industry.

It includes preparing to secure cargo/containers, lashing and unlashing cargo, protecting cargo from weather, and packing and unpacking cargo.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to secure	1.1 Work area is prepared and maintained in accordance with

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	cargo/containers		national standards, safety codes and site operating procedures
		1.2	Unsafe work practices and/or equipment are reported to appropriate personnel
		1.3	Appropriate protective clothing, equipment and fittings are selected
		1.4	Formwork is erected where no lashing points exist
		1.5	Lashing plan is read and interpreted
2	**Lash and unlash cargo**	2.1	Work is conducted in accordance with industry standards, statutory requirements, safety codes, site operating requirements and any special cargo requirements
		2.2	Lashing points are identified and appropriate fittings and lashing equipment are used for each lashing point
		2.3	Cargo is lashed and secured to lashing points ensuring the correct spread of lashings and that lashings are secured, attached and tensioned
		2.4	Tensioners are securely fastened
		2.5	When unlashing, fittings are released, disconnected and removed from the cargo
		2.6	Lashing equipment is placed in designated storage areas or cleared from work area
		2.7	No injury to personnel or damage to machinery or cargo during lashing/unlashing operations is ensured
		2.8	Lashing is completed in accordance with lashing plan
3	**Protect cargo from weather**	3.1	Cargo is covered/uncovered safely ensuring appropriate covering and lashing, no injury to personnel or damage to cargo or equipment
		3.2	Work is conducted in accordance with the requirements of national standards, safety codes and site operating procedures
4	**Pack and unpack cargo**	4.1	Damaged cargo is identified and reported in accordance with enterprise procedures
		4.2	Cargo is sorted and stacked prior to packing or after unpacking, ensuring the stack is in the correct location, in accordance with national standards, safety codes, and site operating procedures

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4.3 Cargo is identified through the interpretation of marks or numbers

4.4 Tight stow of cargo is maintained

4.5 Cargo is handled ensuring no injury to personnel or damage to cargo or equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA1001A Secure cargo.

Links

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

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Assessment Requirements for TLIA1001 Secure cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when securing cargo or freight
- completing documentation related to securing cargo or freight
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and where applicable, emergency information panels
- identifying, selecting and using relevant equipment, processes and procedures when securing cargo or freight
- interpreting and following operational instructions and prioritising work
- operating and adapting to differences in cargo handling equipment in accordance with standard operating procedures
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting instructions, procedures, information and labels relevant to securing cargo or freight
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using lashing and protection equipment
- working collaboratively with others when securing cargo or freight
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- Australian and international standards, codes and regulations relevant to securing cargo or freight including ADG and IMDG codes
- cargo marking and numbering systems
- focus of operation of work systems, equipment, management and site operating systems for securing cargo or freight
- problems that may occur when securing cargo or freight and appropriate action that can be taken to resolve these problems
- procedures for managing and controlling hazardous situations when carrying out work activities
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes
- relevant WHS/OHS and environmental procedures and regulations
- workplace procedures and policies for securing cargo or freight.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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TLIA2003 Connect and disconnect reefer units

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to connect and disconnect reefer units in accordance with workplace requirements as part of work activities in the stevedoring, transport, distribution and allied industries.

It includes plugging and unplugging reefer units to/from power sources, attaching and detaching reefer units, and identifying and reporting any problems with reefer unit operation.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plug/unplug reefer units to power sources	1.1 Appropriate personal protective equipment is selected and used
	1.2 Reefer units are plugged/unplugged safely in accordance with workplace procedures
	1.3 Reefer units are checked to be running correctly after being plugged in
	1.4 Problems with the operation of reefer units are identified and reported to appropriate personnel in accordance with workplace procedures
	1.5 Faults in reefer units are investigated and reported in accordance with workplace procedures
	1.6 Reefer units are unplugged as required and cables are cleared from units
2 Attach/detach units	2.1 Units are attached/detached safely in accordance with regulatory and code of practice requirements, and workplace procedures
	2.2 Problems with the operations of units are identified and reported to appropriate personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2003A Connect and disconnect reefer units.

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Assessment Requirements for TLIA2003 Connect and disconnect reefer units

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying and using relevant equipment
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings and where applicable emergency information panels
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- receiving, acknowledging and sending messages with available communications equipment
- reporting and/or rectifying problems, faults or malfunctions promptly, in accordance with workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- Australian and international standards, codes of practice and regulations relevant to connecting and disconnecting reefer units
- cargo marking and numbering systems
- operational work systems, equipment, management and site operating systems for the connection and disconnection of reefer units
- problems that may occur when connecting and disconnecting reefer units and appropriate action that can be taken to resolve the problems
- relevant (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- site layout and location of reefer units
- workplace procedures and policies for connecting and disconnecting reefer units.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment on connecting and disconnecting reefer units must occur in a simulated workplace operational situation that replicates workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLIA2009 Complete and check import/export documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete and check import and export documentation in accordance with the requirements of Customs and related legislation and workplace procedures.

It includes identifying procedures required for documenting import/export of goods, completing documentation to meet legislative and workplace requirements, checking documentation to ensure it meets legislative requirements and lodging documentation for processing.

Work is performed under some supervision generally within a team environment. Work is undertaken in a range of environments including small to large worksites in the customs broking and freight forwarding industries.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify procedures required for documentation for import/export of goods	1.1 Documents required for import/export of goods are identified
	1.2 Required documents are sourced
	1.3 Content requirements for each section of the documentation are applied
	1.4 Timelines for completion of documents are identified and noted
	1.5 Requirements for permits and other documentation (such as quarantine) are identified and implications are noted
	1.6 Procedures for obtaining clearances are identified and followed in accordance with the requirements of Customs, related legislation and workplace procedures
	1.7 Letters of credit are identified and implications of each are noted
	1.8 Assistance is sought as required to identify necessary documents and to commence process of assessing or completing these documents
	1.9 Documentation is lodged as required by legislation
2 Complete documentation to meet legislative and workplace requirements	2.1 Content requirements for each section of the documentation are identified and applied in accordance with the requirements of Customs, related legislation and workplace procedures
	2.2 Workplace procedures for authorisations are followed
	2.3 Data entry for documents is completed
	2.4 Problems arising in completing required documents are identified and assistance is sought to resolve these in accordance with the requirements of Customs, related legislation and workplace procedures
	2.5 Actions are taken to meet deadlines
	2.6 Assistance is sought as required in completing required documents
3 Check documentation to ensure it meets	3.1 Documents are collated and checked before forwarding to supervisor, manager or more senior personnel for checking within designated timelines, in accordance with the

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	legislative requirements		requirements of Customs, related legislation and workplace procedures
		3.2	Declarations are checked to ensure they meet the requirements of Customs, related legislation and workplace procedures
		3.3	Letters of credit are checked to ensure they meet commercial, transport and overseas requirements
		3.4	Dangerous goods documentation is checked in accordance with the requirements of Customs, related legislation and workplace procedures
		3.5	Document revisions are finalised, rechecked and forwarded to supervisor, manager or more senior personnel prior to lodgement
4	**Lodge documentation for processing**	4.1	Documents are forwarded to relevant personnel in accordance with the requirements of Customs, related legislation and workplace procedures
		4.2	Documents are filed, stored and retained in accordance with the requirements of Customs, related legislation and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2009A Complete and check import/export documentation.

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Links

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Assessment Requirements for TLIA2009 Complete and check import/export documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- communicating and working effectively with others when completing import and export documentation
- completing and checking documentation and records to meet relevant Customs legislation, related legislation and workplace requirements
- completing and/or assessing accuracy of import and export documentation
- identifying procedures required for documentation for import/export of goods
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- providing customer/client service
- reading, interpreting and following import and export instructions, procedures and labels
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment when completing import and export documentation.

Knowledge Evidence

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

- Australian and international standards, codes, conventions and regulations relevant to importing and exporting cargo and freight
- Customs Act 1901and related legislation
- documentation requirements for importing and exporting cargo and freight
- focus of operation of work systems, equipment, management and site operating systems for completing import/export cargo and freight documentation

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- problems that may occur when completing import and export documentation and appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- workplace procedures and policies for completing import and export documentation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA2011 Package goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to package goods in accordance with regulatory and workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes selecting materials, packing, and labelling packaged products/loads to the required labelling standards.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select materials and pack products	1.1 Packaging specifications and order packaging documentation are correctly interpreted

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	1.2 Packaging technology suitable for the goods to be packed is selected
	1.3 Packaging materials are identified and matched to specifications
	1.4 Work plan is followed, materials are used economically and appropriate packaging is used to minimise loss and damage in transit or storage
	1.5 Work is planned in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements
	1.6 Completed packed goods are stacked to minimise damage from within and outside
2 Label packaged products/loads	2.1 Workplace labelling standards are identified
	2.2 Appropriate goods handling, labelling and other identification symbols are used
	2.3 Invoices and picking slips are attached as required
	2.4 Workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2011A Package goods.

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Assessment Requirements for TLIA2011 Package goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- checking operation of packaging equipment in terms of service schedule and standard operating procedures
- communicating and working effectively with others when packaging goods
- completing documentation related to work activities when packaging goods
- estimating the size, shape and special requirements of goods and loads
- implementing contingency plans when packaging goods
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring equipment performance when packaging goods
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting instructions, procedures and labels relevant to packaging goods
- selecting and using relevant communications, computing equipment and materials when packaging goods
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- Australian and international codes and regulations relevant to packaging goods
- documentation requirements for packaging goods, such as a workplan
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for packaging goods
- problems that may occur when packaging goods and appropriate action that can be taken to resolve these problems
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for packaging goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA2012 Pick and process orders

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to pick and process orders in accordance with relevant codes, regulations and workplace requirements within the transport and logistics industry.

It includes identifying workplace order picking processes, policies and procedures; picking and despatching orders; and recording stock levels.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify workplace order picking processes, policies	1.1 Workplace procedures for order picking and related workplace documentation are interpreted
	1.2 Stock allocation and location systems are identified and

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	and procedures		located
		1.3	Appropriate manual handling equipment is selected in accordance with work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures
2	**Pick and despatch an order**	2.1	Work requirements are planned and appropriate equipment and documentation is assembled
		2.2	Warehouse zones where required products are stored, are identified and located
		2.3	Pick path is established
		2.4	Appropriate pallet/s for orders are selected and stacked to minimise stock damage and to maximise stability, as required
		2.5	Products are selected and consolidated
		2.6	Products/pallets are located in despatch areas
		2.7	Products are assembled to meet workplace schedules
		2.8	Orders are consolidated, secured, arranged and placed in storage zones in accordance with schedules
3	**Record stock levels**	3.1	Storage areas are checked and stocks are noted for replenishment in accordance with workplace procedures
		3.2	Workplace records are completed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA2012A Pick and process orders.

Links

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Assessment Requirements for TLIA2012 Pick and process orders

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist when picking and processing orders
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when picking and processing orders
- completing documentation related to picking and processing orders
- estimating the size, shape and special requirements of goods/loads
- identifying relevant stock and goods coding and labelling, including Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting, and following instructions, procedures, signs and labels relevant to picking and processing orders
- selecting and using relevant equipment and communications technology when picking and processing orders
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- documentation and record requirements when picking and processing an order
- equipment used during picking and processing operations and the precautions and procedures to be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for picking and processing orders
- problems that may occur when picking and processing an order and appropriate action that can be taken to resolve these problems
- regulations relevant to picking and processing orders, including relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for picking and processing orders.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA2013 Receive goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to receive goods in accordance with regulatory and workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes identifying workplace procedures and documentation requirements for receiving goods; checking and inspecting goods on arrival and completing workplace documentation; and unloading, unpacking and storing stock.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify workplace procedures and	1.1 Workplace procedures for receiving goods are

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documentation requirements for receiving goods	identified 1.2 Purpose of documents associated with receiving goods is interpreted 1.3 Workplace documentation requirements for receiving goods and reporting damage are identified
2 Check and inspect goods on arrival and complete workplace documentation	2.1 Procedures for checking goods against orders or manifests are identified and followed 2.2 Discrepancies and/or damaged goods are reported 2.3 Non-conforming goods are appropriately documented and despatched or stored in accordance with company procedures
3 Unload, unpack and store stock	3.1 Appropriate manual handling techniques and equipment are identified 3.2 Safe work procedures are used when unloading, unpacking and storing stock 3.3 Advice is sought on appropriate storage locations and requirements for particular products 3.4 Goods are unloaded and unpacked in accordance with workplace procedures 3.5 Assistance is sought from others as required to maintain safe and effective work 3.6 Directions are followed to store stock in appropriate areas

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2013A Receive goods.

Links

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

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Assessment Requirements for TLIA2013 Receive goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist when receiving goods
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when receiving goods
- completing documentation related to receiving goods
- estimating the size, shape and special requirements of goods and loads
- identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and where applicable, emergency information panels
- implementing contingency plans when receiving goods
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures, information, labels and signs relevant to receiving goods
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant load handling equipment when receiving goods
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- Australian and international codes and regulations relevant to receiving goods including the ADG Code and relevant bond, quarantine or other legislative requirements
- documentation requirements for receiving goods
- focus of operation of work systems, equipment, management and site operating systems for receiving goods
- housekeeping standards and procedures
- problems that may occur when receiving goods and appropriate action that can be taken to resolve these problems
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- specifications and standards for checking and inspecting received goods
- workplace procedures and policies for receiving goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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TLIA2014 Use product knowledge to complete work operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use product knowledge to complete work operations in accordance with workplace requirements and relevant regulations, as part of work activities within the transport and logistics industries.

It includes identifying products in a subsection of a warehouse or other storage area, examining quality, reporting on products, as well as using inventory and labelling systems to identify and locate products.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify products in a	1.1 Products are identified against specified criteria in

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subsection of a warehouse or other storage area	accordance with workplace procedures
	1.2 Storage and handling characteristics are identified and applied consistently
	1.3 Products are described to internal customers identifying features that may affect location, safety or storage requirements
2 Examine quality and report on products	2.1 Products are inspected in accordance with workplace quality assurance procedures
	2.2 Workplace procedures are followed to replace, return or dispose of stock/products that are not useable
	2.3 Non-conforming products are recorded/reported in accordance with workplace procedures
3 Use inventory and labelling systems to identify and locate products	3.1 Inventory and labelling systems are used to locate products within the workplace
	3.2 Goods are physically located and identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2014A Use product knowledge to complete work operations.

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Assessment Requirements for TLIA2014 Use product knowledge to complete work operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to differences in products and services in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when handling, transporting and storing products and providing information on products and services
- completing documentation related to work activities
- estimating the size, shape and special requirements of goods and loads
- identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and where applicable, emergency information panels
- reading and comprehending simple statements in English
- reading, interpreting and following instructions, procedures, information and signs relevant to handling, transporting, storing products and providing information on products and services
- selecting and using relevant communications, computing and load handling equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

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

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- Australian codes and regulations relevant to products being identified, handled, transported, stacked and/or stored as part of work operations
- categories or groups of products and requirements for special handling, stacking and storage
- documentation requirements including reports and records concerning damaged or contaminated goods
- focus of operation of work systems, equipment, management and site operating systems for packaging goods
- housekeeping standards and procedures
- purpose and use of cataloguing and labelling systems
- site layout and obstacles
- strategies to seek out sources of product knowledge and to use this information to inform work
- types of equipment and storage areas appropriate for different categories of goods including perishable, fragile, dangerous, composition/state goods
- workplace procedures and policies for identifying, handling, stacking and storing particular categories of products.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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TLIA2020 Replenish stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to replenish stock in accordance with workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes applying product knowledge to participate in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Participate in stock rotation activities	1.1 Stock levels are counted against appropriate documentation
	1.2 Stock levels are recorded and reported
	1.3 Stocks are replenished, adjusted or rotated in accordance with

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	workplace procedures
	1.4 Stock re-ordering processes are activated when appropriate
	1.5 Routine and non-routine problems with products or storage systems are reported in accordance with workplace procedures
2 Interpret and fill replenishment request	2.1 Order request documentation is interpreted
	2.2 Product/s in order are noted and workplace location/s are identified
	2.3 Workplace and product knowledge is used to plan sequence of work
	2.4 Appropriate materials handling equipment is selected in accordance with workplace procedures and timeframes, and work health and safety (WHS)/occupational health and safety (OHS) regulations
	2.5 Required schedules for order movement and despatch or storage are identified
3 Complete stock replenishment	3.1 Products are sorted, assembled and consolidated in the appropriate storage areas
	3.2 Work is checked in accordance with company procedures
	3.3 Documentation and records are completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA2020A Replenish stock.

Links

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Assessment Requirements for TLIA2020 Replenish stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when replenishing stock
- completing documentation related to replenishing stock
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in stock and equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and labels relevant to replenishing stock
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment when replenishing stock
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- Australian codes and regulations relevant to replenishing stock
- computer records and documentation requirements for replenishing stock
- focus of operation of work systems, equipment, management and site operating systems for replenishing stock
- housekeeping standards and procedures

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- principles of operation and functions of stock control systems
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for replenishing stock.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA2021 Despatch stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to despatch stock in accordance with codes/regulations and workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse order to identify	1.1 Order request and consignment note documentation is

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work requirements	interpreted
	1.2 Required schedules for despatch are identified
	1.3 Product(s) in order are identified
	1.4 Workplace and product knowledge is used to plan sequence of work
	1.5 Appropriate materials handling equipment is selected within required work health and safety (WHS)/occupational health and safety (OHS) regulations and timeframe for the despatch
2 Follow workplace order picking processes to prepare goods for despatch	2.1 Goods for despatch are selected and checked against product knowledge, labels and other identification systems
	2.2 Products are sorted, assembled and consolidated
	2.3 Orders are secured and placed in storage/despatch zones, in accordance with schedule
	2.4 Order is checked against despatch schedule and order form
3 Complete despatch following workplace procedures and schedules	3.1 Workplace records are completed, and labels and appropriate documentation are attached
	3.2 Load labels and documentation are checked and loading is organised in accordance with workplace procedures and Australian Dangerous Goods (ADG) Code as required
	3.3 Final check of load labels and documentation is completed in accordance with requirements
	3.4 Transportation requirements are communicated to driver as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2021A Despatch stock.

Links

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

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Assessment Requirements for TLIA2021 Despatch stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when organising despatch operations
- completing documentation related to organising despatch operations
- estimating size, shape and special requirements of goods and loads
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in goods and equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and labels relevant to organising despatch operations
- selecting and using relevant equipment and communications technology when organising despatch operations
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- documentation and record requirements for despatch operations
- equipment used during despatch operations and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for despatching goods
- problems that may occur when despatching goods and appropriate action that can be taken to resolve these problems
- regulations relevant to despatch operations, including the Australian Dangerous Goods (ADG) Code and relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for organising despatch operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA2022 Participate in stocktakes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to participate in stocktakes in accordance with relevant regulations and workplace requirements within the transport and logistics industry.

It includes product knowledge, preparing and conducting stocktakes, counting and identifying stock discrepancies and completing all required documentation.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for stocktake	1.1 Goods to be counted and appropriate inventory systems are identified

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	1.2 Required resources including equipment and record keeping systems are identified
	1.3 Allocated tasks, zones and work requirements are identified
	1.4 Sequencing of work activities is planned in a time effective manner
2 Stocktake and count stock	2.1 Stocktaking and cyclical counts are undertaken in accordance with workplace policies and procedures
	2.2 Inventory data is interpreted
	2.3 Inventory data is confirmed to match stock
	2.4 Stock levels are accurately counted and documented
3 Identify stock discrepancies	3.1 Discrepancies in type, number and quality of stock are accurately recorded and documented
	3.2 Products stored in inappropriate storage locations are relocated and stock records are adjusted
4 Complete documentation	4.1 Inventory data is reconciled to match warehouse stock in accordance with workplace procedures
	4.2 Workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA2022A Participate in stocktakes.

Links

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Assessment Requirements for TLIA2022 Participate in stocktakes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when conducting stocktakes
- completing documentation related to conducting stocktakes
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and labels relevant to conducting stocktakes
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communication, computing and office equipment when conducting stocktakes.

Knowledge Evidence

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

- Australian codes and regulations relevant to conducting stocktakes
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for conducting stocktakes
- principles of operation and functions of stocktake systems

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- site layout and obstacles
- workplace procedures and policies for conducting stocktakes
- workplace processes for managing records and producing stocktake reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA2041 Manually sort mail and parcels

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manually sort mail and parcels in accordance with workplace requirements, as part of work activities in the postal and allied industries.

It includes carrying out required preparations of the work area, manually sorting mail and parcels as well as finalising the required sorting processes.

The sorting processes include accurately and efficiently organising mail and parcels into groups for further processing or distribution, and containerising processed mail and parcels ready for transfer to the next processing or distribution point.

Work is normally performed under general supervision, usually in a team or outstation environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Prepare to sort mail and parcels manually	1.1 Individual and work team priorities and responsibilities are identified and confirmed
	1.2 All work health and safety (WHS)/occupational health and safety (OHS) and environmental protection workplace procedures and requirements are identified, accessed and applied
	1.3 Availability of mail and parcels to be processed is identified and confirmed
	1.4 Mail and parcels to be processed are transferred to processing point
	1.5 Labels for identifying the destination of mail are created and affixed to trays
2 Sort mail and parcels manually	2.1 Internal operating procedures and standards are applied to the manual processing of parcels and mail
	2.2 Mail and parcels are inspected to ensure all criteria have been met
	2.3 Mail and parcels are sorted accurately and correctly in compliance with priority for processing and manual sorting procedures
	2.4 Mail and parcels are handled safely to minimise risk of injury to people and damage to mail and parcels
	2.5 Mail and parcels that are damaged, underpaid, incorrectly classified, or are non-conforming are identified, separated and re-processed in accordance with workplace procedures
	2.6 Legal requirements and workplace policies and procedures in relation to the security of mail and parcels are followed
3 Complete process for manually sorting mail and parcels	3.1 Mail and parcel sorting frames/bag racks are cleared down, and mail and parcel containers/bags are sealed and labelled in accordance with workplace procedures
	3.2 Mail and parcels are transferred to next processing or distribution point using appropriate shifting equipment and labels are scanned as required
	3.3 Information required to complete records of mail and parcels processed is provided and recorded

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3.4 Excess equipment is removed and work area is prepared for next activity/shift

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2041A Manually sort mail and parcels.

Links

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

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Assessment Requirements for TLIA2041 Manually sort mail and parcels

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- applying security and safety precautions and required action to minimise, control or eliminate identified hazards
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment and systems in accordance with operating procedures
- planning and prioritising own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- Australian and international codes and regulations relevant to mail operations
- hazards that may occur when manually sorting mail and parcels, and ways of controlling the risks involved
- operational work systems, equipment, management and site operating systems for manually sorting mail and parcels
- problems that may occur when manually sorting mail and parcels and appropriate action that can be taken to resolve/avoid these problems
- relevant WHS/OHS and environmental protection procedures and guidelines, including relevant personal protective equipment and procedures for use
- requirements of mail sorting systems, operations and relevant equipment
- workplace procedures and policies for manually sorting mail and parcels.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA2042 Despatch mail

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to despatch mail in accordance with regulatory and workplace requirements.

It includes preparing to and despatching mail, and completing despatch operations. It also includes all actions from the receipt of mail for consolidation to the despatch and maintenance of records.

Work is normally performed under general supervision, usually within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare to despatch mail	1.1 Individual and work team priorities and responsibilities are identified and confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 All work health safety (WHS)/occupational health and safety (OHS) and workplace environment protection procedures and requirements are identified, accessed and applied
	1.4 Mail to be despatched is identified and accessed, and priority for despatching is established
2 Despatch mail	2.1 Internal operating procedures and standards are applied to processing mail
	2.2 Mail is processed accurately and correctly in accordance with priority for despatching
	2.3 Mail is handled and equipment is operated safely to minimise risk of injury to people and damage to mail
	2.4 Mail to be despatched is weighed and/or scanned to ensure it is in accordance with workplace procedures
	2.5 Mail is placed in appropriate mail transport devices for despatch
	2.6 Mail transport devices are moved to holding/loading areas in accordance with workplace procedures
3 Complete despatch of mail	3.1 Information required to complete records of mail despatched is provided and recorded, and records are processed in accordance with workplace procedures
	3.2 Excess equipment is removed and work area is prepared for next activity/shift

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2042A Despatch mail.

Links

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

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Assessment Requirements for TLIA2042 Despatch mail

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- applying safety and security precautions and required action to minimise, control or eliminate identified hazards
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- interpreting and applying relevant agreements, codes of practice or other legislative requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- operating work systems, equipment, management and site operating systems, site layout, and workplace procedures and policies for despatching mail
- performance standards and regulations relevant to mail operations
- problems that may occur when despatching mail and appropriate action that can be taken

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to resolve or avoid these problems
- relevant WHS/OHS and environmental protection procedures and guidelines including relevant PPE and procedures for its use
- safety and security hazards that may occur when despatching mail and ways of controlling the risks involved.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA2043 Consolidate mail

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to consolidate mail in accordance with regulations and workplace requirements.

It includes preparing for and consolidating mail, and completing mail consolidation process.

It also includes the initial identification and separation of mail prior to movement to the despatch dock as part of work activities in the postal and allied industries.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Prepare for consolidation of mail	1.1 Individual and work team priorities and responsibilities are identified and confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 All work health safety (WHS)/occupational health and safety (OHS) and environment protection procedures and requirements for the workplace are identified, accessed and applied
	1.4 Mail to be consolidated is identified and accessed
2 Consolidate mail	2.1 Internal operating procedures and standards are applied to the consolidation of mail
	2.2 Mail is consolidated accurately and correctly in accordance with workplace requirements
	2.3 Mail is handled safely to minimise risk of injury to people and damage to mail
	2.4 Mail to be consolidated is placed into mail containers for movement to next process point
3 Complete consolidation of mail	3.1 Mail containers are sealed and labelled accurately and correctly in accordance with workplace procedures
	3.2 Information required to complete records of mail processed is provided and recorded, and records are processed in accordance with workplace procedures
	3.3 Mail containers are transferred to designated storage area to await movement to next processing point using appropriate shifting equipment
	3.4 Excess equipment is removed from work area and is stored appropriately

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2043A Consolidate mail.

Links

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

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Assessment Requirements for TLIA2043 Consolidate mail

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- applying safety and security precautions and required action to minimise, control or eliminate identified hazards
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and applying relevant agreements, codes of practice or other legislative requirements
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures and labels
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to mail or equipment.

Knowledge Evidence

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

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- operational work systems, equipment, management and site operating systems, site layout and workplace procedures and policies for consolidating mail
- performance standards and regulations relevant to mail operations
- problems that may occur when consolidating mail and appropriate action that can be taken to resolve or avoid these problems
- relevant WHS/OHS and environmental protection procedures and guidelines, including relevant PPE and procedures for its use
- safety and security hazards that may occur when consolidating mail and ways of controlling the risks involved.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA2044 Carry out delivery operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to deliver mail and/or consignments to residential and business customers, in accordance with regulations and workplace requirements within the transport and logistics industry.

It includes carrying out required preparations, delivering mail and/or consignment to special routes in accordance with workplace procedures, and reporting on delivery activity.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare to deliver mail and/or consignment	1.1 Mail and/or consignment for delivery and associated items are identified and collected promptly from specific locations
	1.2 Mail and/or consignment is sorted accurately into route order
	1.3 Mail and/or consignment is handled in a manner that minimises the risk of damage
	1.4 Special items are identified accurately
	1.5 Mail and/or consignment is organised into bundles and is kept in sequence for delivery
	1.6 Mail and/or consignment is handled securely
2 Deliver mail/consignment to specific route	2.1 Established laws, by-laws and procedural guidelines are confirmed and applied
	2.2 Mail and/or consignment is delivered in good condition and in specified sequence
	2.3 Deliveries are completed within specified times
	2.4 Mail and/or consignment is kept secure to minimise the risk of damage, theft, mis-delivery and loss
	2.5 Items requiring special treatment are delivered as specified and relevant documentation is completed accurately
	2.6 Contact with customers is conducted courteously and in a manner that encourages customers to continue to use and recommend mail services
	2.7 Hazards associated with delivery round are identified and required action is taken to minimise, control or eliminate identified hazards
3 Report on delivery activity	3.1 Incidents involving customers and/or identified hazards are reported accurately to relevant person
	3.2 Opportunities for developing workplace business, together with competitor activity, identified during delivery operations are recorded and reported to appropriate person
	3.3 Undelivered and undeliverable mail/consignment is processed in accordance with workplace policies and procedures

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3.4 Documents are completed, checked for accuracy and returned promptly to appropriate person

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2044A Carry out delivery operations.

Links

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

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Assessment Requirements for TLIA2044 Carry out delivery operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying safety and security precautions and required action to minimise, control or eliminate identified hazards
- communicating and working effectively with others
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and applying relevant agreements, codes of practice, workplace procedures and other legislative requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures and labels
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- focus of operation of work systems, equipment, management and site operating systems for delivery operations
- hazards that may occur during delivery operations and ways of controlling the risks involved
- performance standards and regulations relevant to mail operations
- problems that may occur when conducting delivery operations and appropriate action that can be taken to resolve/avoid these problems
- relevant personal protective equipment and procedures for its use
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- requirements of delivery systems, operations and relevant equipment
- site layout
- workplace procedures for conducting delivery operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA2045 Process international parcels and letters

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare and process international parcels and letters for both air and surface movement, in accordance with regulations and workplace requirements within the transport and logistics industry.

It includes preparing to process international parcels and mail, processing airmail parcels and letters, and processing economy air surface parcels.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare to process international parcels and mail	1.1 Individual and work team priorities and responsibilities are identified and confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 All work health safety (WHS)/occupational health and safety (OHS) and workplace environment protection procedures and requirements are identified, accessed and applied
	1.4 Availability of parcels and mail for processing is identified and confirmed
	1.5 Parcels and mail received from streaming are segregated into airmail, economy air and surface categories
	1.6 Mail and parcels are weighed prior to processing
2 Process airmail parcels and letters	2.1 Operating procedures and performance standards are applied to sorting parcels and letters
	2.2 Parcels are handled safely to minimise risk of injury to people and damage to parcels and letters
	2.3 Airmail parcels are quarantined for stipulated period
	2.4 Parcels and letters are sorted accurately and correctly by nation, in accordance with established priorities
	2.5 Parcels and letters are documented and placed in appropriate containers
	2.6 Completed bags are weighed and labels are generated and scanned
	2.7 Containers of parcels are moved to consolidation/despatch area
	2.8 Excess equipment is removed and work area is prepared for next activity/shift
	2.9 International parcels and letters processes and surveys are conducted as required
	2.10 Parcels and letters incorrectly classified and non-conforming items are identified, separated and re-sorted
3 Process economy air surface parcels	3.1 Operating procedures and performance standards are applied to sorting parcels and mail

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3.2 Economy air and surface parcels and mail are held in temporary storage for the service standard time

3.3 Parcels and mail are scanned and sorted accurately and correctly by nation in accordance with established practices

3.4 Parcels and mail are documented and placed in containers

3.5 Containers of parcels and mail are moved to consolidation/despatch area using correct shifting equipment and labels

3.6 Excess equipment is removed and work area is prepared for next activity/shift

3.7 Information required to complete record of mail and parcels is provided and recorded, and records are processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2045A Process international parcels and letters.

Links

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

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Assessment Requirements for TLIA2045 Process international parcels and letters

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- applying safety and security precautions and required action to minimise, control or eliminate identified hazards
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and applying relevant agreements, codes of practice, workplace procedures and other legislative requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures and labels
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to mail or equipment.

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Knowledge Evidence

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

- operational work systems, equipment, management and site operating systems for processing international parcels and letters
- performance standards and regulations relevant to mail operations
- problems that may occur when processing international parcels and letters and appropriate action that can be taken to resolve/avoid these problems
- relevant WHS/OHS and environmental protection procedures and guidelines
- requirements of international parcels processing systems, operations and relevant equipment
- safety and security hazards that may occur when processing international parcels and letters, and ways of controlling the risks involved
- site layout
- workplace procedures and policies for the processing of international parcels and letters.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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

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TLIA2046 Process parcels and letters

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manually process parcels and letters in accordance with regulations and workplace requirements.

It includes preparing and carrying out the processing of parcels and mail manually, and completing all processing operations. It also includes all actions after receipt, from streaming up to immediately prior to despatch, as part of work activities.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare to process parcels and mail manually	1.1 Individual and work team priorities and responsibilities are identified and confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 All work health safety (WHS)/occupational health and safety (OHS) and environment protection procedures and requirements for the workplace are identified, accessed and applied
	1.4 Availability of parcels and mail to be processed is identified and confirmed
	1.5 Appropriate sort-plan is identified, accessed and applied
	1.6 Parcels and mail to be processed are transferred to processing point
	1.7 Labels for identifying mail destination are created and affixed to trays
2 Process parcels and mail manually	2.1 Operating procedures and performance standards are applied to manual processing of parcels and mail
	2.2 Parcels and mail are processed accurately and correctly in accordance with priority for processing
	2.3 Parcels and mail are handled safely to minimise risk of injury to people and damage to parcels
	2.4 Parcels and mail incorrectly classified and non-conforming items are identified, separated and re-processed
	2.5 Parcels and mail are sorted to their correct destination and placed in appropriate mail container for distribution
3 Complete parcels and mail process	3.1 Parcel and mail containers/bag racks are cleared down, sealed and labelled
	3.2 Parcel and mail containers are weighed and labelled in accordance with workplace procedures
	3.3 Information required to complete records of parcels and mail processed is provided and recorded, and records are processed in accordance with workplace procedures
	3.4 Parcels and mail are transferred to next processing point using appropriate shifting equipment, and labels are scanned as required

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3.5 Excess equipment is removed and work area is prepared for next activity/shift

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2046A Process parcels and letters.

Links

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

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Assessment Requirements for TLIA2046 Process parcels and letters

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- interpreting and applying relevant agreements, codes of practice or other legislative requirements
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures and labels
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- operational work systems, equipment, management and site operating systems, site layout, and workplace procedures and policies for processing parcels and letters
- performance standards and regulations relevant to mail operations
- problems that may occur when processing parcels and letters and appropriate action that can be taken to resolve/avoid these problems
- relevant WHS/OHS and environmental protection procedures and guidelines, including relevant personal protective equipment and procedures for its use
- safety and security hazards that may occur when processing parcels and letters and ways of controlling the risks involved.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA2047 Stream mail

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to stream mail in readiness for the next stage of processing, in accordance with regulations and workplace requirements.

It includes preparing to stream mail and carrying out the task of streaming mail in accordance with workplace procedures, and finalising all required streaming operations.

Work is normally performed under general supervision, usually within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to stream	1.1 Individual and work team priorities and responsibilities are

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mail		identified and confirmed
	1.2	All work health safety (WHS)/occupational health and safety (OHS) and workplace environment protection procedures and requirements are identified, accessed and applied
	1.3	Mail to be streamed is identified, accessed and prepared
2 Stream mail	2.1	Internal operating procedures and standards are applied to streaming mail
	2.2	Mail is categorised and streamed accurately and correctly in accordance with priority for streaming
	2.3	Mail is handled safely to minimise risk of injury to people and damage to mail
3 Complete mail streaming	3.1	Mail containers are loaded onto appropriate mail movement device and labelled
	3.2	Information required to complete records of mail processed is provided and recorded, and record are processed in accordance with workplace procedures
	3.3	Mail containers are transferred to next processing point using appropriate shifting equipment
	3.4	Excess equipment is removed and work area is prepared for next activity shift

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA2047A Stream mail.

Links

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Assessment Requirements for TLIA2047 Stream mail

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- applying safety and security precautions and required action to minimise, control or eliminate identified hazards
- communicating effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- interpreting and applying relevant agreements, codes of practice or other legislative requirements
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- hazards that may occur when streaming mail and ways of controlling the risks involved
- how to open, face up and tray mail
- operating work systems, equipment, management and site operating systems, site layout and workplace procedures and policies for streaming mail
- performance standards and regulations relevant to mail operations

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- problems that may occur when streaming mail and appropriate action that can be taken to resolve or avoid these problems
- relevant WHS/OHS and environmental protection procedures and guidelines, including relevant personal protective equipment and procedures for its use.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA2050 Lash and unlash cargo and containers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to lash and unlash cargo and containers in compliance with relevant regulations and workplace requirements in the stevedoring, transport, distribution and allied industries.

It includes preparing to lash and unlash cargo and containers, implementing the container lashing plan, and completing lashing and unlashing operations.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to lash and	1.1 Work area and safety zones are prepared and maintained

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unlash cargo and containers		in accordance with national standards, safety codes and site operating procedures
	1.2	Work area hazards are identified and corrective action is taken prior to commencing lashing and unlashing operations
	1.3	Relevant information and documentation are identified and accessed
	1.4	Appropriate personal protective equipment, lashing equipment and fittings are selected and used
	1.5	Work cage and/or working at height (WAH) requirements are identified and appropriate WAH equipment is selected
	1.6	Marks, numbers and/or codes are used to identify cargo and containers
	1.7	Cargo is sorted and stacked in correct location in accordance with national standards, safety codes and site operating procedures
	1.8	Containers are stowed in accordance with stowage plan, and reefer containers are identified and connected in accordance with ship procedures, national standards and safety codes
	1.9	Damaged cargo and containers are identified, reported and dealt with in accordance with site operating procedures
	1.10	Potential unsafe work practices and/or equipment are reported to appropriate personnel
2 Implement cargo and container lashing and unlashing procedures	2.1	Cargo or container lashing and unlashing plan is accessed and read, and potential issues are clarified with supervisor
	2.2	Procedures for managing and controlling hazardous situations when carrying out work activities are implemented
	2.3	Safety procedures and safety zones are implemented when working with mobile equipment and cranes in accordance with national standards, safety codes and site operating procedures
	2.4	Work is conducted in accordance with industry standards, statutory requirements, safety codes, site operating

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	requirements, cargo and container requirements
	2.5 Work cage and/or WAH is completed in accordance with national standards, safety codes and site procedures
	2.6 Appropriate and effective communication is maintained in work area
	2.7 Cargo and container are lashed and unlashed in accordance with site procedures, and cargo and containers are lashed and unlashed in accordance with lashing and unlashing plan
	2.8 Correct manual handling techniques are used when lashing and unlashing cargo and containers
	2.9 Identified problems, faults and malfunctions are promptly reported and/or rectified in accordance with regulatory requirements and workplace procedures
	2.10 Contingency plans are implemented as required
3 Complete cargo and container lashing and unlashing operations	3.1 Cargo and container are covered and uncovered safely ensuring appropriate covering and lashing, no injury to persons in work area or damage to cargo, container and equipment
	3.2 Lashing equipment and tools are cleared from work area and placed in designated storage areas
	3.3 All safety equipment and radios are returned to designated area
	3.4 Relevant documentation is completed and filed in accordance with site operating procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA2050A Lash and unlash cargo and containers.

Links

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

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Assessment Requirements for TLIA2050 Lash and unlash cargo and containers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying appropriate fatigue management techniques as required
- applying precautions and required action to minimise, control or eliminate identified hazards
- being aware of own ability and limits to rectify irregularities or faults
- communicating effectively with others
- fastening tensioners securely
- identifying and correctly using relevant equipment
- identifying cargo, containers and goods, Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- identifying lashing points
- maintaining tight stow of cargo
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in cargo and container lashing and unlashing equipment in accordance with standard operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- receiving, acknowledging and sending messages with available communications equipment
- releasing fittings, and disconnecting and removing them from cargo
- securing cargo to lashing points ensuring correct spread of lashings and that lashings are secured, attached and tensioned
- selecting and using required:
    - personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
    - work cage and/or working at height (WAH) personal protective equipment conforming

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to industry and WHS/OHS standards
- using appropriate fittings and lashing equipment for each lashing point
- working systematically with required attention to detail and without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- basic fatigue management techniques
- cargo and container marking and numbering systems
- operation of work systems, equipment, management and site operating systems for lashing and unlashing cargo and containers
- problems that may occur and appropriate action that can be taken to resolve them
- relevant Australian and international standards, codes of practice and regulations required to perform the job requirements relating to this unit, including:
  - ADG Code
  - Australian and international explosives Codes
  - IMDG Code
  - International Air Transport Association (IATA) Dangerous Goods Regulations (DGR)
  - Marine Orders
- relevant WHS/OHS and environmental procedures and regulations
- relevant workplace procedures and policies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where lashing and unlashing cargo and containers can be demonstrated. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals, including:
  - ADG Code
  - Australian and international explosives Codes
  - IMDG Code
  - IATA DGR
  - Marine Orders
- personal protective clothing and equipment, including:
  - fall arrest safety harness
  - gloves
  - high visibility clothing
  - protective clothing
  - safety glasses
  - safety headwear and footwear
- relevant materials, tools and equipment currently used in industry, including:
  - chains
  - chocks
  - fibre ropes
  - lashing bars
  - racks
  - twistlocks
  - turnbuckles
  - webbing straps and ratchets
  - wire ropes.

Links

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TLIA3002 Maintain container/cargo records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain container/cargo records, in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

It includes processing container and/or cargo documentation, maintaining records of container/cargo movements, monitoring container/cargo including reefer units and maintaining records.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Process container/cargo documentation	1.1 Container/cargo documentation is processed in accordance with workplace procedures and statutory authority requirements
	1.2 Movements of containers/cargo are recorded in accordance with workplace procedures and statutory authority requirements
2 Maintain records of container/cargo movements	2.1 Container/cargo records are updated each time containers/cargo are moved within the yard
	2.2 Containers/cargo are checked using markings to ensure correct identification when updating records
3 Monitor container/cargo and maintain records	3.1 Containers/cargo are monitored on a daily basis and specified information is recorded
	3.2 Problems with controlled systems on containers/cargo are reported on appropriate forms and forwarded to maintenance area
	3.3 Log cards on containers/cargo with controlled systems are checked on completion of monitoring, and all unit or system breakdowns and/or faults are logged in breakdown log diary in accordance with workplace procedures
	3.4 Movement of containers/cargo is monitored on a daily basis and information is recorded

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA3002A Maintain container/cargo records.

Links

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

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Assessment Requirements for TLIA3002 Maintain container/cargo records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating effectively with others
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code/International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- interpreting and following operational instructions and prioritising work
- reading and interpreting relevant instructions, procedures, information and labels
- receiving, acknowledging and sending messages with available communications equipment
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- Australian and International Standards, codes of practice and regulations relevant to maintaining container and cargo records including the current ADG Code
- cargo marking and numbering systems
- focus of operation of work systems, equipment, management and site operating systems for maintaining container and cargo records
- problems that may occur when maintaining container and cargo records and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes of practice
- site layout and location of reefer units
- workplace procedures and policies for maintaining container and cargo records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA3004 Process receipt and delivery of containers and cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to process the receipt and delivery of containers and cargo, in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

It includes checking the stacking/discharge list at commencement of a shift, assessing and planning container/cargo consolidation, allocating stack positions, identifying and checking containers/cargo, and checking and completing required documentation.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Check stacking/ discharge list at shift commencement	1.1 Yard or terminal stacking/discharge lists are checked against container/cargo documentation and operational order of work, taking into account both ship and shore operations
	1.2 Stacking discharge lists are continually updated to reflect correct location of containers and cargo
2 Assess and plan container/cargo consolidation	2.1 Yard or terminal plans are assessed and consolidation of container/cargo within the yard or terminal is planned as required
	2.2 Consolidation plans are prepared to ensure efficiency of operations and efficient use of available yard/terminal space
	2.3 Final yard/terminal positions are obtained from consolidation plans and are recorded
3 Allocate stack positions	3.1 Stack positions are allocated based on nature of container/cargo concerned and requirements of yard/terminal operations
	3.2 Stacking plan is communicated to relevant personnel in accordance with workplace procedures
4 Identify and check containers/cargo	4.1 Containers/cargo are identified and checked at point of entry to yard and prior to stacking
	4.2 Agreement between numbers and marks on container/cargo and shipping documentation is confirmed
	4.3 Cargo/containers are inspected and appropriate action is taken to report identified damage or defects in accordance with workplace procedures
	4.4 Stacking plans are followed and efficient movement within the yard is facilitated
	4.5 Documentation is checked prior to performing completion procedures, in accordance with workplace procedures and regulatory requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3004A Process receipt and delivery of containers and cargo.

Links

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

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Assessment Requirements for TLIA3004 Process receipt and delivery of containers and cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying effective eye-hand coordination
- applying relevant legislation and workplace procedures
- communicating effectively with others
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code/International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- identifying, selecting and using relevant equipment, processes and procedures
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures and labels
- receiving, acknowledging and sending messages using appropriate communications equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- Australian and International Standards, codes and regulations relevant to processing the receipt and delivery of containers and cargo including current ADG Code
- cargo marking and numbering systems
- operational work systems, equipment, management and site operating systems for the receipt and delivery of containers and cargo
- problems that may occur when processing the receipt and delivery of containers and cargo, and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- site layout, stacking plans and available stacking space
- workplace procedures and policies for processing the receipt and delivery of containers and cargo.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIA3008 Transfer cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to transfer cargo in accordance with relevant regulations, and workplace requirements as part of work activities in the transport and logistics industry.

It includes preparing for load transfer, safely transferring cargo using appropriate lifting equipment, finalising a transfer, and completing all required documentation.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for load transfer	1.1 Load characteristics are identified to determine special handling or equipment requirements
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Location of load in yard is confirmed and transfer method is determined
	1.4 Pathway for load transfer is established consistent with workplace procedures, and obstacles and particular safety precautions are noted
	1.5 Working area is prepared in accordance with national standards, safety codes and site operating procedures
	1.6 Personal protective equipment and other safety equipment is assembled
	1.7 Safe working load (SWL) or working load limit (WLL) is calculated using appropriate formulae for type of lifting equipment
	1.8 Lifting equipment is inspected, before it is used, to identify any manufacturing faults or damage, in accordance with manufacturer specifications and workplace procedures
	1.9 Unsafe equipment is isolated, marked as unsafe and reported to appropriate personnel
2 Transfer cargo	2.1 Cargo is steadied and secured using appropriate devices
	2.2 Load is lifted and shifted safely following national standards, safety codes and site operating procedures
	2.3 Load is transferred and set down, ensuring no injury to personnel or damage to machinery or cargo
3 Complete transfer	3.1 Securing arrangements are released from load, ensuring no injury to personnel or damage to machinery or cargo
	3.2 Relevant documentation is completed including reporting of damaged cargo in accordance with workplace reporting requirements
	3.3 Equipment is returned to store and work area is returned to normal working condition

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3008A Transfer cargo.

Links

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

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Assessment Requirements for TLIA3008 Transfer cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- conducting checks on equipment used when transferring cargo and freight in terms of service schedule and operating procedures
- estimating size, shape and special requirements of loads
- identifying, selecting and using relevant equipment, processes and procedures
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of load transfer equipment
- operating and adapting to differences in equipment in accordance with operating procedures
- prioritising work
- reading and interpreting relevant instructions, procedures, information and signs
- receiving, acknowledging and sending messages using appropriate communications equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- Australian and International Standards, codes and regulations relevant to transferring cargo/freight including the current Australian Dangerous Goods (ADG) Code
- cargo marking and numbering systems
- high risk licencing lifting equipment requirements
- lifting equipment manufacturer specifications
- operational work systems, equipment, management and site operating systems for transferring cargo/freight
- problems that may occur when transferring cargo/freight and appropriate action that can be taken to resolve these problems
- relevant load handling and safety codes of practice and guidelines
- relevant WHS/OHS and environmental protection procedures and guidelines
- requirements for safe working load (SWL) and working load limit (WLL) of load shifting equipment
- types of equipment used to transfer loads in terminals/wharves, their applications and procedures and precautions for their use
- workplace procedures and policies for transferring cargo and freight.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, ADG Code, national Load Restraint Guide (LRG), codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in

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industry.

Links

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

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TLIA3010 Coordinate goods to bond premises

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate goods to bond premises in accordance with regulatory and workplace requirements, as part of work activities in the transport and logistics industry.

It includes identifying and listing goods for bonding, arranging the transfer of goods to a bond store, and preparing and issuing bond lists.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and list cargo that requires	1.1 Goods are identified for bonding when not cleared for release by Australian customs or quarantine

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bonded movement	1.2 Types of cargo for underbond movements are identified
	1.3 Appropriate facilities are identified for storage of uncleared cargo
	1.4 Facility licencing requirements are identified for storage of bonded cargo in accordance with regulatory requirements and workplace procedures
2 Arrange transfer of goods to bond store	2.1 Arrangements for the transfer of goods to bond store are made in accordance with regulatory requirements and workplace procedures
	2.2 Carrier and/or bond facility is notified of storage or yard location, marks and quantity, and is provided with relevant documentation in accordance with regulatory requirements and workplace procedures
3 Prepare and issue bonded movement	3.1 Bonded movements are prepared in accordance with workplace requirements and relevant Australian government regulations
	3.2 Bonded movements, endorsed with the relevant information, is issued to carrier and/or bond facility in accordance with regulatory requirements and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3010A Coordinate goods to bond premises.

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Assessment Requirements for TLIA3010 Coordinate goods to bond premises

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using relevant communications, computing and office equipment
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- Australian and international codes and regulations relevant to coordinating goods to bond premises
- operational work systems, equipment, management and site operating systems for coordinating goods to bond premises
- workplace procedures and policies for coordinating goods to bond premises.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

- Resources for assessment include:
- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA3015 Complete receival/despatch documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete receival/despatch documentation in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

It includes analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Analyse order to identify work requirements to fill order	1.1 Order request documentation is interpreted
	1.2 Product/s in order are noted and workplace location/s are identified
	1.3 Workplace and product knowledge are used to organise documentation
	1.4 Required schedules for order movement are identified and noted as required
	1.5 Special aspects of order such as dangerous/hazardous goods or temperature controlled goods are identified and information on required documentation procedures and relevant regulatory requirements is identified, accessed and interpreted
2 Follow workplace order documentation processes	2.1 Workplace procedures for order documentation are identified
	2.2 Workplace documentation is completed in accordance with workplace procedures and relevant regulatory requirements
3 Finalise documentation	3.1 Order is checked against schedule and order form
	3.2 Workplace records are completed, and labels and appropriate documentation are attached in accordance with workplace procedures and relevant regulatory requirements
	3.3 Special transportation requirements are identified and conveyed to appropriate personnel
	3.4 Required documentation for dangerous goods and hazardous materials is completed in accordance with relevant regulations and current Australian Dangerous Goods (ADG) Code, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3015A Complete receival/despatch documentation.

Links

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

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Assessment Requirements for TLIA3015 Complete receival/despatch documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing receival and despatch documentation
- estimating size, shape and special requirements of goods and loads
- identifying containers and goods coding, Australian Dangerous Goods (ADG) Code markings and emergency information panels
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures and labels
- selecting and using relevant computer, communications and office equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- Australian and International Standards, codes and regulations relevant to completing receival/despatch documentation, including current ADG Code and relevant bond, quarantine or other legislative requirements
- documentation requirements for receiving and despatching goods
- focus of operation of work systems, equipment, management and site operating systems for receiving and despatching goods
- housekeeping standards and procedures
- problems that may occur when completing receival and despatch documentation and

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appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- site layout and obstacles
- specifications and standards for checking and inspecting received and despatched goods
- workplace procedures and policies for completing receival/despatch documentation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA3016 Use inventory systems to organise stock control

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use inventory systems to organise stock control in accordance with relevant regulations and workplace requirements, as part of work activities in the transport and logistics industry.

It includes identifying inventory and stock control systems in use in the workplace, using re-order procedures to maintain stock levels, organising cyclical stock counts and reporting discrepancies or variances.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify inventory	1.1 Workplace inventory and stock control equipment, software

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	and stock control systems in use in the workplace		and systems are identified
		1.2	Reasons for common database approach to inventory records and documentation in the warehouse are explained
		1.3	Procedures for identifying and reporting discrepancies or variances are identified
2	**Use re-order procedures to maintain stock levels**	2.1	Stock level maintenance checking is conducted
		2.2	Stock is re-ordered to meet stock level maintenance requirements in accordance with workplace policies and procedures
		2.3	Data is accurately entered and extracted from the inventory/records system using appropriate workplace procedures
3	**Organise cyclical stock counts and report discrepancies or variances**	3.1	Process for cyclical stock count is planned and work is allocated to team members
		3.2	Clear directions on tasks to be performed are given
		3.3	Stocktake activities are conducted in accordance with workplace procedures
		3.4	Types and causes of record discrepancies are identified
		3.5	Procedures for noting and correcting minor discrepancies are used
		3.6	Major discrepancies are reported in accordance with workplace procedures
		3.7	Workplace documentation is completed
4	**Produce reports on record keeping and inventory functions**	4.1	Types of reports to be produced from inventory records systems are identified
		4.2	Reports are produced in accordance with workplace procedures and relevant regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3016A Use inventory systems to organise stock control.

Links

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

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Assessment Requirements for TLIA3016 Use inventory systems to organise stock control

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating effectively with others
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- selecting and using relevant communications, computing and office equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- applications of different types of inventory systems and stock management approaches
- Australian codes and regulations relevant for organising stock control
- computer records and documentation requirements for stock control, including forms, checklists and inventory reports
- housekeeping standards and procedures
- operational inventory systems, equipment, management and site operating systems for controlling stock
- principles of operation and functions of inventory systems
- workplace procedures and policies for using inventory systems to organise stock control
- workplace processes for records management and producing inventory reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

- Resources for assessment include:
- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA3017 Identify products and store to specifications

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify products and store to specifications, in accordance with relevant regulations and workplace requirements, as part of work operations in the transport and logistics industry.

It includes identifying and categorising products, matching products to locations based on specified criteria, and assisting individuals to solve stock identification and location problems.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and categorise	1.1 Products are identified in terms of specified criteria in

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products	accordance with workplace procedures
	1.2 Products are categorised in terms of specified criteria in accordance with workplace requirements
2 Match products to locations based on specified criteria	2.1 Locations for products are determined based on specified criteria
	2.2 Labels, inventory systems and other information sources are used to assist in identifying products, and handling and storage requirements
3 Assist individuals to solve stock identification and location problems	3.1 New stock items are identified and particular product information is brought to the attention of relevant personnel
	3.2 Stock queries are predicted and team members are assisted to locate and assimilate information relevant to these products
	3.3 Personnel are assisted with routine and non-routine stock enquiries and actions are taken to update product information for relevant personnel
	3.4 Personnel are encouraged to maintain and build product knowledge by accessing product information and applying problem solving and information analysis skills
4 Identify appropriate transfer and handling requirements	4.1 Resources used to transfer different products through the storage zones are identified and evaluated
	4.2 Work in receival and despatch areas is supported by identifying and reporting variances
	4.3 Stock re-ordering is informed by knowledge of product source, frequency of pick destination or seasonality of products and potential for supply problems
	4.4 Relevant documentation is completed in accordance with workplace procedures
5 Contribute to continuous improvement	5.1 Knowledge of customer requirements is used to determine work design
	5.2 Potential problems are predicted and notified to appropriate personnel
	5.3 Opportunities for improvements to own work methods are identified and notified to appropriate personnel

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3017A Identify products and store to specifications.

Links

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

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Assessment Requirements for TLIA3017 Identify products and store to specifications

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- accessing, reading and interpreting relevant product information, policies and regulatory requirements
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in products and services in accordance with operating procedures
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment
- using information on products/stock to determine, plan and organise processes used for receival, storage, goods movement, despatch, stock levels and re-ordering processes
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- codes of practice and regulations relevant to workplace activities
- documentation requirements including reports and records concerning damaged or contaminated goods
- housekeeping standards and procedures
- information on various categories or groups of products including their key characteristics and hazards, and any special handling, stacking and storage requirements
- operational work systems, equipment, management and site operating systems
- product sources, destinations and potential problems
- re-ordering procedures and just-in-time planning principles
- requirements for workplace documentation, inventory systems and records
- site layout and obstacles
- sources of product information
- strategies to seek out sources of product knowledge and to use this information to inform work
- types of equipment and storage areas appropriate for different types of goods including perishable, fragile and/or dangerous/hazardous goods
- workplace procedures and policies relevant to the application of product knowledge to the organisation of workplace operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

- Resources for assessment include:
- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIA3018 Organise despatch operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise despatch operations in accordance with codes/regulations and workplace requirements in the transport and logistics industry.

It includes planning and organising despatch operations, organising the storage and despatch of stock, and completing all required documentation and records.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and organise despatch operations	1.1 Knowledge of product characteristics and workplace procedures are applied to stock analysis

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	1.2 Resources including manual handling equipment, employee competencies, storage areas and goods management equipment are identified to match product characteristics
	1.3 Deadlines are scheduled to meet order requirements
	1.4 Work processes are planned to meet deadlines
2 Organise the storage and despatch of stock	2.1 Employees, equipment and storage areas are allocated and supervised
	2.2 Individuals are informed of work requirements and deadlines
	2.3 Work processes are monitored to ensure that human resources and equipment are maintained at productive levels in accordance with workplace procedures and work health and safety (WHS)/occupational health and safety (OHS) requirements
	2.4 Stock discrepancies are noted and reported in accordance with company procedures
3 Complete documentation	3.1 Required despatch documentation and records are confirmed
	3.2 Required despatch documentation and records are completed clearly and proofread
	3.3 Required despatch documentation and records are processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA3018A Organise despatch operations.

Links

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

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Assessment Requirements for TLIA3018 Organise despatch operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- estimating size, shape and special requirements of goods and loads
- identifying relevant stock and goods coding and labelling, including Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment and communications technology
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards.

Knowledge Evidence

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

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- documentation and record requirements for despatch operations
- equipment used when organising despatch operations, and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for organising despatch operations
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for organising despatch operations, including the ADG Code and relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for organising despatch operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA3019 Organise receival operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise receival operations in accordance with regulations, codes of practice and workplace requirements in the transport and logistics industry.

It includes planning and organising receival operations, storing received stock and completing all required documentation and records.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and organise receival operations	1.1 Knowledge of product characteristics and workplace procedures are applied to stock analysis

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	1.2 Resources including manual handling equipment, employee competencies, storage areas and goods management equipment are identified to match product characteristics
	1.3 Deadlines are scheduled to enable receival of stock in storage zones
	1.4 Work processes are planned to meet specified deadlines
2 Organise the storage of stock	2.1 Employees, equipment and storage areas are allocated and supervised
	2.2 Individuals are informed of work requirements and deadlines
	2.3 Work processes are monitored to ensure human resources, and equipment are maintained at productive levels in accordance with workplace procedures and work health and safety (WHS)/occupational health and safety (OHS) requirements
	2.4 Discrepancies in stocks are noted and reported in accordance with workplace procedures
3 Complete documentation	3.1 Documentation and records regarding receival operations are confirmed
	3.2 Documentation and records are completed clearly and proofread
	3.3 Documentation and records are filed/despatched in accordance with workplace procedures and relevant regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA3019A Organise receival operations.

Links

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Assessment Requirements for TLIA3019 Organise receival operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- estimating size, shape and special requirements of goods and loads
- identifying relevant stock and goods coding and labelling, including Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using relevant equipment and communications technology
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards.

Knowledge Evidence

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

- documentation and record requirements for receival operations
- equipment used for organising receival operations, and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures

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- operational work systems, equipment, management and site operating systems for organising receival operations
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for organising receival operations, including the ADG Code and relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for organising receival operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA3023 Coordinate stocktakes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate stocktakes in accordance with relevant regulations and workplace requirements within the transport and logistics industry.

It includes planning and coordinating stocktake activities, identifying stock discrepancies and adjusting documentation.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

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

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1 Plan stocktake	1.1 Goods to be counted and appropriate inventory systems are identified
	1.2 Required resources including equipment, record keeping systems and personnel are identified
	1.3 Team members are instructed and assisted
	1.4 Team members are allocated to particular tasks and zones and given clear directions for work requirements
	1.5 Stocktake sequence and operations are planned in a time effective manner
2 Coordinate stocktake	2.1 Stocktaking and cyclical counts are coordinated in accordance with workplace policies and procedures
	2.2 Inventory data is interpreted
	2.3 Inventory data is confirmed to match stock
	2.4 Stock levels are accurately counted and documented
3 Identify stock discrepancies	3.1 Discrepancies in type, number and quality of stock are accurately recorded and documented
	3.2 Possible reasons for discrepancies are identified
	3.3 Products stored in inappropriate storage locations are relocated and stock records are adjusted in accordance with workplace procedures
4 Adjust documentation	4.1 Inventory data is reconciled to match warehouse stock in accordance with regulations, workplace practices, policies and procedures
	4.2 Information is reconciled with audit requirements
	4.3 Workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3023A Coordinate stocktakes.

Links

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

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Assessment Requirements for TLIA3023 Coordinate stocktakes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in stock and equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using relevant communications, computing and office equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

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

- Australian codes and regulations relevant to coordinating stocktakes
- computer records and documentation requirements for coordinating stocktakes
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for conducting stocktakes
- principles and functions of stocktakes
- problems that may occur when coordinating a stocktake and appropriate action that can be taken

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- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout
- workplace procedures and policies for coordinating stocktakes
- workplace processes for records management and producing stocktake reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

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

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TLIA3024 Organise warehouse records operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise warehouse records operations in accordance with relevant regulations and workplace requirements in the transport and logistics industry.

It includes identifying record management databases, storage types and technologies, and using record management systems to store and retrieve information.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify record management databases, storage types and	1.1 Requirements for records operations are identified and defined

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technologies	1.2 Types of record systems that might meet workplace requirements are identified and reviewed
	1.3 Advantages and disadvantages of identified systems are evaluated and noted
	1.4 Record management systems are selected in accordance with workplace requirements
	1.5 Appropriate action is taken to establish the selected record system in accordance with workplace procedures and operational requirements
2 Store warehouse records	2.1 Warehouse records are collected and consolidated in accordance with workplace procedures
	2.2 Records are stored manually and/or electronically as required in accordance with system developer instructions and workplace procedures
	2.3 Records are maintained in accordance with workplace procedures
3 Use record management systems to retrieve information	3.1 Responses to requests for information are processed promptly
	3.2 Required records are accessed and retrieved in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA3024A Organise warehouse records operations.

Links

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

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Assessment Requirements for TLIA3024 Organise warehouse records operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures and label advice
- selecting and using relevant communications, computing and office equipment when organising warehouse management system.

Knowledge Evidence

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

- Australian codes and regulations relevant for organising warehouse records operations
- computer records and documentation requirements for organising warehouse records operations
- housekeeping standards and procedures
- operational records systems, equipment, management and site operating systems for organising warehouse records
- principles of operation and functions of warehouse management systems
- problems that may occur when organising warehouse records operations and appropriate action that can be taken
- requirements for accessibility, security and confidentiality of records

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- site layout
- workplace procedures and policies for organising warehouse records operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA3026 Monitor storage facilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor storage facilities in accordance with relevant regulations and workplace requirements in the transport and logistics industry.

It includes determining site functions and operations, monitoring storage operations and taking appropriate action in response to identified discrepancies, changes to storage requirements or breaches in operational procedures.

Work is performed under general supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine site	1.1 Layout of storage facilities, work flow and activities undertaken

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functions and operations	in each zone are identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Type of storage facilities, their purpose and associated risk factors are identified
	1.4 Inventory lists are accessed through record management system
	1.5 Storage separations and co-storage applications are identified
2 Monitor storage operations	2.1 Inventory data is confirmed to match goods/freight and applicable storage requirements
	2.2 Storage areas are supervised to ensure movement of personnel and goods/freight are in accordance with workplace procedures
	2.3 Storage facilities are checked to ensure appropriate operational capacity
	2.4 Integrity of goods/materials are monitored to ensure appropriate quality is maintained
	2.5 Discrepancies/changes to storage requirements and/or inventory lists are noted and action is undertaken in accordance with workplace procedures
	2.6 Appropriate action/s are initiated in response to breaches of operational procedures or to an emergency/incident
	2.7 Operational actions and investigative outcomes are documented in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA3026A Monitor storage facilities.

Links

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Assessment Requirements for TLIA3026 Monitor storage facilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- monitoring equipment performance
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures and signs
- using information on products and stock to determine, plan and organise processes used for monitoring storage facilities.

Knowledge Evidence

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

- Australian codes and regulations, permit and licence requirements relevant to workplace activities
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- operational work systems, equipment, management and site operating systems
- housekeeping standards and procedures
- information on various categories or groups of products including their key characteristics and hazards, and the special handling, stacking and storage requirements for each
- problems that may occur and appropriate action that can be taken
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines

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- requirements for workplace documentation reports and records
- site layout
- types of storage areas and related equipment appropriate for different types of goods including perishable, fragile and/or hazardous/dangerous goods
- workplace procedures and policies relevant to the monitoring of storage facilities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA3038 Control and order stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to control and order stock for a workplace store in accordance with relevant codes of practice, regulations and workplace procedures.

It specifically covers maintaining stock levels and records, organising and administering stocktakes, identifying stock losses, processing stock orders and following up orders.

Work is performed under general supervision, with some accountability and responsibility for self and others in achieving prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Maintain stock levels	1.1 Stock levels are monitored and maintained at levels

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and records		prescribed by workplace specifications
	1.2	Stock security systems are monitored and adjusted as required
	1.3	Stock re-order cycles are maintained, monitored and adjusted as required
	1.4	Colleagues are informed about their individual responsibilities for recording stock
	1.5	Stock storage and movement records are maintained in accordance with workplace procedures
	1.6	Stock performance is monitored and fast/slow moving items are identified and reported in accordance with workplace procedures
2 Organise and administer stocktakes	2.1	Stocktakes are organised at the appropriate time and responsibilities are allocated to staff
	2.2	Accurate reports on stocktake data are produced within designated timelines
3 Identify stock losses	3.1	Losses are accurately identified, recorded and assessed against potential loss as forecast, on a regular basis
	3.2	Identified losses are reported in accordance with workplace procedures
	3.3	Avoidable losses are identified, reasons are established, and appropriate solutions are recommended and implemented to prevent future avoidable losses
4 Process stock orders	4.1	Orders for stock are accurately processed in accordance with workplace procedures
	4.2	Stock ordering and recording systems are accurately maintained
	4.3	Purchase and supply agreements are correctly used and appropriate details are recorded
	4.4	Negotiated purchase and supply agreements are recorded accurately and filed for retrieval
5 Follow up orders	5.1	Delivery process is monitored to meet agreed deadlines
	5.2	Appropriate liaison is undertaken with colleagues and suppliers to ensure continuity of supply

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	5.3 Routine supply problems are followed up or referred to the appropriate person in accordance with workplace policy
	5.4 Stock is distributed in accordance with agreed allocations
6 Complete documentation	6.1 Required records and documentation are confirmed
	6.2 Required records and documentation are completed clearly and proofread
	6.3 Required records and documentation are processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3038A Control and order stock.

Links

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

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Assessment Requirements for TLIA3038 Control and order stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to differences in stock and systems in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- monitoring stock levels
- reading and interpreting relevant instructions, procedures and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications and computing equipment.

Knowledge Evidence

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

- contacts and sources of information and documentation needed when controlling and ordering stock
- customer service policies and procedures
- how to interpret workplace specifications and orders for supplies
- principles of stock control
- problems that may occur and appropriate action that can be taken to resolve these problems
- procedures for ordering stock
- protocols and procedures for liaising with supplier representatives, drivers and colleagues using appropriate technology
- relevant codes of practice and legislative requirements (for example dangerous goods regulations, health and hygiene regulations)

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- site layout
- stock control documentation and systems used in workplace stores
- stock security systems
- systems for completing relevant records and documentation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA3039 Receive and store stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to receive and store stock for a workplace store in an enterprise/organisation in a transport, logistics, production, hospitality, retail or other relevant industry sector, in compliance with relevant codes of practice, regulations and workplace procedures.

Work must be carried out for receiving and storing stock in a workplace store. It specifically covers taking delivery of stock, storing, rotating and maintaining stock received, and completing documentation.

Work is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Take delivery of stock	1.1 Incoming stock is accurately checked against orders and delivery documentation in accordance with workplace procedures
	1.2 Variations are accurately identified, recorded and communicated to appropriate person
	1.3 Items are inspected for damage, quality, use-by dates, breakages and discrepancies, and records are made in accordance with workplace policy
2 Store stock	2.1 Hazards are identified, risks are assessed and control measures are implemented
	2.2 Stock is promptly and safely transported to appropriate storage area without damage
	2.3 Stock is stored in appropriate location within area and in accordance with workplace security procedures
	2.4 Appropriate personal protective equipment is correctly used during receival and storage operations
	2.5 Stock levels are accurately recorded in accordance with workplace procedures
	2.6 Stock is labelled in accordance with workplace procedures
3 Rotate and maintain stock	3.1 Stock is rotated as required in accordance with workplace policy
	3.2 Stock is moved using appropriate equipment in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements, relevant regulations and workplace procedures
	3.3 Quality of stock is checked and reported
	3.4 Appropriate action is taken where stock quality is identified as outside specified standards
	3.5 Stock is placed in storage or disposed of in accordance with workplace policy

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4 Complete documentation	4.1 Required documentation procedures and processes are confirmed
	4.2 Records and documentation are completed legibly and proofread
	4.3 Records and documentation are processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3039A Receive and store stock.

Links

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

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Assessment Requirements for TLIA3039 Receive and store stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using relevant communications and computing equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- contacts and sources of information and documentation needed when receiving and storing stock
- customer service policies and procedures
- interpretation of workplace specifications and orders for supplies
- principles of stock control
- problems that may occur when receiving and storing stock and appropriate action that can be taken to resolve these problems
- procedures for operating electronic communications equipment
- protocols and procedures for liaising with supplier representatives, drivers and colleagues using appropriate technology

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- purpose and procedures for using relevant personal protective equipment
- relevant codes of practice and legislative requirements (for example dangerous goods regulations, health and hygiene regulations)
- relevant WHS/OHS and environmental procedures and regulations
- safe lifting and handling procedures
- site layout
- stock control documentation and systems used in workplace stores
- stock security systems
- systems for completing relevant records and documentation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

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

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TLIA3055 Coordinate terminal/wharf equipment operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate terminal/wharf equipment operations in accordance with workplace requirements.

It includes identifying, assessing and managing potential risks; monitoring work performance and progress; monitoring the status of pending work; solving problems and making decisions; completing all shift requirements; and preparing for the next shift.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Coordinate equipment,	1.1 Equipment, machinery and personnel are coordinated to facilitate the safe and efficient loading and unloading of ship

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	machinery and personnel	and terminal yard, in accordance with operational plan
		1.2 Liaison is maintained with supervisors to ensure availability of adequate resources
2	**Identify, assess and remove potential risks**	2.1 Potential risks are identified and assessed, and appropriate solutions are developed and applied in accordance with workplace procedures and in consultation with supervisors
		2.2 Potential risks to safe and efficient operations are removed from work area or other arrangements are made to ensure conditions for safe work
		2.3 Supervisors are advised of potential risks or emergency situations and liaison is maintained until risk has been removed or emergency situation has been alleviated
3	**Monitor work performance and progress**	3.1 Work performance and progress is monitored through an appropriate terminal management system to ensure work is performed in accordance with established guidelines and procedures, and that safe work practices are maintained
		3.2 Methods and procedures of work are monitored and refined in consultation with supervisors and operational personnel
		3.3 Work performance rates are monitored through an appropriate terminal management system and delays are minimised to ensure work program objectives are met
		3.4 Work practices are monitored to ensure compliance with national standards and safety codes
		3.5 Environmental conditions are monitored to ensure safe working conditions are maintained
		3.6 Operational delays, equipment or maintenance issues are monitored and reported to supervisor in accordance with workplace operational procedures and processes
4	**Monitor status of pending work**	4.1 Status of pending work is monitored, in order of priority, in accordance with needs of ship and terminal/wharf
		4.2 Issues that will impact on work performance and progress are identified, and plans are amended or work flows are altered to ensure efficiency is maintained throughout operation

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA3055A Coordinate terminal/wharf equipment operations.

Links

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

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Assessment Requirements for TLIA3055 Coordinate terminal/wharf equipment operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- dealing with internal and external customers
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code/International Maritime Dangerous Goods (IMDG) Code markings, emergency information panels
- identifying and correctly using relevant equipment
- implementing contingency plans
- maintaining container terminal tracking operations systems efficiently and effectively
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- receiving, acknowledging and sending messages with appropriate communications equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using appropriate personal protective equipment (PPE) conforming to industry, work health and safety (WHS)/occupational health and safety (OHS) and Australian standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others or damage to goods or equipment.

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Knowledge Evidence

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

- Australian and international standards, codes and regulations relevant to operating terminals/wharves including the ADG Code and the IMDG Code
- cargo marking and numbering systems
- operational work systems, equipment, management and site operating systems for organising and monitoring terminal/wharf operations
- problems that may occur and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout of container or cargo terminal or wharf
- workplace procedures and policies for organising and monitoring terminal/wharf operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions including controlled or open environments, exposed conditions and limited or restricted spaces.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools and equipment currently used in industry

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- personal protective clothing and equipment, including:
  - gloves
  - high visibility clothing
  - protective clothing
  - safety glasses
  - safety headwear and footwear
  - two-way radios.

Links

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

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TLIA4005 Check and evaluate records and documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to check and evaluate records and documentation in accordance with regulatory and workplace requirements, as part of work activities within the transport and logistics industry.

It includes checking documentation, and analysing and evaluating records.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check documentation	1.1 Documentation regulatory and workplace requirements are confirmed
	1.2 Documentation is checked to ensure compliance with

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	regulatory and workplace requirements
	1.2 Documentation is checked regularly and personnel responsible for documentation are advised of deadlines
	1.3 Appropriate systems are used to ensure maintenance of records complies with regulatory and workplace requirements
2 Analyse and evaluate records	2.1 Records are analysed to identify unexpected deviations from plans or possible future problems with plant and/or equipment
	2.2 Advice is provided to appropriate personnel when problems are identified
	2.3 Security of records and documentation is maintained at all times and access is granted to authorised personnel in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA4005A Check and evaluate records and documentation.

Links

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

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Assessment Requirements for TLIA4005 Check and evaluate records and documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating effectively with others when checking and evaluating transport documentation
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings, and emergency information panels
- identifying, selecting and using relevant equipment, processes and procedures when checking and evaluating documentation for local and/or international transport of cargo and containers
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures and labels
- receiving, acknowledging and sending messages with available communications equipment
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when checking and evaluating transport documentation.

Knowledge Evidence

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

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- Australian and international standards, codes and regulations relevant to local and international cargo/container transport documentation requirements, including the ADG and IMDG Codes
- cargo marking and numbering systems
- operational work systems, equipment, management and site operating systems for checking and evaluating cargo/container transport documentation
- problems that may occur when checking and evaluating documentation, and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- site layout, loading/unloading plans and sequence sheets
- types of cargo, containers and transport modes and their documentation requirements
- workplace procedures and policies for checking and evaluating documentation for local and/or international transport of cargo and containers.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA4006 Organise and monitor terminal/wharf operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise and monitor terminal or wharf operations in accordance with standards, regulations and workplace requirements, as part of work activities in the stevedoring, transport, distribution and/or allied industries.

It includes organising equipment, machinery and personnel; managing potential risks; monitoring work performance and progress; monitoring the status of pending work; solving problems and making decisions; completing all shift requirements; and preparing for the next shift.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Organise equipment, machinery and personnel	1.1 Equipment, machinery and personnel are organised to facilitate the safe and efficient loading and unloading of the ship
	1.2 Liaison is maintained with supervisors to ensure availability of adequate resources
2 Manage potential risks	2.1 Potential hazards are identified, risks are assessed and appropriate controls are implemented in accordance with workplace procedures
	2.2 Potential risks to safe and efficient operations are removed from work area and/or other arrangements are made to ensure conditions for safe work
	2.3 Supervisors are advised of potential risks and liaison is maintained until risks have been removed
3 Monitor work performance and progress	3.1 Work performance and progress are monitored to ensure work is performed in accordance with established guidelines and procedures, and that safe work practices are maintained
	3.2 Work methods and procedures are monitored and refined in consultation with supervisors and operational personnel
	3.3 Work performance rates are monitored and delays are minimised to ensure work program objectives are met
	3.4 Work practices are monitored to ensure compliance with national standards and safety codes
	3.5 Environmental conditions are monitored to ensure safe working conditions are maintained
4 Monitor status of pending work	4.1 Pending work needs of the ship and the terminal or wharf are identified
	4.2 Work priorities are determined
	4.3 Status of pending work is monitored, in order of priority, taking into account the needs of the ship and the terminal or wharf

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA4006A Organise and monitor terminal/wharf operations.

Links

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

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Assessment Requirements for TLIA4006 Organise and monitor terminal/wharf operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing documentation related to organising and monitoring terminal and wharf operations
- dealing with internal and external customers
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and emergency information panels
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures, information and labels
- receiving, acknowledging and sending messages with appropriate communications equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using appropriate personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others when organising and monitoring terminal and wharf operations
- working systematically with required attention to detail without injury to self or others,

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or damage to goods or equipment.

Knowledge Evidence

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

- Australian and international standards, codes and regulations relevant to operating terminals or wharves including the ADG and IMDG Codes
- cargo marking and numbering systems
- operational work systems, equipment, management and site operating systems for organising and monitoring terminal or wharf operations
- problems that may occur when organising and monitoring terminal or wharf operations and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout of container or cargo terminal or wharf
- workplace procedures and policies for organising and monitoring terminal or wharf operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions including limited or restricted spaces, exposed conditions and controlled or open environments.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools and equipment currently used in industry
- personal protective equipment, including

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  - gloves
  - safety headwear and footwear
  - safety glasses
  - two-way radios
  - protective clothing
  - high visibility clothing
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA4025 Regulate temperature controlled stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to regulate temperature controlled stock in accordance with relevant regulations and workplace procedures within the transport and logistics industry.

It includes identifying goods requiring temperature control, monitoring temperature of goods, and identifying and rectifying identified problems.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify goods requiring temperature control	1.1 Goods requiring temperature control are identified
	1.2 Temperature for short-term and long-term storage is selected to match product type
	1.3 Upper and lower limits for temperature control are identified
	1.4 Storage separations and co-storage applications are identified for products
2 Monitor temperature	2.1 Appropriate methods for determining temperature of goods are identified
	2.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	2.3 Storage areas are monitored for temperatures within range for product types
	2.4 Products are monitored to ensure compliance with temperature storage requirements
	2.5 Short-term storage times are identified for transit goods
	2.6 Documentation is completed in accordance with workplace procedures
3 Identify and rectify problems	3.1 Implications of incorrect temperature are identified
	3.2 Damaged goods are identified and appropriate action is taken in accordance with workplace procedures
	3.3 Causes of out-of-temperature range are identified
	3.4 Appropriate personnel are notified for problem rectification
	3.5 Goods handling workplace procedures for maintenance of stock under temperature control are identified and implemented

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA4025A Regulate temperature controlled stock.

Links

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

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Assessment Requirements for TLIA4025 Regulate temperature controlled stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- checking refrigeration equipment operation in terms of maintenance schedule and standard operating procedures
- communicating effectively with others
- implementing contingency plans
- operating and adapting to differences in stock and equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment, processes and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- focus of operation of work systems, equipment, management and site operating systems for regulating temperature controlled stock
- hazards when regulating and working with temperature controlled stock and appropriate action to control the risks involved
- problems that can occur with temperature controlled stock and appropriate action that can be taken
- procedures for pre-cooling and snap freezing

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- relevant codes of practice, food safety standards and regulations for temperature controlled stock
- relevant work health safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- special handling, stacking and storage requirements for temperature controlled stock
- workplace procedures and policies for regulating temperature controlled stock.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, food safety standards, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA4028 Assess and monitor optimum stock levels

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assess and monitor optimum stock levels in accordance with workplace requirements and relevant regulations, as part of work activities undertaken within the transport and logistics industry.

It includes assessing projected demand, assessing variables that impact on optimum stock levels, and determining and monitoring optimum inventory levels.

Work is performed under general guidance on progress and outcomes of work. It requires the exercise of discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within organisational policy and procedures.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Assess projected demand	1.1 Information/data from sales plan or stock movement is analysed
	1.2 Projected high and low volume periods are determined from the analysis of sales plan and/or stock movement data
	1.3 Seasonal nature of stock demand is determined from the analysis of sales plan and/or stock movement data
	1.4 Required inventory levels at different production and sales cycle stages are determined from the analysis of sales plan and/or stock movement data
2 Assess variables that impact on optimum stock levels	2.1 Stock manufacturing/supply and consignment delivery lead times are determined
	2.2 Internal processing and distribution times are determined
	2.3 Spoilage and obsolescence times are calculated as required
	2.4 Maximum stock carrying capacity is assessed
	2.5 Physical and human resources are assessed in relation to projected required stock levels
	2.6 Contingencies are developed for abnormal distribution stoppages/slow-downs to supply chain
3 Determine optimum inventory levels	3.1 Production and sales cycle stages are correlated to stock manufacturing supply and distribution lead times
	3.2 Safety stock levels are calculated
	3.3 Optimum inventory levels are identified
4 Monitor optimum inventory levels	4.1 Inventory benchmarks are continually compared to current and known future sales turnover/production requirements
	4.2 Adjustments to inventory levels are undertaken in accordance with reassessed sales turnover/production requirements, workplace procurement processes and within scope of authority
	4.3 Changes and/or requests for adjustments to inventory levels are documented in accordance with workplace policies
	4.4 Resources are assembled in accordance with identified optimum inventory levels

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA4028A Assess and monitor optimum stock levels.

Links

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

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Assessment Requirements for TLIA4028 Assess and monitor optimum stock levels

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- planning and organising resource availability including the competencies of individuals in a team or group
- reading, interpreting and following relevant instructions, procedures and policies
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying relevant technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- Australian codes and regulations relevant to optimising stock levels
- computer records/documentation requirements when assessing and monitoring optimum stock levels
- focus of operation of supply arrangements, resources, management and workplace operating systems
- problems that may occur when assessing and monitoring optimum stock levels and

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appropriate action that can be taken to resolve these problems
- purpose and use of key information required when optimising stock levels including supply requirements, supplier information, enterprise contract procedures, sales plan and distribution times
- workplace business policies and plans including procedures for maintaining confidentiality
- workplace procedures and policies for assessing and monitoring optimum stock levels
- worksite layout and organisational structure.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

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

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TLIA4031 Consolidate freight

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to consolidate freight in accordance with relevant codes of practice and regulations, and to apply routine principles, procedures and regulations to effectively and efficiently combine and consolidate freight prior to shipment.

It includes assessing the scope to consolidate freight, combining or consolidating multiple shipments of products into higher volume shipments, and preparing related consignment documentation.

It is performed under general supervision, with some accountability and responsibility for self and others in achieving prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Assess scope to consolidate freight	1.1 Capacity and capability of different transport modes available to the organisation are assessed against proposed task
	1.2 Individual consignment loads are evaluated to identify relevant information needed to combine or consolidate freight
	1.3 Information is analysed to determine where opportunities for freight consolidation exist
	1.4 Regulatory packaging and labelling requirements for consolidated cargo are followed
	1.5 Procedures for loading cargo are planned in accordance with established industry practice and Australian Dangerous Goods (ADG) Code
	1.6 Hazards are identified, risks are assessed and control measures are implemented
	1.7 Volumes and dimensions of proposed consolidation are calculated
	1.8 Proposed consolidation is matched against operational capacity and capability of carrier
2 Prepare consignment documentation	2.1 Consignment documentation required for consolidated cargo is confirmed
	2.2 Labelling and marking requirements of cargo are documented in accordance with domestic and international regulations, ADG Code and workplace requirements
	2.3 Consignment documentation is completed and filed/stored in accordance with workplace procedures including dangerous goods declaration as required
	2.4 Freight is consolidated taking into account segregation requirements for dangerous goods as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA4031A Consolidate freight.

Links

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

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Assessment Requirements for TLIA4031 Consolidate freight

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in freight and equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using required computer and communications equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- customer service policies and procedures
- problems that may occur and appropriate action that can be taken
- procedures for planning freight/cargo loading such as:
  - using available space efficiently

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  - packing goods for ease of inspection and to meet delivery and customer requirements
  - securing goods and ensuring no damage to contents
  - ensuring weight and volume of consolidated cargo conforms to specifications
- procedures for calculating volumes and dimensions
- procedures for completing consignment documentation
- procedures for identifying and evaluating information needed to facilitate freight consolidation
- relevant codes of practice and legislative requirements including local and international freight regulations
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- sources of information and documentation for consolidating freight.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA4032 Organise transport of freight or goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise the transport of freight or goods in compliance with relevant codes of practice and regulations, and to apply routine principles and procedures to organise the transport of freight or goods prior to shipment.

It includes planning transport operations, organising freight transport, completing the required documentation and finalising organisational processes.

It is performed under general supervision, with some accountability and responsibility for self and others in achieving prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan transport	1.1 Knowledge of product to be freighted and workplace procedures

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operations	are applied to the transportation analysis process
	1.2 Domestic and international regulations, codes and procedures for transporting freight are identified
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Resources including manual handling equipment, employee competencies, storage areas, goods management equipment and transportation equipment are identified to match the task
	1.5 Work processes are planned to meet agreed timelines
	1.6 Types of transportation required for the freight or goods is identified to match customer requirements, freight type and delivery time
	1.7 Multiple transport modes are identified as required
	1.8 Goods transfer methods between modes of transport are selected as required
2 Organise freight transport	2.1 Employees, equipment and temporary storage areas (as required) are allocated and supervised
	2.2 Freight is secured ensuring no damage to contents
	2.3 Handling methods suitable to the goods and transport method are selected
	2.4 Individuals are informed of work requirements and timelines
	2.5 Work processes are monitored to ensure human resources and equipment are maintained at productive levels in accordance with workplace and work health and safety (WHS)/occupational health and safety (OHS) requirements
	2.6 Discrepancies in freight are noted and appropriate action is undertaken in accordance with workplace procedures
3 Complete organisational processes	3.1 Monitoring processes to track freight movement are implemented
	3.2 Reporting requirements are communicated to appropriate personnel
	3.3 Workplace documents and records are checked for completion and are filed/stored in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA4032A Organise transport of freight or goods.

Links

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

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Assessment Requirements for TLIA4032 Organise transport of freight or goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- establishing effective working relationships with colleagues and clients
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- planning own work, prioritising work activities, predicting consequences and identifying improvements
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- reading, interpreting and following relevant instructions, procedures and signs
- selecting and using required communications equipment, computers and systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- problems that may occur and appropriate action that can be taken
- procedures for assessing storage and transport requirements and options
- procedures for calculating/estimating weight, volumes and dimensions
- procedures for coordinating the transfer and storage of goods including multi-modal transport
- procedures for identifying and evaluating information needed to facilitate the transport of freight
- procedures for selecting transport/storage equipment and systems
- procedures for organising required permits and for completing transport documentation
- relevant legislative requirements and codes of practice
- relevant WHS/OHS and environmental procedures and regulations
- sources of information and documentation for organising the transport of freight and goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA4033 Organise international transport of freight

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise the international transport of freight in accordance with relevant codes of practice and regulations.

It includes confirming customer requirements, organising freight arrangements and communicating with shipping agents and authorities.

It is performed under general supervision, with some accountability and responsibility for self and others in achieving prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Confirm customer requirements	1.1 Customer requirements for moving cargo in terms of the nature of goods, the countries of origin and destination, the timescales for collection and delivery and the estimated

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	budget for the transaction are confirmed
	1.2 Customer priorities for the shipment are confirmed
	1.3 Decisions on possible routes, taking into account known variables, are undertaken
2 Organise freight arrangements	2.1 International regulations and codes of practice for transporting freight are confirmed
	2.2 Work processes are planned to meet agreed timelines
	2.3 Transport modes (including multi-modal options) are matched to customer requirements, freight type and delivery times
	2.4 Availability of selected carrier/s is checked including modes of transport, scheduled departure dates and times, transfer times and costs for each shipment stage
	2.5 Arrangements are made to consolidate freight, where appropriate
	2.6 Freight carrier booking/s are confirmed
	2.7 Transport of freight to selected international carrier is organised
3 Communicate with shipping agents and authorities	3.1 Freight documentation is checked for accuracy and forwarded as appropriate to shipping agents and authorities
	3.2 Confirmation of despatch of freight from international carrier is obtained
	3.3 Arrival of cargo at port of entry is confirmed
	3.4 Acceptance of freight documentation is confirmed
	3.5 Payments are authorised
	3.6 Cargo is on-forwarded from point of entry, as required
	3.7 Customer is advised that freight has been forwarded to point of destination

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA4033A Organise international transport of freight.

Links

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

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Assessment Requirements for TLIA4033 Organise international transport of freight

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures and labels
- using relevant communications, computer equipment and systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- contacts and sources of information/documentation needed for organising international transport of freight
- customer service policies and procedures
- problems that may occur and appropriate action that can be taken
- procedures for:
  - interpreting client requirements
  - reviewing transport options and availability of carriers
  - identifying and evaluating information needed to organise the international transport of

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freight
  - calculating volumes and dimensions
  - completing consignment documentation
  - liaising with Australian and international contacts using appropriate technology
- relevant codes of practice and legislative requirements including local and international freight regulations
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA4040 Implement and monitor stevedoring regulations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor stevedoring regulations in accordance with relevant Australian and international stevedoring regulations, codes of practice and workplace requirements, as part of work activities in the stevedoring and/or allied industries.

It includes accessing appropriate information on relevant regulations and codes, interpreting regulations and codes relevant to workplace activities, implementing and monitoring compliance with identified regulations and codes, and completing all required documentation in accordance with regulatory and workplace requirements.

Work is performed under limited supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Access information on relevant regulations and codes	1.1 Australian and international regulations and codes of practice relevant to workplace stevedoring operations are identified in accordance with workplace procedures and in consultation with relevant personnel
	1.2 Information on identified regulatory and/or code requirements relevant to workplace functions and limits of responsibility are accessed in accordance with workplace procedures
2 Interpret relevant regulations and codes	2.1 Information on identified regulatory and/or code requirements relevant to workplace functions and limits of responsibility is examined and interpreted in terms of its impact and implications for workplace activities
	2.2 Compliance requirements are clarified and obligations under regulations falling within limits of responsibility and duty of care of various staff/team members are confirmed in accordance with workplace procedures
	2.3 Staff/team members/team leaders/supervisors are made aware of the identified regulatory/code requirements as they relate to workplace roles and responsibilities
3 Implement and monitor compliance with regulations and codes	3.1 Regulatory requirements relevant to workplace activities are implemented in accordance with relevant regulations/codes and workplace procedures
	3.2 Appropriate information, training and/or instruction are organised to ensure personnel are aware of compliance requirements
	3.3 Procedures for monitoring compliance with operations in terms of regulatory requirements and workplace policies and procedures are followed
	3.4 Problems that may lead to non-compliance are promptly and fully identified
	3.5 Timely remedial action is taken to ensure continuity in workplace compliance with relevant regulations
	3.6 Failure to comply with regulatory requirements and workplace policy is identified and action is taken in accordance with workplace policies and procedures
4 Complete required documentation	4.1 Advice/reports on compliance issues are provided to relevant personnel and authorities in accordance with workplace procedures and relevant regulatory requirements

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4.2 Documentation, records, reports and other information required within regulatory requirements are completed, proofread and processed in accordance with the regulations and workplace procedures

4.3 Documentation is kept secure in accordance with workplace procedures and policy

4.4 Workplace computer backup procedures are followed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA4040A Implement and monitor stevedoring regulations.

Links

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

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Assessment Requirements for TLIA4040 Implement and monitor stevedoring regulations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others
- coordinating compliance activities in the workplace
- dealing with internal or external customers in large, medium or small workplaces
- following processes for monitoring compliance with regulatory requirements
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant regulatory requirements, instructions, procedures and labels
- reporting and/or rectifying identified breaches of stevedoring regulations promptly, in accordance with regulatory requirements and workplace procedures
- reporting on compliance related issues
- resolving everyday conflict situations
- selecting and using appropriate personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others when implementing and monitoring stevedoring regulations
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- operational work systems, equipment, management and site operating systems for stevedoring operations
- problems that may occur when implementing and monitoring compliance with stevedoring regulatory requirements, and appropriate action that can be taken to resolve these problems
- relevant Australian and international regulations and codes of practice
- relevant customs, bond, quarantine and other legislative requirements including International Maritime Dangerous Goods (IMDG) Codes and Marine Orders
- relevant WHS/OHS and environmental protection procedures and guidelines
- roles and responsibilities of various workplace personnel in terms of workplace activities and regulatory requirements
- site layout of container or cargo terminal or wharf
- workplace/standard operating procedures and policies for implementing and monitoring compliance with stevedoring regulatory requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions where implementing and monitoring stevedoring regulation can be demonstrated.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools and equipment
- personal protective equipment, including
  - gloves
  - safety headwear and footwear
  - safety glasses
  - two-way radios
  - protective clothing
  - high visibility clothing

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA4062 Implement safety stock systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement safety stock systems in various contexts in the transport and logistics industry. It has particular application in a storage facility such as a warehouse.

It includes planning, preparing and maintaining safety stock levels as well as reviewing the safety stock system.

The unit generally applies to those who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare safety stock levels	1.1 Determined optimum safety stock levels are maintained to ensure constant productivity

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	1.2 Purchase, receipt, storage and issue of stock is undertaken as required
	1.3 Safety stock is valued using the nominated valuation method, as required
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Safety stock rotation procedures are implemented
2 Maintain safety stock levels	2.1 Records are checked against stock and continuously adjusted and updated as required
	2.2 Safety stock levels are maintained in accordance with organisational policy and procedures, and safety stock plan
	2.3 Records are stored for future access
	2.4 Safety stock levels are reconciled with paperwork and discrepancies are rectified or reported to nominated person/section within designated timelines
3 Review safety stock system	3.1 Safety stock records are reviewed for discrepancies regarding target outcomes
	3.2 Improvements of safety stock system reviewed with all variables affecting discrepancies, are identified
	3.3 Required improvements are reported in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA4062A Implement safety stock systems.

Links

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

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Assessment Requirements for TLIA4062 Implement safety stock systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures, information and signs.

Knowledge Evidence

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

- definitions of commonly used terminology such as lead time, lead time demand, forecast, demand history, order cycle
- principles, purpose and location of controls, monitoring devices and systems
- procedures for identifying problems with the safety stock system in use
- procedures for operating electronic communications equipment
- relevant sections of national and state/territory regulatory requirements and codes of practice
- requirements for completing relevant documentation including commonly used methods to estimate required safety stock levels

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- steps involved in planning work activities
- typical problems that can occur and related action that should be taken.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA4063 Coordinate stevedoring clerical functions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate stevedoring clerical functions in accordance with relevant standards, regulations and workplace requirements, as part of work activities in the stevedoring, transport, distribution and/or allied industries.

It includes monitoring clerical functions; solving operational problems; arranging container/cargo inspection/survey; preparing for the next shift, and completing and handing over the shift.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Monitor clerical	1.1 Duties and the relationship of the duties to organisational procedures are outlined and explained in accordance with

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functions	workplace procedures
	1.2 Clerical work is monitored to ensure it meets workplace requirements
2 Solve operational problems	2.1 Potential and actual problem/s are identified and or anticipated
	2.2 Information and evidence surrounding the problem is collected and analysed
	2.3 Options are identified, evaluated and optimal solution is selected
	2.4 Chosen solution is implemented in accordance with workplace procedures
	2.5 Effectiveness of the solution is evaluated against workplace requirements to resolve the problem
3 Arrange container/cargo inspection/survey	3.1 Arrangements are made to allow access to identified containers/cargo by authorised personnel
	3.2 Records of allowed access are completed in accordance with workplace procedures
4 Prepare for next shift	4.1 Personnel requirements for next shift are determined to ensure safe and efficient operations
	4.2 Container/cargo movements in the yard are checked and recorded to ensure incoming shift has up-to-date information on work status and container/cargo location

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIA4063A Coordinate stevedoring clerical functions.

Links

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Assessment Requirements for TLIA4063 Coordinate stevedoring clerical functions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating effectively with others when coordinating clerical functions at a container or cargo terminal or wharf
- completing documentation related to work activities
- dealing with internal and external customers in small, medium or large workplaces
- identifying, selecting and using relevant equipment, processes and procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol when coordinating clerical functions at a container or cargo terminal or wharf
- reading and interpreting relevant instructions, procedures and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when coordinating clerical functions at a container or cargo terminal or wharf
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- Australian and international standards, codes and regulations relevant to operating terminals or wharves including the Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG)Codes
- cargo marking and numbering systems
- focus of operation of work systems, equipment, management and site operating systems relevant to coordinating clerical functions at a container or cargo terminal or wharf
- problems that may occur when coordinating clerical functions at a container or cargo terminal or wharf and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- site layout of container or cargo terminal or wharf
- types of cargo including goods with specialist requirements, temperature controlled goods and dangerous goods
- workplace procedures and policies for coordinating clerical functions at a container or cargo terminal or wharf.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions including limited or restricted spaces, exposed conditions and controlled or open environments.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations

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

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TLIA5029 Plan and manage storage of dangerous goods and hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and manage the storage of dangerous goods and hazardous substances in accordance with all relevant regulatory requirements, standards, and workplace procedures including the current Australian Dangerous Goods (ADG) Code.

It includes defining the objectives of required handling and storage operations, specifying equipment and system performance requirements, evaluating and selecting bulk handling and storage resources and completing all required documentation.

Work is carried out under general guidance. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Define objectives of required handling and storage operation	1.1 Requirements for bulk handling and storage activities are identified in accordance with workplace requirements
	1.2 Current best practice and future trends for handling and storage equipment are assessed and compared to present operations
	1.3 Consideration of workplace goals and present capabilities and constraints is undertaken when selecting bulk handling and storage resources
2 Specify equipment and system performance requirements	2.1 Bulk handling and storage equipment and system requirements are documented
	2.2 Performance measures for equipment and system operations are developed and documented
	2.3 Consultations are conducted with relevant employees and management to verify documented requirements
3 Evaluate and select bulk handling and storage resources	3.1 Range of bulk handling and storage equipment and facilities that meet specifications are researched for costs and benefits as well as potential adaptability for new business opportunities
	3.2 Rating system is instigated to facilitate comparisons of cost/benefit and other qualitative properties of bulk handling and storage equipment and systems
	3.3 Analysis of current employee competency in relation to required competency is undertaken and documented
	3.4 Equipment is selected based on comparisons of performance specifications including cost, output, set-up requirements, maintenance and retraining
4 Complete documentation	4.1 Workplace documentation is completed as required
	4.2 Handling and storage requirements are documented and communicated to relevant personnel
	4.3 Reports are compiled and forwarded to appropriate personnel

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA5029A Plan and manage storage of dangerous goods and hazardous substances.

Links

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

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Assessment Requirements for TLIA5029 Plan and manage storage of dangerous goods and hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- communicating and working effectively with others when planning and managing the storage of dangerous goods and hazardous substances
- completing documentation as required for the storage of dangerous goods and hazardous substances
- controlling risks
- determining required permits/licences
- estimating weight and volume of goods to be stored and any special requirements
- identifying container markings and HAZCHEM codes
- identifying potential hazards and planning work to minimise risks when storing dangerous goods and hazardous substances
- planning and assessing options for the safe and efficient storage of dangerous goods and hazardous substances to regulatory requirements, as a minimum
- prioritising work and coordinating self and others in relation to activities
- providing leadership to others when planning and managing the storage of dangerous goods and hazardous substances
- reading, interpreting and following procedures, technical data, drawings, instructions and manuals relevant to planning and managing the storage of dangerous goods and hazardous substances
- recognising hazards and applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- selecting and applying appropriate technology, information systems and procedures when planning and managing the storage of dangerous goods and hazardous substances
- undertaking a hazard analysis and risk assessment.

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Knowledge Evidence

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

- application of all relevant Australian and International Standards
- application of current competencies within functional activity
- Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
- coaching and mentoring approaches to support team members to share knowledge and skills
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- hierarchy of risks and hazards related to the storage of dangerous goods and hazardous substances, and ways of controlling the risks involved
- operational procedures for safe transfer and storage of dangerous goods and hazardous substances
- operational work systems, resources, management and workplace operating systems
- problems that may occur when planning and managing the storage of dangerous goods and hazardous substances, and action that can be taken to resolve or report these problems
- relevant permit and licence requirements
- relevant regulations, codes of practice and legislative requirements including local and international regulations relevant to handling and storage
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team and group
- workplace procedures for planning and managing the storage of dangerous goods and hazardous substances.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA5035 Manage international freight transfer

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and manage international freight transfer, according to relevant regulatory requirements and workplace procedures, including the Australian Dangerous Goods (ADG) and International Dangerous Goods (IDG) codes.

It includes analysing freight transfer requirements, planning and establishing processes, monitoring and coordinating systems and processes for international freight transfer and completing all required documentation.

Work is carried out under general guidance. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Analyse freight transfer requirements	1.1 Australian and international codes and regulations, and workplace policies for international freight transfer are identified
	1.2 Information on current and potential customers, and their international freight requirements is obtained and analysed in accordance with workplace procedures
	1.3 Special characteristics and customer requirements for the types of freight to be transferred are identified, interpreted and considered in accordance with workplace procedures
	1.4 Appropriate options for international freight transfer are evaluated in terms of identified special requirements, customer need and relevant regulatory requirements, including Australian and international codes for the transfer of dangerous goods and hazardous substances
	1.5 Selected options for freight transfer arrangements are documented in accordance with workplace policy and related regulations
2 Plan systems and processes for international freight transfer	2.1 Workplace policies and mission statement are interpreted to define the process requirements for international freight transfer
	2.2 Appropriate systems are evaluated and established/coordinated to facilitate the organisation of international freight transfer, including suitable risk analysis
	2.3 Human resources needed to organise international freight transfer are identified and documented
	2.4 Action is initiated to ensure staff are assigned, recruited and/or trained in accordance with identified human resource requirements
	2.5 Office, computer and communications equipment is identified and action is initiated for appropriate assignment or procurements
	2.6 Quality standards and procedures for proposed international freight transfer processes are documented/updated in accordance with workplace procedures
3 Monitor and coordinate systems	3.1 International freight forwarding operations are monitored against identified quality standards and for compliance with

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and processes for international freight transfer		Australian and international regulatory requirements
	3.2	Non-compliance with quality standards or regulatory requirements is identified and appropriate action is initiated to report and rectify identified problems
	3.3	Customer satisfaction with international freight transfer services is monitored using appropriate methods
	3.4	Customer concerns and suggestions for service improvements are acted upon in accordance with workplace procedures
	3.5	Reports and other required documentation related to international freight transfer operations are completed and referred to relevant personnel in accordance with workplace procedures
	3.6	Any changes in Australian and international regulations and codes of practice relevant to international freight transfer are monitored, identified and appropriate action is initiated to ensure ongoing compliance of workplace processes and systems

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA5035A Manage international freight transfer.

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Links

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

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Assessment Requirements for TLIA5035 Manage international freight transfer

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when managing international freight transfer operations
- completing documentation related to managing international freight transfer operations
- maintaining workplace records and documentation when managing international freight transfer operations
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in freight and systems in accordance with standard operating procedures
- planning and organising systems and activities when managing international freight transfer operations
- providing leadership to others when managing international freight transfer operations
- reading and interpreting instructions, procedures, information and labels relevant to managing international freight transfer operations
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures when managing international freight transfer operations
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- application of relevant Australian Standards and associated certification requirements
- contacts and sources of information/documentation needed when managing international freight transfer systems
- operational requirements for the safe transfer and storage of dangerous goods and hazardous substances
- operational work systems, resources, management and workplace operating systems
- procedures for establishing and monitoring suitable international freight transfer operations
- procedures for liaising with relevant Australian and international contacts using appropriate technology
- procedures for reviewing options for international freight transfer systems
- procedures for identifying and evaluating information needed to manage the international transfer of freight
- procedures for identifying and interpreting requirements of current and potential clients
- quality and customer service policies and procedures
- relevant Australian and international regulations, codes of practice and legislative requirements including local and international freight regulations
- relevant permit and licence requirements
- relevant workplace documentation procedures applicable to the international transfer of freight.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

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- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA5058 Manage facility and inventory requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

his unit involves the skills and knowledge required to manage a facility and its inventory requirements, in various contexts within the transport and logistics industry.

It includes identifying space, safety and security requirements; developing a documentation system; designing storage zones and evaluating facility utilisation.

This unit generally applies to those who provide leadership of others individually or in teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify space requirements	1.1 Organisational medium-term and long-term storage needs are assessed to facilitate planning, in accordance with the enterprise business plan and legislative requirements

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	1.2 Product type, picking frequencies, value, fragility, weight, handling characteristics, quantity and holding periods are assessed to consider type and amount of storage
	1.3 Facility is assessed to determine stock holding and handling requirements for each inventory item
	1.4 Volume requirements are calculated to ensure ongoing stock holding needs are met
	1.5 Total space requirement is calculated and used to formulate a space utilisation plan
2 Identify safety and security requirements	2.1 Assessment is made of risks to ensure maximum safety and security for personnel, stock and facilities
	2.2 Storage handling security and incident/emergency procedures for each class or type of product are identified and documented
	2.3 Fire prevention and firefighting systems are identified in accordance with building code regulations and storage material requirements
	2.4 Evacuation plan is developed in accordance with the enterprise safety program
3 Develop and implement documentation system	3.1 System for recording and tracing stock location, receival, throughput and despatch is developed and implemented to enable reporting, quality assurance and financial requirements to be met
	3.2 System for recording communication with carriers, customers and employees is developed and implemented to assess operational effectiveness and to provide data for system improvement
4 Design storage zones	4.1 Space requirements and equipment operation are accurately assessed to facilitate warehouse zone planning
	4.2 Assessment is made of the facility to enable the most effective use of available space
	4.3 Positioning of storage areas, bays, work stations and the like is undertaken in accordance with planning process data
	4.4 Provision for maintenance and cleaning is catered for
5 Evaluate facility	5.1 Continual system of review is used involving regular checks to ensure storage areas and systems are functioning at

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utilisation	optimum levels
	5.2 Receiving and despatching systems are assessed to ensure they provide efficient operations
	5.3 Storage and handling systems are assessed to ensure they provide ease of access and comply with ergonomic principles
	5.4 Product handling and storage process are assessed to ensure minimisation of product damage, contamination and stock losses
	5.5 Flexibility of facility layout to meet changing storage and handling requirements is maintained
	5.6 Appropriate reporting systems are established and used to capture and maintain data to design improved facilities and systems

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA5058A Manage facility and inventory requirements.

Links

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

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Assessment Requirements for TLIA5058 Manage facility and inventory requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when managing facility and inventory requirements
- developing and implementing contingency plans
- prioritising work and coordinating the work of others
- providing leadership to others when managing facilities and inventory requirements
- reading and interpreting plans, diagrams, regulations, codes of practice and other documentation relevant to managing facilities and inventory requirements
- reporting and/or rectifying identified problems promptly
- selecting and applying appropriate technology, information systems and procedures when managing facility and inventory requirements.

Knowledge Evidence

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

- emergency procedures
- enterprise business policies and plans including procedures for facility operations
- operational warehouse systems, resources, management and workplace operating systems
- principles, purpose and location of controls, monitoring devices and systems
- procedures for managing and controlling hazardous situations when carrying out work activities, particularly those that relate to storing materials

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- procedures for operating electronic communications equipment
- relevant sections of national and state/territory regulatory requirements and codes of practice, including applicable facility fire safety and building regulations
- requirements for completing relevant documentation
- selection and appropriate application of technology, information systems and procedures
- throughput and storage requirements for specific types of inventory.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIA5059 Plan and organise the international forwarding of freight by sea and multimodal transport

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and organise international forwarding of freight by sea and multimodal transport (covering importing, exporting and transiting freight).

Typically, individuals work independently or as part of a team under direct and/or indirect supervision, perform detailed analyses, use discretion and judgement, and take responsibility for the quality of their outputs.

All activities are carried out in accordance with relevant organisational policy and procedures, as well as national and global codes of practice and regulations applicable to international freight forwarding.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select routing for sea and multimodal freight transport	1.1 Requirements for international sea and multimodal freight transport services are confirmed and clarified with customer
	1.2 Critical logistics aspects of freight transport are determined, analysed and considered in planning freight forwarding solution/s
	1.3 Checks are made to ensure all routing requirements for international sea and multimodal freight transport are fulfilled
	1.4 Special transport services advice is sought as required
	1.5 Suitable routing for sea or multimodal transport is selected after considering options available and analysing risks involved
	1.6 Alternative routing options are identified for use in contingencies
2 Advise on and organise packaging, packing, stowage and storage of freight for sea and multimodal freight transport	2.1 Given cargo type, transport mode, destination and selected route/s, suitable options for packaging, packing, stowage and storage of freight are determined
	2.2 Container types suitable for sea and multimodal transport and appropriate for freight type, are reviewed and appropriate options are selected
	2.3 Advice is provided to customer on packaging, packing, stowage and storage of freight, including loading and packing of suitable container types
	2.4 Pricing of containers and other forms of suitable freight packaging is calculated and advice is provided to customer
	2.5 Appropriate actions are taken to organise for planned forwarding project

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	2.6 Shipping documents required for selected containers or other forms of packaging are prepared in accordance with regulatory requirements and standard operating procedures
3 Assist in organising insurance for sea and multimodal freight transport	3.1 Risks involved in planned sea or multimodal freight forwarding solution are identified and analysed
	3.2 Transport and liability insurance requirements for proposed forwarding solution are evaluated and considered
	3.3 Assistance in selecting and organising appropriate insurance options is provided to customer in accordance with applicable regulatory requirements and standard operating procedures
4 Organise permits and authorisations needed for sea and multimodal freight transport	4.1 Documentation requirements are determined for cargo, transport mode/s) and selected routing concerned, including all permits and authorisations
	4.2 Documentation requirements are organised, completed and processed in accordance with applicable regulatory requirements and standard operating procedures
5 Liaise with freight forwarding global network	5.1 Appropriate liaison with agents, carriers and others in the global network and supply chain is undertaken to plan and organise freight forwarding project
	5.2 Appropriate information is communicated when liaising with the freight forwarding global network in accordance with regulatory requirements and standard operating procedures
6 Track international cargo being forwarded by sea or multimodal freight transport	6.1 International cargo being transported by sea or multimodal freight transport is tracked using available systems and technologies
	6.2 Problems with transiting freight identified during tracking activities are evaluated and appropriate actions are initiated to address these problems
	6.3 Advice on progress of shipment and any action

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	taken to address unexpected contingencies, is provided to customer
7 Complete required documentation and records	7.1 All forms and other documentation required for freight forwarding project are completed in accordance with applicable regulatory requirements and standard operating procedures
	7.2 Records of arrangements and transactions made are kept in accordance with applicable regulatory requirements and standard operating procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA5059A Plan and organise the international forwarding of freight by sea and multimodal transport.

Links

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

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Assessment Requirements for TLIA5059 Plan and organise the international forwarding of freight by sea and multimodal transport

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant codes of practice and applicable legislative requirements to the task
- communicating effectively with others including checking to confirm messages and responses are correctly and clearly understood (particularly in situations where communication is with a person for whom English is a second language)
- completing documentation accurately
- completing freight forwarding estimates and calculations of variables such as size, weight, distance, risks and costs
- interpreting and following operational instructions and prioritising work
- liaising with the freight forwarding global network and modifying activities as needed
- monitoring work activities in terms of planned schedule and deadlines
- organising permits and authorisations needed for sea and multimodal freight transport
- reading and interpreting instructions, procedures, information and signs
- reporting and/or rectifying identified problems in accordance with regulatory requirements and workplace procedures
- responding appropriately to cultural differences in the workplace
- selecting routing for sea and multimodal freight transport
- working collaboratively with others.

Knowledge Evidence

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

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- applicable regulations and legislation:
  - Australian and international regulations, conventions and codes of practice for international forwarding of freight
  - Australian and international standards and certification requirements
  - relevant Australian and international environmental protection legislation
  - relevant Australian and international transport security and safety legislation
  - relevant regulations for importing and exporting cargo
  - relevant regulations for international trading and financial transactions
- Australian and international regulations and conventions applicable to planning and organising international freight forwarding by sea or multimodal transport (including importing, exporting and transiting goods)
- cargo types, consignments and consolidations
- containers and containerisation, including types, purposes, dimensions and specifications; loading principles and processes; load planning for containers
- definitions, purpose and uses of Incoterms and Combiterms
- major trade routes, services, conferences, ports and freight terminals as they apply to maritime and multimodal freight transport
- maritime terminals, cargo handling and terminal equipment at major worldwide ports and freight terminals
- packaging cargo for transit by sea
- parameters of freight transport services
- principles and forms of maritime and multimodal freight transport
- principles and techniques of closed-loop communication in which checks are made to confirm that messages and responses being given or received are unambiguous and are correctly and clearly understood
- principles of international trade and commerce
- principles of quality assurance and customer service standards, policies and procedures as they apply in the international freight forwarding industry
- processes for chartering vessels – types of charter, terms and contracts
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- sources of information and documentation for planning and organising international freight forwarding by sea or multimodal transport, including regulatory bodies, permits and authorisations
- standard procedures, codes of practice and protocols for planning and organising international freight forwarding by sea or multimodal transport (including importing, exporting and transiting goods)
- types of marine cargo vessels – their applications, capacity and routes
- types of multimodal transport
- types of pre-transport issues in freight forwarding , including adequacy of insurance and packaging, security, stowage and handling in transit
- typical problems that can occur when planning and organising international freight forwarding by sea or multimodal transport and related appropriate action that can be taken to prevent or solve these problems.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment port must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA5060 Plan and organise the international forwarding of freight by air transport

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and organise international forwarding of freight by air transport (covering importing, exporting and transiting freight).

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, perform detailed analyses, use discretion and judgement, and take responsibility for the quality of their outputs.

All activities are carried out in accordance with relevant organisational policy and procedures, as well as national and global codes of practice and regulations applicable to international freight forwarding.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select routing for air freight transport	1.1 Requirements for international air freight transport services are confirmed and clarified with customer
	1.2 Critical logistics aspects of freight transport are analysed and considered in planning freight forwarding solution/s
	1.3 Checks are made to ensure all routing requirements for international sea and multimodal freight transport are fulfilled
	1.4 Special transport services advice is sought as required
	1.5 Suitable routing for air freight transport is selected after considering options available and analysing risks involved
	1.6 Alternative routing options are identified for possible use in contingencies
2 Advise on and organise packaging, packing, stowage and storage of freight for air transport	2.1 Given cargo type, transport mode, destination and selected route/s, suitable options for packaging, packing, stowage and storage of freight are determined
	2.2 Container types suitable for sea and multimodal transport and appropriate for freight type are reviewed and appropriate options are selected
	2.3 Advice is provided to customer on packaging, packing, stowage and storage of freight, including loading and packing of suitable container types
	2.4 Pricing of containers and other forms of suitable freight packaging is calculated and advice is provided to customer
	2.5 Appropriate actions are taken to organise for planned forwarding project
	2.6 Air freight documents required for selected containers or other forms of packaging are prepared

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	in accordance with regulatory requirements and standard operating procedures
3 Assist in organising insurance for air freight transport	3.1 Risks involved in planned air freight forwarding solution are identified and analysed
	3.2 Transport and liability insurance requirements for proposed forwarding solution are evaluated and considered
	3.3 Assistance in selecting and organising appropriate insurance options is provided to customer in accordance with applicable regulatory requirements and standard operating procedures
4 Organise permits and authorisations needed for air freight transport	4.1 Documentation requirements for cargo, transport mode/s and selected routing concerned, including all permits and authorisations, are determined
	4.2 Documentation requirements are organised, completed and processed in accordance with applicable regulatory requirements and standard operating procedures
5 Liaise with freight forwarding global network	5.1 Appropriate liaison with agents, carriers and others in the global network and supply chain is undertaken to plan and organise freight forwarding project
	5.2 Appropriate information is communicated when liaising with freight forwarding global network in accordance with regulatory requirements and standard operating procedures
6 Track and trace international cargo being forwarded by air transport	6.1 International cargo being transported by air freight transport is tracked and traced during a freight forwarding project using available systems and technologies
	6.2 Problems with transiting freight identified during tracking activities are evaluated and appropriate action is initiated to address these problems in accordance with standard operating procedures
	6.3 Advice is provided to customer on progress of international air freight transport project and action taken to address unexpected contingencies is provided to customer
7 Complete required	7.1 All forms and other documentation required for planned freight forwarding project are completed in

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documentation and records	accordance with applicable regulatory requirements and standard operating procedures
	7.2 Records of arrangements and transactions made are kept in accordance with applicable regulatory requirements and standard operating procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA5060A Plan and organise the international forwarding of freight by air transport.

Links

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

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Assessment Requirements for TLIA5060 Plan and organise the international forwarding of freight by air transport

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- assisting in organising insurance for air freight transport
- communicating effectively with others and confirming messages and responses are correctly and clearly understood (particularly in situations where communication is with a person for whom English is a second language)
- completing documentation and records required for air freight transport accurately
- completing freight forwarding estimates and calculations for air freight transport
- interpreting and following operational instructions and prioritising work
- liaising with the freight forwarding global network when organising air freight transport
- monitoring work activities in terms of planned schedule and deadlines
- organising permits and authorisations needed for air freight transport
- reading and interpreting instructions, procedures, information and relevant signs
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- responding appropriately to cultural differences in the workplace
- selecting routing for air freight transport
- tracking international cargo being forwarded by air transport
- working collaboratively with others
- working systematically with required attention to detail.

Knowledge Evidence

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

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- airports, cargo handling and terminal equipment at major worldwide airports and freight terminals
- aircraft containers and containerisation, including types, purposes, dimensions and specifications; loading principles and processes; load planning for containers
- aircraft types used for international air freight transport, including their applications, capacity and routes
- applicable regulations and legislation:
  - Australian and international regulations, conventions and codes of practice for international forwarding of freight by air transport
  - Australian and international standards and certification requirements
  - relevant Australian and international environmental protection legislation
  - relevant Australian and international transport security and safety legislation
  - relevant regulations for importing and exporting cargo
  - relevant regulations for international trading and financial transactions
- Australian and international regulations and conventions applicable to planning and organising international freight forwarding by air transport (including importing, exporting and transiting goods)
- cargo types, consignments and consolidations
- definitions, purpose and use of Incoterms and Combiterms
- global time zones and hours of operation
- major air routes, services, conferences, airports and freight terminals as they apply to air freight transport
- parameters of air freight transport including transport security requirements
- pre-transport issues for air transport
- principles of international trade and commerce
- principles of quality assurance and customer service standards, policies and procedures as they apply in the international freight forwarding industry
- processes for chartering aircraft – types of charter, terms and contracts
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- sources of information and documentation for international freight forwarding by air transport, including permits and authorisations
- standard procedures, codes of practice and protocols for planning and organising international freight forwarding by air transport (including importing, exporting and transiting goods)
- types of packaging for air transport
- typical problems that can occur when planning and organising international freight forwarding by air transport and related appropriate action that can be taken to prevent or solve these problems.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIA5061 Plan and organise the international forwarding of freight by road and rail transport

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and organise international forwarding of freight involving road and rail transport (covering importing, exporting and transiting freight).

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, perform detailed analyses, use discretion and judgement, and take responsibility for the quality of their outputs.

All activities are carried out in accordance with relevant organisational policy and procedures, as well as national and global codes of practice and regulations applicable to international freight forwarding.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select routing for road and rail freight transport	1.1 Requirements for international road and rail freight transport services are confirmed and clarified with customer
	1.2 Critical logistics aspects of freight transport are determined, analysed and considered in planning freight forwarding solution/s
	1.3 Checks are made to ensure all conventions for international road and rail freight transport are fulfilled
	1.4 Special transport services advice is sought as required
	1.5 Suitable routing for road and rail freight transport is selected after considering options available and analysing risks involved
	1.6 Alternative routing options are identified for possible use in contingencies
2 Advise on and organise packaging, packing, stowage and storage of freight for road and rail transport	2.1 Given cargo type, transport mode, destination and selected route/s, suitable options for packaging, packing, stowage and storage of freight are determined
	2.2 Container types suitable for road and rail freight transport and appropriate for freight type, are reviewed and appropriate options are selected
	2.3 Restrictions on dimensions of containers for transport by road and/or rail are considered when selecting container types
	2.4 Pricing of containers and other forms of freight packaging suitable for road and rail freight transport is calculated and advice is provided to customer
	2.5 Advice is provided to customer on selection, loading and packing of suitable container types

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	and other forms of freight packaging
	2.6 Documentation required is prepared in accordance with regulatory requirements and standard operating procedures
	2.7 Advice on packaging, packing, stowage and storage of freight is provided to customer
3 Assist in organising insurance for road and rail freight transport	3.1 Risks involved in the planned road and rail freight forwarding solution are identified and analysed
	3.2 Transport and liability insurance requirements for the proposed forwarding solution are evaluated and considered
	3.3 Assistance in selecting and organising appropriate insurance options is provided to the customer as per applicable regulatory requirements and standard operating procedures
4 Organise permits and authorisations needed for road and rail freight transport	4.1 Documentation requirements are determined for cargo, transport mode/s and selected routing concerned, including all permits and authorisations
	4.2 Documentation requirements are organised and processed in accordance with standard procedures and applicable regulatory requirements
5 Liaise with freight forwarding global network	5.1 Appropriate liaison with agents, carriers and others in the global network and supply chain is conducted to plan and organise freight forwarding project
	5.2 Appropriate information is communicated when liaising with the freight forwarding global network in accordance with regulatory requirements and standard operating procedures
6 Track international cargo being forwarded by road and rail transport	6.1 International cargo being transported by road or rail freight transport is tracked and traced during freight forwarding project using available systems and technologies
	6.2 Problems with transit of freight identified during tracking activities are evaluated and appropriate actions are initiated to address these problems in accordance with standard procedures

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	6.3 Advice on progress of international road and rail freight transport project and actions taken to address unexpected contingencies, is provided to customer
7 Complete required documentation and records	7.1 All forms and other documentation required for planned freight forwarding project are completed in accordance with applicable regulatory requirements and standard operating procedures
	7.2 Records of arrangements and transactions made are kept in accordance with applicable regulatory requirements and standard operating procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIA5061A Plan and organise the international forwarding of freight by road and rail transport.

Links

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

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Assessment Requirements for TLIA5061 Plan and organise the international forwarding of freight by road and rail transport

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant codes of practice and applicable legislative requirements
- assisting in organising insurance for road and rail freight transport
- communicating effectively with others including checking to confirm messages and responses are correctly and clearly understood (particularly in situations where communication is with a person for whom English is a second language)
- completing documentation and records required for road and rail freight transport
- completing freight forwarding calculations for road and rail freight transport
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- liaising with the freight forwarding global network
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule and deadlines
- organising permits and authorisations needed for road and rail freight transport
- performing required estimates and calculations of variables such as size, weight, distance, risk and costs
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems in accordance with regulatory requirements and workplace procedures
- responding appropriately to cultural differences in the workplace
- selecting routing for road and rail freight transport
- tracking international cargo being forwarded by road and rail transport
- working collaboratively with others
- working with required attention to detail.

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Knowledge Evidence

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

- applicable regulations and legislation:
  - Australian and international regulations, conventions and codes of practice for international forwarding of freight
  - Australian and international standards and certification requirements
  - relevant Australian and international environmental protection legislation
  - relevant Australian and international transport security and safety legislation
  - relevant regulations for importing and exporting cargo
  - relevant regulations for international trading and financial transactions
- Australian and international regulations and conventions applicable to planning and organising international freight forwarding involving road and rail transport (including importing, exporting and transiting goods)
- definitions, purpose and use of Incoterms and Combiterms
- forms of road and rail freight transport
- freight handling and terminal equipment at major worldwide road and rail freight terminals
- freight types, consignments and consolidations
- major road and rail routes, services, conferences, road and rail freight terminals as they apply to road and rail freight transport
- packaging cargo for transit by road and rail
- parameters of freight transport services
- principles of international trade and commerce
- quality assurance and customer service standards, policies and procedures as they apply in the international freight forwarding industry
- relevant environmental regulations
- road and rail containers and containerisation, including types, purposes, dimensions and specifications; loading principles and processes; load planning for containers
- sources of information and documentation needed when planning and organising international freight forwarding by road and rail transport, including permits and authorisations
- standard procedures, for planning and organising international freight forwarding involving road and rail transport
- types of pre-transport issues in freight forwarding , including adequacy of insurance and packaging, security, stowage and handling in transit
- types of road vehicles, trains and rolling stock – their applications, capacity and routes
- typical problems that can occur and related appropriate actions that can be taken to prevent or solve these problems.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisation*s current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB0117 Assist with preparation of a train prior to operation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assist with the preparation of a train prior to operation in accordance with organisational procedures, and the requirements of relevant safeworking rules and codes of practice.

It includes preparing for and implementing the prescribed pre-departure checks, completing required train documentation and confirming the train can proceed.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed in conjunction with a train driver. It involves the application of routine operational principles and procedures when preparing for train operations, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for pre-departure checks	1.1 Required checks and relevant procedures and standards are identified
	1.2 Purpose of the journey and activities to be undertaken are identified
	1.3 Constraints and special instructions that may apply for the journey are identified
	1.4 Hazards are identified, risks are assessed and risk control measures are implemented
	1.5 Documentation is read to identify and confirm consist, attach/detach information and characteristics of the train
2 Implement pre-departure checks	2.1 Train, or relevant portion of the train, is checked to ensure that rolling stock is coupled and sequenced correctly
	2.2 Rolling stock is checked to ensure it is fit for operation in accordance with regulatory requirements and organisational procedures
	2.3 Assistance is provided when train braking systems are tested to ensure they are operating effectively
	2.4 Visual inspection is conducted to identify obvious faults or defects that would prevent safe transit
	2.5 Action is taken within limits of own role to rectify faults and ensure minimum delay to planned running schedule
	2.6 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are followed to prevent injury and damage
3 Confirm train can proceed	3.1 Documentation is completed after checking rolling stock and train equipment in accordance with organisational procedures
	3.2 Relevant personnel are promptly advised of the result of completed checks
	3.3 Authority to proceed relevant to the operational situation is obtained and followed

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB0117A Assist with preparation of a train prior to operation.

Links

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

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Assessment Requirements for TLIB0117 Assist with preparation of a train prior to operation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- carrying out all pre-departure checks in accordance with workplace procedures
- communicating effectively with others when preparing a train for operation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying typical faults and defects for the type of rolling stock being operated
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and rectifying within limits of own role identified problems, faults and malfunctions, in accordance with workplace procedures
- testing braking systems in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- applicable state/territory legislated rail safety requirements and relevant codes of practice and/or guidelines
- contingency management processes
- emergency procedures
- pre-departure train testing procedures
- procedures for preparing a train for operation
- relevant methods to overcome identified faults and defects
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- safeworking systems and requirements
- train characteristics and specifications
- train coupling equipment and methods
- train preparation documentation procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIB0127 Certify rolling stock prior to handover

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to certify rolling stock as fit for purpose in accordance with relevant organisational procedures, rail industry standards, rules, regulations and codes of practice.

It includes completing certification and documentation in accordance with organisational or client requirements.

This unit applies to workers required to carry out these activities as part of a maintenance role within a defined location on behalf of their own or a client's organisation.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Complete certification requirements	1.1 Certification requirements for particular rolling stock are confirmed by reference to applicable specifications
	1.2 Planned activities are identified in accordance with organisational procedures
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Completed maintenance activities are verified against planned activities
	1.5 Completed maintenance activities are validated as required in accordance with organisational procedures
	1.6 Where maintenance activities are not completed an assessment is carried out to confirm rolling stock is fit for purpose in accordance with organisational procedures
	1.7 Completed maintenance activities are confirmed against operational performance requirements
	1.8 Certificate is issued in accordance with organisational procedures
2 Complete documentation	2.1 Required documentation procedures and processes are confirmed
	2.2 Documentation is filled in legibly and proofread, in accordance with organisational procedures and regulatory requirements
	2.3 Required documentation is archived in accordance with organisational procedures and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB0127A Certify rolling stock prior to handover.

Links

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

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Assessment Requirements for TLIB0127 Certify rolling stock prior to handover

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- reading and interpreting relevant procedures and standards.

Knowledge Evidence

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

- applicable specifications for the type of rolling stock being certified
- organisational requirements for certifying rolling stock
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and relevant regulations
- requirements for completing relevant documentation when certifying rolling stock prior to handover
- requirements of organisational maintenance systems, procedures, rail industry standards, codes of practice and schedules.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
-

Links

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

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TLIB0128 Conduct pre-movement checks on motive power units

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct pre-movement checks on motive power units in accordance with relevant organisational procedures, rules and codes of practice.

It includes conducting pre-start checks, and starting and positioning motive power units in accordance with workplace requirements.

This unit applies to people required to carry out these activities as part of a maintenance role within a defined location.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Carry out pre-start checks	1.1 Allocation of motive power units is checked in conjunction with appropriate personnel
	1.2 Motive power unit to be inspected and prepared is located
	1.3 Completion of all maintenance activities is confirmed
	1.4 Checks for safety controls are conducted in accordance with organisational procedures
	1.5 Internal and external integrity checks are conducted in accordance with organisational procedures
	1.6 Fluid levels are checked and appropriate action is taken as required
2 Start motive power unit	2.1 Motive power unit is started in accordance with manufacturer instructions and/or organisational procedures, and faults are recognised, diagnosed, reported and recorded in appropriate records for follow-up
	2.2 Hazards are identified, risks are assessed and risk control measures are implemented
	2.3 For critical or serious equipment faults that cannot be readily rectified, motive power unit is shut down, faulty equipment is isolated and tagged, and problem is reported for rectification
	2.4 All instruments and gauges are observed, readings are interpreted to confirm effective air and electrical operation, and where a problem is indicated, action is taken to determine the cause and to rectify or report the situation
	2.5 Fluid levels are rechecked after starting and appropriate action is taken as required
	2.6 Pre-movement checks are carried out to ensure motive power unit is braking and powering effectively and is safe to move
3 Complete documentation	3.1 All required documentation concerning inspecting the motive power unit is completed and processed in accordance with organisational procedures and regulatory requirements
	3.2 Logbook and other maintenance records on the motive power unit are completed and processed in accordance with organisational procedures and regulatory requirements
4 Position motive power unit	4.1 Authority to move and position motive power unit is obtained and relevant personnel are advised of intention and procedures

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4.2 Relevant personnel are made aware that motive power unit is about to be moved in accordance with organisational procedures

4.3 Motive power unit is operated in accordance with standard procedures and regulatory requirements, and within operating and operational constraints

4.4 Motive power unit is positioned in accordance with operational requirements and directions

4.5 Motive power unit performance is monitored during operation to confirm effective operation and/or to identify defects

4.6 Equipment defects are identified, reported, rectified and recorded or relevant personnel are advised for assistance

4.7 Relevant work health and safety (WHS)/occupational health and safety (OHS) and regulatory requirements are followed to ensure safety and to prevent injury and damage

4.8 Relevant personnel are advised that the motive power unit is secured in the required position and is ready for service

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB0128A Conduct pre-movement checks on motive power units.

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Links

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

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Assessment Requirements for TLIB0128 Conduct pre-movement checks on motive power units

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to differences in motive power units and associated equipment and procedures
- applying relevant workplace procedures
- communicating effectively with others when inspecting and preparing a motive power unit
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying who is responsible for authorising the movement of rolling stock
- interpreting and following instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs.

Knowledge Evidence

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

- procedures for managing and controlling hazardous situations when preparing and starting up a motive power unit
- procedures for conducting pre-movement checks prior to moving a motive power unit
- relevant work health and safety (WHS)/occupational health and safety (OHS) and rail safety requirements
- requirements for completing relevant documentation when inspecting and preparing a motive power unit
- start-up requirements for a motive power unit and associated manufacturer instructions and organisational procedures.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, rules, codes of practice and operation manuals.
-

Links

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

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TLIB0132 Start up and shut down a single locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to start up and shut down a single locomotive.

It includes inspecting, preparing and starting up a single locomotive; conducting in-cab and post start-up checks; completing start-up documentation; stabling locomotive; and carrying out post-operational checks.

Locomotives may include:

- diesel locomotives
- electric locomotives
- railcars.

This work is conducted as part of operating locomotives and may be carried out by different personnel working within rail operations.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Inspect and prepare locomotive	1.1 Identification and location of locomotive is confirmed
	1.2 Logbook and locomotive are checked for out of service indications and to confirm serviceability
	1.3 Locomotive kit and equipment are checked as required, and defects and deficiencies are recorded and rectified, isolated, tagged or reported as required, in accordance with organisational procedures
	1.4 Fuel, lubricating oils, water, coolant and sand equipment are checked as required and then replenished as required, in accordance with manufacturer and/or organisational procedures
	1.5 Hazards are identified, risks are assessed and control measures are implemented
	1.6 External visual checks are conducted in accordance with manufacturer and/or organisational policies and procedures
2 Start up locomotive	2.1 Locomotive is started in accordance with manufacturer instructions and/or organisational procedures
	2.2 Operating faults are identified, diagnosed, rectified and/or reported and recorded in appropriate records
	2.3 All instruments and gauges are observed and readings are interpreted to confirm effective operation in accordance with manufacturer and/or organisational procedures
	2.4 Fluid levels are rechecked after starting, as required, and appropriate action is taken as required
3 Conduct in-cab checks	3.1 Locomotive in-cab checks are conducted in accordance with manufacturer and/or organisational policies and procedures
	3.2 Vigilance and safety controls and indicators are checked to ensure they are functioning correctly and appropriate action is taken if they are not working correctly
	3.3 Communications equipment is checked to ensure it is functioning correctly and appropriate action is taken if it is not

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	working correctly
	3.4 Personal in-cab equipment and crew comfort requirements are checked and adjusted for correct functionality and comfort
	3.5 Auxiliary and emergency equipment is checked and confirmed to be operational in accordance with operating requirements
4 Conduct post start-up checks	4.1 Post start-up checks are carried out to ensure locomotive is braking and powering effectively and is safe to move, in accordance with manufacturer and/or organisational policies and procedures
	4.2 Communications equipment is obtained and checked, as required, to ensure it is functional
	4.3 Pantographs are raised or lowered and confirmed to be operational, as required, in accordance with manufacturer instructions and/or organisational procedures
5 Complete start-up documentation	5.1 All required documentation concerning inspecting the locomotive is completed and processed in accordance with organisational policies and procedures
	5.2 Logbook and other locomotive service records are completed and stored in accordance with organisational policies and procedures
6 Stable locomotive	6.1 Location for stabling locomotive is identified and confirmed with appropriate personnel
	6.2 Directions of appropriate personnel are interpreted and followed as required
	6.3 Locomotive is stabled and shut down in accordance with manufacturer and/or organisational procedures
	6.4 Locomotive is secured in accordance with organisational policies and procedures
	6.5 Control equipment and cab are secured in accordance with organisational policies and procedures
	6.6 Additional protection is set in place as required, in accordance with organisational policies and procedures
7 Carry out post-operational checks	7.1 Fuel, oil, water and sand levels are checked as required and then replenished as required
	7.2 Outcomes of post-operational checks are recorded and

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processed in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB0132A Start up and shut down a single locomotive.

Links

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

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Assessment Requirements for TLIB0132 Start up and shut down a single locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to differences in locomotives and associated equipment and procedures
- communicating effectively with others
- completing all pre start-up checks on a locomotive
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures and information and signs.

Knowledge Evidence

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

- auxiliary systems on a locomotive, and related checks and workplace procedures
- braking and safety system procedures for a locomotive
- defects that can occur on a locomotive and related action that should be taken
- external features of a locomotive that must be checked during a visual inspection
- functions of all supervisory indicators and controls, and related checks for correct operation
- inspection procedures for a locomotive
- lubrication requirements for a locomotive
- procedures and required protocol for operating electronic communications equipment
- purpose and location of controls, monitoring devices, braking, power source and traction systems

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- relevant state/territory legislated rail safety requirements, codes of practice and/or guidelines
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

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

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TLIB1024 Clean transportation units and facilities for passenger use

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to clean transportation units and facilities for passenger use in accordance with workplace and codes/regulatory requirements as part of work activities within the transport and logistics industry.

It includes identifying and preparing for cleaning, cleaning the facility or unit, identifying minor maintenance requirements of transportation units and facilities, and completing all work requirements.

Work is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify and prepare for cleaning**	1.1	Transportation units and facilities are inspected for hygiene and cleanliness on an ongoing basis
		1.2	Customer complaints regarding lack of hygiene and cleanliness within transport units and facilities are investigated
		1.3	Transport units or areas requiring cleaning and the nature of the material to be cleaned is identified to determine appropriate response
		1.4	Cleaning procedures are identified, and cleaning materials and equipment are organised in accordance with workplace procedures
		1.5	Areas that require cleaning that breach work health and safety (WHS)/occupational health and safety (OHS) regulations or workplace standards are cordoned off to prevent access by staff and customers
2	**Clean facility or unit**	2.1	Transportation units and facilities are cleaned or detailed to workplace standards
		2.2	Cleaning equipment is operated in accordance with WHS/OHS regulations, codes of practice, and workplace procedures
		2.3	Chemicals are used in accordance with WHS/OHS legislation, codes of practice, policies and procedures
		2.4	Hazardous and general waste is removed in accordance with WHS/OHS regulations, codes of practice and workplace procedures
3	**Identify minor maintenance requirements of transportation units and facilities**	3.1	Transport units and facilities are inspected to identify maintenance requirements
		3.2	Minor maintenance of transport units and facilities is conducted in accordance with workplace policies and procedures
		3.3	Minor maintenance actions are reported in accordance with workplace procedures
		3.4	Further maintenance requirements of transport units or facilities are reported in accordance with workplace procedures
4	**Complete the work**	4.1	Cordoned off area is re-opened for use when safe for staff

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and customer access

4.2 Transportation units/facilities cleanliness and appearance is verified prior to being released for service

4.3 Cleaning equipment stocks are monitored and replenished as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB1024A Clean transportation units and facilities for passenger use.

Links

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

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Assessment Requirements for TLIB1024 Clean transportation units and facilities for passenger use

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist when cleaning transportation units and facilities
- applying relevant legislation and workplace procedures in reference to cleaning transportation units and facilities for passenger use
- communicating and working effectively with others when cleaning transportation units and facilities
- completing documentation related to work activities
- demonstrating an understanding of work health and safety (WHS)/occupational health and safety (OHS) requirements for cleaning transportation units and facilities
- demonstrating an understanding of WHS/OHS requirements for cordoning off an area to the public when cleaning transportation units and facilities
- handling and storing hazardous substances and materials
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communication equipment to required protocol
- reading, interpreting and following instructions, procedures, information and signs relevant to cleaning transportation units and facilities
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and safely using relevant equipment and materials when cleaning transportation units and facilities
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- selecting, mixing and applying appropriate cleaning materials
- working systematically with required attention to detail without injury to self or others,

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or damage to goods or equipment.

Knowledge Evidence

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

- communication requirements when cleaning transportation units and facilities
- documentation and record requirements
- equipment, chemicals and materials used when cleaning transportation units and facilities for passenger use, and the precautions and procedures to be followed in their use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for cleaning transportation units and facilities for passenger use
- problems that may occur when cleaning transportation units and facilities, and appropriate action that can be taken to resolve these problems
- regulations relevant to cleaning transportation units and facilities for passenger use including, where relevant, the Australian Dangerous Goods (ADG) Code and relevant health and hygiene requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout
- workplace procedures and policies for cleaning transportation units and facilities for passenger use, including discharging waste and charging water containers.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Performance is demonstrated consistently over time and in a suitable range of contexts.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIB1028 Maintain and use hand tools

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain and use hand tools in accordance with workplace procedures and safeworking codes across a variety of operational workplace contexts within the transport and logistics industry.

It includes selecting and using hand tools to complete workplace tasks, maintaining basic hand tools in accordance with manufacturer's instructions, and securing and storing hand tools in accordance with workplace procedures.

Work is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select and use	1.1 Correct tools are chosen to complete workplace tasks and to

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hand tools		ensure efficient and safeworking conditions
	1.2	Appropriate personal safety protection is used to minimise personal injury risk
2 Maintain hand tools	2.1	Equipment is cleaned and maintained in accordance with manufacturer's specifications and/or local instructions to ensure correct functionality of equipment
	2.2	Unserviceable tools are repaired, replaced or reported to relevant personnel to ensure correct functionality
3 Secure and store hand tools	3.1	Tools are transported in a safe, secure, efficient manner to minimise risk of injury to personnel and damage to equipment
	3.2	Tools are stored and secured according to manufacturer's or workplace procedures to prevent damage to, and losses of, equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB1028A Maintain and use hand tools.

Links

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

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Assessment Requirements for TLIB1028 Maintain and use hand tools

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting, and efficiently and effectively using relevant hand tools and related materials
- reading, interpreting and following relevant instructions, procedures, information and signs.

Knowledge Evidence

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

- emergency procedures
- materials for maintaining and using hand tools and the procedures and precautions for their care, use and storage
- problems that can occur maintaining and using hand tools and related action that should be taken
- relevant work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- relevant sections of state/territory regulations, codes of practice and safeworking system requirements
- workplace documentation and records requirements
- workplace procedures and policies for maintaining and using hand tools.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIB1030 Undertake general site maintenance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake general site housekeeping and maintenance in depots, sub-depots, factories, compounds and campsites according to safeworking and regulatory requirements and workplace procedures.

It includes preparing for work, conducting site housekeeping functions, applying pest and vegetation control measures, and completing all work requirements.

Work is performed under minimal supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	1.1 Works order including drawings, sketches and material lists is received/accessed, analysed and confirmed as required by

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	site inspection	
	1.2	Resources, including equipment and materials, are identified and obtained
	1.3	Liaison and communication issues with other personnel at the site are resolved
	1.4	Hazards are identified prior to commencing work
	1.5	Site safety requirements are observed
2 Conduct site housekeeping functions	2.1	Stores, materials and equipment are loaded/off-loaded safely and secured
	2.2	Site, including stores and materials, is laid out to plan
	2.3	Stores and materials are checked for serviceability, cleaned as required and prepared for use
	2.4	Minor earthwork maintenance is conducted
	2.5	Excess materials and refuse are disposed of/returned, as required by workplace procedures
3 Apply pest and vegetation control measures	3.1	Pest and vegetation control requirements are identified and appropriate control measure is selected in accordance with workplace procedures
	3.2	Chemical control agents are prepared in accordance with safety requirements and workplace procedures
	3.3	Pest control measures are applied, monitored and varied to maintain effectiveness
	3.4	Control measures are applied, and pests and vegetation are removed/neutralised
4 Complete work	4.1	Worksite is rehabilitated
	4.2	Work completion details are finalised and recorded/advised to appropriate personnel

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB1030A Undertake general site maintenance.

Links

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

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Assessment Requirements for TLIB1030 Undertake general site maintenance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when carrying out general site maintenance
- completing documentation related to general site maintenance
- identifying and organising resources required for work activities
- implementing contingency plans and modifying activities depending on operational contingencies, risk situations and environments that may occur when carrying out general site maintenance
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communication equipment to required protocol
- reading, interpreting and following instructions, procedures, information, labels and signs relevant to general site maintenance
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using hand tools and minor plant
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- characteristics of plant and equipment, transport, structures, hardware and electrical components used in work activities
- contents of workplace technical manuals and instructions relating to the work activities concerned
- hazardous chemicals used in general site maintenance, and related precautions and personal protection measures
- hazards that may exist during site maintenance activities and ways of controlling the risks involved
- impact on work activities of regulatory requirements
- problems that may occur during site maintenance activities, and action that can be taken to report or resolve these problems
- relevant WHS/OHS and environmental procedures and regulations
- relevant recording and documentation procedures
- relevant sections of applicable regulatory requirements
- workplace documentation and records system management related to the work concerned
- workplace procedures for general site maintenance.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

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TLIB1031 Clean up plant, equipment and worksite

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to clean up plant, equipment and worksite in accordance with state/territory Acts and regulations, nationally approved compliance codes and/or guidelines and workplace procedures.

Work is undertaken as part of workplace activities across a variety of operational contexts within the transport and logistics industry.

It includes planning and preparing work, arranging the clear up and disposal/reclamation of material, operating cleaning equipment and mobile plant, finalising the work and restoring the site.

Work is performed under minimal supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Plan and prepare work**	1.1	Details of cleaning requirements are identified by instructions, inspections, work orders and schedules
		1.2	Materials and equipment are identified and obtained
		1.3	Relevant legislative, statutory and workplace requirements and standards are identified and built into the planning process
		1.4	Environmental regulatory requirements are identified and built into the planning process to ensure site is left in an environmentally sound condition
		1.5	Required materials to be removed and methods of removal are identified to facilitate clean up
2	**Arrange clear up and disposal/ reclamation of material**	2.1	Storage/disposal areas and quarantine zones are identified and arranged to ensure environmentally sound disposal
		2.2	Reclaimed material is removed to storage areas using appropriate methods
		2.3	Non-required materials/services are removed and disposed of in appropriate manner to ensure clean and environmentally stable site
		2.4	Site is inspected for overlooked materials to minimise wastage and losses
3	**Operate cleaning equipment and mobile plant**	3.1	Cleaning equipment and mobile plant are operated to site and manufacturer’s requirements
		3.2	Operator maintenance is performed to manufacturer’s/site standards
		3.3	Cleaning equipment is cleaned and stored
4	**Finalise work and restore site**	4.1	Drainage is established/restored as necessary to ensure well drained site
		4.2	Re-vegetation/environmental repair is arranged as required to return site to environmentally sound condition
		4.3	Barriers are removed or checked for integrity to ensure access to correct areas
		4.4	Access roads are closed as required to prevent unauthorised access to closed site

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4.5	Site level and surface condition are left in a suitable state to ensure an environmentally sound, safe and clean site

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB1031A Clean up plant, equipment and worksite.

Links

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

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Assessment Requirements for TLIB1031 Clean up plant, equipment and worksite

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying cleaning agents, sealants and chemicals
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when cleaning up plant, equipment and worksites
- completing documentation related to cleaning up plant, equipment and worksites
- handling hazardous materials
- identifying and reclaiming salvageable materials
- identifying and removing water/waste/surplus materials
- implementing contingency plans when cleaning up plant, equipment and worksites
- levelling and re-vegetating sites
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment and sites in accordance with standard operating procedures
- operating and maintaining relevant mobile plant and mobile plant equipment
- operating electronic communication equipment to required protocol
- reading, interpreting and following instructions, procedures, information and signs relevant to cleaning up plant, equipment and worksites
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- using barriers correctly
- using hand and power tools
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- applicable legislated safety requirements including state/territory Acts, regulations and nationally approved compliance codes and/or guidelines
- applications and characteristics of plant and equipment
- cleaning agents/sealants and their properties and precautions for their use
- cleaning equipment, related materials and their applications
- hazards that may exist when cleaning up plant, equipment and worksites and ways of controlling the risks involved
- manufacturer instructions for servicing and cleaning equipment
- permit to work system
- plant and equipment cleaning procedures and instructions
- problems that may occur when cleaning up plant, equipment and worksites, and action that can be taken to report or resolve these problems
- relevant recording and documentation requirements
- workplace procedures for cleaning up plant, equipment and worksites.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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TLIB1080 Use, clean and maintain towing equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use, clean and maintain towing equipment in accordance with regulations, workplace procedures and workplace requirements.

It includes carrying out pre-operation checks on equipment, carrying out basic routine servicing of equipment, using towing equipment, cleaning equipment, and recording and reporting check results.

Persons achieving competence in this unit will need to fulfil relevant work health and safety (WHS)/occupational health and safety (OHS) legislation and regulations covering using, cleaning and basic servicing of a towing vehicle and equipment concerned.

Work is performed under limited supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Visually inspect vehicle and towing equipment	1.1 Towing vehicle and equipment are visually inspected prior to operations in accordance with standard pre-operational functional and safety check workplace procedures and manufacturer specifications
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Aspects of vehicle or equipment found to be faulty or outside manufacturer or workplace specifications are reported to designated persons for appropriate action
2 Check vehicle and towing equipment for operational capability	2.1 Towing vehicle and equipment are checked to ensure they can be operated in accordance with manufacturer specifications and workplace procedures
	2.2 All safety systems are checked for operational effectiveness
	2.3 Routine servicing and lubrication checks of towing vehicle and its equipment are carried out in accordance with the service schedule for a vehicle and the equipment concerned
3 Identify and assess impact of faults on towing operations	3.1 Effect of identified faults on the operation of a towing vehicle and equipment is assessed
	3.2 Faulty equipment or components that may affect the safe operation of a vehicle and equipment are isolated, tagged and reported to appropriate personnel for rectification
4 Use towing equipment on vehicle	4.1 Towing equipment is operated in accordance with manufacturer specifications and regulatory requirements
	4.2 Attachment points used in towing operation and weight of vehicle being towed or load being carried are checked to ensure they are consistent with established towing practice, regulatory requirements and permissible safe working loads for towing vehicle and its associated towing equipment
	4.3 Safety precautions are followed when using towing equipment on a towing vehicle in accordance with workplace procedures and WHS/OHS requirements

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	4.4 Personal protective equipment (PPE) is worn in accordance with workplace procedures and WHS/OHS requirements
5 Clean towing vehicle and its equipment	5.1 Appropriate cleaning process is selected for type of towing vehicle and its equipment in accordance with workplace procedures
	5.2 Cleaning materials are prepared in accordance with manufacturer's instructions and workplace procedure
	5.3 Required PPE and safety equipment is selected and used in accordance with regulatory requirements and workplace procedures
	5.4 Towing vehicle is cleaned using appropriate cleaning materials and tools in accordance with workplace procedures
6 Record and report results of visual inspection and operational checks	6.1 Results of visual inspection and operational checks are accurately reported in accordance with regulatory requirements, workplace policy and workplace procedures
	6.2 Clear, unambiguous and concise records are kept in accordance with workplace policy
	6.3 Clear reference is made to any items that may affect the future safety of a towing vehicle or equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB1080A Use, clean and maintain towing equipment.

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Links

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

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Assessment Requirements for TLIB1080 Use, clean and maintain towing equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to changes in towing vehicles, associated equipment and workplace procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- modifying activities depending on towing contexts, risk situations and environments
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures and labels
- recognising problems concerning the safety and operational capability of a towing vehicle and its equipment and taking appropriate action
- selecting and using relevant equipment, tools and cleaning agents
- using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards including the operation of portable fire extinguishers
- working safely and collaboratively with others.

Knowledge Evidence

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

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- characteristics, capabilities and limitations of towing vehicle and its equipment
- documentation and record requirements when using, cleaning and servicing a towing vehicle and its equipment
- focus of operation of work systems, equipment, management and workplace operating systems for using, cleaning and servicing a towing vehicle and its equipment
- hazards that may exist when using, cleaning and servicing a towing vehicle and its equipment, and the precautions and action that should be taken to minimise or eliminate hazards concerned
- housekeeping standards and procedures
- operational safety requirements for towing vehicle and equipment concerned
- problems that may occur and appropriate action that can be taken to resolve these problems
- relevant regulations and standards
- relevant WHS/OHS and environmental protection procedures and guidelines
- safe working loads for towing vehicle
- tools, materials and equipment for using , cleaning and maintenance of a towing vehicle and its equipment, and the precautions and procedures that should be followed in their use
- workplace procedures and policies for using, cleaning and servicing of a towing vehicle and its equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, load restraint guide, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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

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TLIB1093 Clean equipment and restore worksite

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to clean up plant, equipment and worksite in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes planning and preparing work, arranging the clear up and disposal/reclamation of material, operating cleaning equipment and mobile plant, finalising the work and restoring the site.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when cleaning up plant, equipment and worksite, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan and prepare work	1.1 Details of cleaning requirements are identified by referring to instructions, inspections, work orders and schedules
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Cleaning material and equipment are identified and obtained
	1.4 Required materials to be removed and methods of removal are identified to facilitate clean up
2 Clear up and dispose of or reclaim material	2.1 Storage/disposal areas and quarantine zones are identified to ensure environmentally sound disposal
	2.2 Reclaimed material is removed to storage areas using appropriate methods
	2.3 Non-required material/services are removed and disposed of appropriately to ensure clean and environmentally stable site is maintained
	2.4 Site is inspected for overlooked material to minimise wastage and losses
3 Operate cleaning equipment and mobile plant	3.1 Cleaning equipment and mobile plant are operated safely to minimise risk of injury to people and equipment damage
	3.2 Personal protective equipment required to operate cleaning equipment and mobile plant is identified, obtained and worn as required
	3.3 Site/manufacturer requirements for operating cleaning equipment and mobile plant are confirmed, clarified as required and followed
	3.4 Site/manufacturer requirements for maintaining cleaning equipment and mobile plant are confirmed, clarified as required and followed
	3.5 Cleaning equipment is cleaned and stored in accordance with site/manufacturer requirements
4 Finalise work and restore site	4.1 Barriers are removed or checked for integrity to ensure access to correct areas as required

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4.2 Site is left in suitable surface condition to ensure an environmentally sound, safe and clean site

4.3 Required documentation is completed and processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB1093A Clean equipment and restore worksite.

Links

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

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Assessment Requirements for TLIB1093 Clean equipment and restore worksite

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying cleaning agents, sealants and chemicals in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedures
- applying relevant workplace procedures
- completing relevant documentation
- disposing of waste materials in accordance with workplace procedures
- identifying and obtaining correct materials and equipment
- identifying and reclaiming salvageable materials
- identifying and removing water/waste/surplus materials
- interpreting and following operational instructions
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- leaving site in a suitable condition
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment and sites in accordance with operating procedures
- operating and maintaining relevant cleaning equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with workplace procedures
- using quarantine zone and barriers in accordance with environmental and workplace procedures when disposing of material
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- cleaning agents/sealants and their properties and precautions for their use
- cleaning equipment and related materials, and their applications
- hazards that may exist when cleaning up plant, equipment and worksites, and ways of controlling the risks involved
- manufacturer instructions for cleaning equipment
- problems that may occur when cleaning up plant, equipment and worksites, and action that can be taken to report or resolve these problems
- relevant rail danger zones
- relevant recording and documentation requirements
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and codes of practice
- SDSs/MSDSs, manufacturer instructions and organisational procedures
- workplace procedures for cleaning up plant, equipment and worksites.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, SDSs/MSDSs, codes of practice and operation manuals.
-

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Links

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

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TLIB2001 Check and assess operational capabilities of equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to check and assess the operational capabilities of equipment in accordance with regulations, workplace procedures and requirements, within the transport and logistics industry.

It includes inspecting equipment and the work area, checking the operational capability of equipment and its safety devices, identifying and assessing the impact of faults on safety and work requirements, and recording and reporting inspection and testing results.

Safety checks and equipment tests are performed under limited supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Inspect equipment and	1.1 Equipment is inspected prior to start-up in accordance with workplace pre-operational functional safety check

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work area	procedures and manufacturer's specifications
	1.2 Aspects of equipment/work area found to be outside manufacturer's and/or workplace specifications are reported to designated persons for appropriate action
2 Check equipment operational capability	2.1 Equipment and components are tested after start-up in accordance with manufacturer's specifications and workplace procedures
	2.2 Warning systems are checked for operational effectiveness
3 Identify and assess impact of faults on work requirements	3.1 Faults are identified and assessment is made of the potential effect on the operation of the equipment for the required work
	3.2 Faults that may affect the safe operation of the equipment are reported to the appropriate personnel for rectification
4 Record and report inspection and testing results	4.1 Inspection and testing results are accurately reported in accordance with regulatory requirements, workplace policies and industry guidelines
	4.2 Clear, unambiguous and concise records are kept, in accordance with workplace policies
	4.3 Clear reference is made to any items that may affect the future safety of the equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIB2001A Check and assess operational capabilities of equipment.

Links

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

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Assessment Requirements for TLIB2001 Check and assess operational capabilities of equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes during work activities
- communicating and working effectively with others when checking and assessing equipment operational capability
- completing documentation related to checking and assessing equipment operational capability
- implementing contingency plans and modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures, information, labels and signs relevant to the checking and assessing of the operational capability of equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment and communications technology when checking and assessing equipment operational capability
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and standard operating procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- equipment characteristics, capabilities, limitations and operational safety requirements
- housekeeping procedures
- operational work systems, equipment, management and site operating systems for checking and assessing equipment operational capability
- problems that may occur when checking and assessing equipment operational capability and appropriate action that can be taken to resolve these problems
- site layout and obstacles
- tools and equipment used when checking and assessing equipment operational capability and the precautions and procedures to be followed in their use.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIB2003 Carry out vehicle servicing and maintenance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out basic servicing and maintenance of a commercial vehicle, in accordance with relevant roads and traffic authority regulations.

It includes actions to implement vehicle manufacturer specifications for routine checks and maintenance, to ensure all specified safety requirements are met, and to ensure vehicle is operational to workplace requirements and relevant state/territory roads and traffic authority regulations.

Work is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Maintain and service vehicle systems	1.1 Hazards are identified, risks are assessed and control measures are implemented
	1.2 Fluid levels are checked and adjusted in accordance with manufacturer specifications and workplace procedures
	1.3 Air levels are checked and adjusted in accordance with manufacturer specifications and workplace procedures
	1.4 Routine checks are made of vehicle systems and appropriate action is initiated for maintenance as required in accordance with workplace procedures
	1.5 Appropriate precautions and procedures are followed when servicing/maintaining a vehicle to ensure adequate protection of the environment
	1.6 Work health and safety (WHS)/occupational health and safety (OHS) procedures are followed when carrying out routine servicing and maintenance of a vehicle
2 Carry out minor vehicle repairs	2.1 Vehicle components are removed, repaired or replaced and refitted to vehicle using correct tools in accordance with manufacturer instructions and workplace procedures
	2.2 Tyres on vehicle are repaired or replaced in accordance with workplace procedures and manufacturer instructions
	2.3 Worn brakes are identified and action is taken in accordance with workplace procedures and manufacturer specifications
	2.4 Need for more complex maintenance procedures is identified and problem is correctly referred in accordance with workplace procedures
3 Diagnose minor vehicle faults and undertake repairs for the	3.1 Minor faults in vehicle systems are identified, diagnosed and repaired in accordance with

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safe operation of a vehicle	manufacturer specifications and workplace procedures
	3.2 Identified faults that create a safety hazard are reported and appropriate action is taken to remove vehicle from operation pending repair
4 Complete documentation	4.1 Routine servicing, maintenance and repair record requirements are confirmed
	4.2 Records of routine servicing, maintenance and repairs are kept in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2003A Carry out vehicle servicing and maintenance.

Links

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

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Assessment Requirements for TLIB2003 Carry out vehicle servicing and maintenance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes
- communicating and working effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- monitoring performance of equipment
- operating and adapting to differences in equipment in accordance with workplace procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and standard operating procedures
- working systematically with required attention to detail without injury to self or others, or damage to vehicle or equipment.

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Knowledge Evidence

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

- basic fault finding procedures required for routine servicing and maintenance of vehicles
- basic principles for operating systems on commercial vehicles, including electrical systems, fuel systems, cooling systems, steering systems, exhaust systems, tyres and brakes
- housekeeping standards for routine servicing and maintenance
- problems that may occur during vehicle routine servicing and maintenance and appropriate action and solutions
- procedures for checking, and routine servicing and maintenance of a commercial vehicle, in accordance with workplace and manufacturer requirements, and established safety rules and regulations
- procedures for use and maintenance of materials, tools and parts required for routine servicing and maintenance
- procedures required to minimise waste during routine servicing and maintenance
- recognition and diagnosis of faults and vehicle irregularities
- relevant duty of care requirements for routine servicing and maintenance of vehicles
- relevant WHS/OHS and pollution control procedures
- reporting and documentation requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

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- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB2004 Carry out vehicle inspection

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out an inspection of a commercial vehicle, in accordance with relevant roads and traffic authority regulations for inspecting commercial vehicles.

It includes action to implement vehicle manufacturer specifications for routine checks, to clean vehicle, to ensure all specified safety requirements are met, and to ensure vehicle is operational to workplace requirements and relevant state/territory roads and traffic authority regulations.

Work is performed with limited or minimum supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check vehicle	1.1 Vehicle hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Visual check of internal and external condition of vehicle is carried out in accordance with workplace procedures
	1.3 Pre-operational inspections and checks of the vehicle tyres, suspension, fluid levels and other critical features are carried out to ensure conformance with relevant roads and traffic authority requirements, manufacturer specifications and workplace procedures
	1.4 Associated equipment is tested to ensure it functions correctly to manufacturer specifications
	1.5 Post start-up and shut-down checks are carried out after engine is started to identify possible engine or electrical problems
	1.6 Warning systems (instruments and gauges) are checked to ensure they are operational
	1.7 Vehicle monitoring device is logged on/off in accordance with manufacturer instructions and workplace procedures as required
2 Clean vehicle	2.1 Vehicle is cleaned in accordance with workplace procedures
	2.2 Vehicle associated equipment is cleaned in accordance with workplace procedures
3 Complete documentation	3.1 Vehicle faults are identified and/or diagnosed, and appropriate action is taken to report or remedy identified faults as required by workplace procedures
	3.2 Records of inspection are updated and recommended repairs are documented in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2004A Carry out vehicle inspection.

Links

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

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Assessment Requirements for TLIB2004 Carry out vehicle inspection

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- carrying out vehicle inspections in accordance with workplace and manufacturer requirements
- communicating effectively with others
- completing documentation related to routine vehicle inspection
- reading and interpreting relevant instructions, procedures, information and manuals
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

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

- duty of care requirements for routine vehicle inspections
- principles of systems operation on commercial vehicles including:
  - brakes
  - cooling systems
  - electrical systems
  - exhaust systems
  - fuel systems
  - steering systems
  - tyres
- problems that may occur during routine vehicle inspections and appropriate actions and

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solutions
- relevant reporting and documentation requirements
- relevant roads and traffic authority
- relevant work health and safety (WHS)/occupational health and safety (OHS) and pollution control procedures
- workplace procedures and manufacturer requirements for:
  - pre-operational inspection of a commercial vehicle
  - visual inspection
  - checking warning systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB2008 Carry out inspection of trailers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out an inspection of a commercial trailer, in accordance with relevant roads and traffic authority regulations for inspecting commercial trailers.

It includes action to implement trailer manufacturer specifications for routine checks, to clean trailer, to ensure all specified safety requirements are met, and to ensure trailer is operational to workplace requirements and relevant state/territory roads and traffic authority.

Work is performed with limited supervision and with duty of care responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check trailer	1.1 Trailer hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Visual check of internal and external condition of trailer is carried out in accordance with workplace procedures
	1.3 Pre-operational inspections and checks of trailer brake systems, suspension and axles, electrical systems, wheels and tyres are carried out to ensure conformance with road safety standards
	1.4 Associated equipment is tested to ensure it functions correctly to manufacturer specification
2 Clean trailer	2.1 Trailer is cleaned in accordance with workplace procedures
	2.2 Associated equipment is cleaned in accordance with workplace procedures
3 Complete documentation	3.1 Faults are identified and/or diagnosed and appropriate action is taken to report or remedy identified faults as required by workplace procedures
	3.2 Records of inspection are updated and recommended repairs are documented in accordance with workplace policies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2008A Carry out inspection of trailers.

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Links

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

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Assessment Requirements for TLIB2008 Carry out inspection of trailers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant legislation and workplace procedures
- completing relevant documentation for inspecting trailers
- monitoring and checking condition of trailer and its equipment in terms of maintenance schedule and operating procedures
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

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

- principles of operation of systems on commercial trailers, including electrical systems, tyres, brakes and coupling systems
- procedures for routine inspection of a commercial trailer in accordance with workplace and manufacturer requirements, and established safety rules and regulations including visual inspection procedures and pre-operational checking procedures
- relevant duty of care requirements for routine inspection of trailers
- relevant work health and safety (WHS)/occupational health and safety (OHS) and pollution control procedures
- reporting and documentation requirements.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB2009 Check conveyor operational status

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to check conveyor operational status, in accordance with workplace procedures and relevant regulatory requirements within the transport and logistics industry.

It includes inspecting conveyor system and work areas, checking equipment operational capability, identifying and assessing faults and reporting inspection results.

Safety checks and equipment tests are performed under limited supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Inspect conveyor system and work area	1.1 Conveyor equipment is checked prior to start-up in accordance with workplace procedures and manufacturer safety checks and specifications, to ensure it is free from damage and obstructions that may limit operational capability
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Work area is checked to ensure it is safe and appropriate for required task
2 Check equipment operational capability	2.1 Conveyors are inspected after start-up in accordance with manufacturer specifications, and workplace inspection specifications and procedures
	2.2 Warning systems are checked for operational effectiveness
	2.3 Records are checked to determine maintenance history and requirements and goods carried
3 Identify, assess faults and report inspection and testing results	3.1 Faults are identified and assessments are made of potential effect on equipment operation for required work, and details are forwarded to relevant personnel in accordance with workplace procedures
	3.2 Accurate reporting of inspection and testing results is kept in accordance with regulatory requirements, workplace policy and industry guidelines
	3.3 Clear reference is made to any items that may affect future equipment safety/operation
	3.4 Conveyor system is continually monitored for safe and efficient operation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2009A Check conveyor operational status.

Links

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

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Assessment Requirements for TLIB2009 Check conveyor operational status

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- monitoring performance of conveyor equipment
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading, interpreting and following relevant instructions, procedures, information and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- servicing conveyor equipment in terms of maintenance schedule and standard operating procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- conveyor purpose, characteristics, capabilities, requirements and limitations
- documentation and record requirements
- focus of operation of work systems, equipment, management and site operating systems for checking and assessing conveyor operational capability
- function and principles of operation of belt cleaning systems
- housekeeping procedures
- operational safety requirements for conveyor concerned
- problems that may occur when checking and assessing conveyor operational capability and appropriate action that can be taken to resolve these problems
- regulations relevant to checking and assessing conveyor operational capability including:
  - current Australian Dangerous Goods (ADG) Code and relevant bond, quarantine or other legislative requirements
  - safe guarding of plant and equipment
  - conveyor operations guidelines
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- tools and equipment used and precautions and procedures that should be followed in their use
- workplace procedures and policies for checking and assessing conveyor operational capability.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

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- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice, safe plant and equipment guidelines and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB2022 Diagnose and rectify minor faults

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify, diagnose and rectify minor faults in accordance with regulations, safe working codes of practice and workplace requirements, across a variety of operational transport contexts.

It includes identifying maintenance and/or repair requirements, conducting minor maintenance and routine repairs, checking and reporting minor repairs and/or maintenance, and providing support in accordance with workplace procedures.

Work is performed without supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify maintenance/repair requirements	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Condition of vehicle and/or motive power unit ancillary equipment are assessed
	1.3 Faulty or damaged components or equipment are identified and assessed for component exchange or minor repair
	1.4 Required equipment and tools are identified and obtained
	1.5 Work areas and equipment are prepared and made safe for repair/maintenance/component exchange activities
2 Conduct minor maintenance and routine repairs	2.1 Minor repair/maintenance/component exchange activities are carried out to comply with manufacturer specifications and workplace procedures
	2.2 Required equipment, tools and materials are operated, applied and handled to conform to work health and safety (WHS)/occupational health and safety (OHS) requirements and manufacturer specifications, to prevent injury and damage
3 Check and report minor repairs/maintenance	3.1 Minor repair/maintenance/component exchange activities are checked for accordance with safety requirements and workplace procedures
	3.2 Equipment is checked to confirm it has been restored to operational standards
	3.3 Repair/maintenance/component exchange activities are documented in appropriate records or logbooks
4 Provide support	4.1 Repairs/maintenance/component exchange activities requiring support are identified and level of support is established
	4.2 Assistance to repair/maintenance/component exchange activities is provided as required
	4.3 Repair/maintenance/component exchange work not able to be undertaken or completed is reported to appropriate personnel for follow-up action
	4.4 Work site is checked for cleanliness and operational safety, and appropriate action is taken to restore site and equipment

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4.5 Documentation is completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2022A Diagnose and rectify minor faults.

Links

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

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Assessment Requirements for TLIB2022 Diagnose and rectify minor faults

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of equipment
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- servicing equipment in terms of maintenance schedule and standard operating procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- emergency procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection requirements
- tools and equipment used and procedures and precautions for their care, use and storage
- typical minor repair problems that can occur and related action that should be taken
- workplace component and material supply system
- workplace documentation and records requirements
- workplace procedures for diagnosing and repairing minor faults.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and manufacturer operational manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB2023 Provide sanitation and water services support to passenger transportation units

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide sanitation and water services support to passenger transportation units in accordance with workplace and regulatory requirements, in the transport and logistics industry.

It includes planning the decanting and watering of passenger vehicles, carriages or vessels; providing a decanting and watering service; and completing all decanting and watering operations.

Work is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Plan decanting and watering of passenger vehicles/carriages/vessels**	1.1 Transport systems vehicles, carriages or vessel type are identified to assess nature and extent of servicing required
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Sanitary waste removal and water system refill are planned to ensure minimal inconvenience and delay to customers and services
2	**Provide decanting service**	2.1 Decanting unit is connected to transport unit waste tanks in accordance operational requirements
		2.2 Transport unit waste is removed to holding tanks in accordance with workplace procedures
		2.3 Decanting unit is disconnected from transport unit and unit is cleaned in accordance with workplace and health and hygiene regulations
3	**Provide water service**	3.1 Water supply is connected to transport unit water storage tanks in accordance with operational requirements
		3.2 Transport unit water storage tanks are filled in accordance with work health and safety (WHS)/occupational health and safety (OHS) regulations
		3.3 Water supply is disconnected from transport unit and unit is cleaned in accordance with workplace and health and hygiene regulations
4	**Complete decanting and watering**	4.1 Sanitary waste is removed and stored in accordance with environmental workplace procedures
		4.2 Housekeeping and equipment storage requirements are maintained in accordance with workplace procedures
		4.3 Documentation is completed and proofread in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2023A Provide sanitation and water services support to passenger transportation units.

Links

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

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Assessment Requirements for TLIB2023 Provide sanitation and water services support to passenger transportation units

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate hazards
- applying relevant legislation and workplace procedures
- completing relevant documentation
- handling and storing hazardous substances and materials
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information, labels and signs
- selecting and safely using relevant equipment and materials
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- selecting, mixing and applying appropriate cleaning materials
- storing cleaning materials and equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- communication requirements, including radio operation
- current Australian Drinking Water Guidelines (ADWG)
- documentation and record requirements
- equipment, chemicals and materials used and the precautions and procedures that should be implemented in their use
- food safety standards
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for providing sanitation and water services support to passenger transportation units
- problems that may occur when providing sanitation and water services support to passenger transportation units and appropriate action that can be taken to resolve these problems
- site layout
- workplace policies, procedures and guidelines for:
  - discharging/decanting of waste and charging water containers
  - environmental protection
  - providing sanitation and water services support to passenger transportation units
  - sanitary waste storage
  - WHS/OHS.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, food safety standards, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIB2029 Use and maintain minor mechanical equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use and maintain minor mechanical equipment in accordance with workplace procedures, safe working codes of practice and regulatory requirements across a variety of operational workplaces within the transport and logistics industry.

It includes carrying out pre-operational checks on equipment, operating mechanical equipment, conducting routine maintenance, and securing and storing equipment. Minor mechanical equipment may encompass hand and power tools.

Work is performed under some supervision, generally in a team environment.

Where required to operate mechanical plant or equipment, the operator must hold the relevant licence, permit or certificate for the class/type of equipment being operated.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Carry out pre-operational checks	1.1 Pre-operational checks are conducted to manufacturer specifications to ensure optimum equipment functionality
	1.2 Necessary adjustments to equipment are made in accordance with manufacturer instructions to ensure efficient operation
	1.3 Faulty equipment is reported to relevant person to ensure equipment is safe and effective to use
2 Operate mechanical equipment	2.1 Equipment is operated in accordance with manufacturer and workplace operating instructions to ensure safe and effective operation
	2.2 Appropriate personal safety protection is used to minimise risk of injury
	2.3 Work operational hazards are eliminated or controlled appropriately when using equipment to ensure safe working conditions
	2.4 Assisting personnel are given clear instructions about their duties to ensure safe and effective working conditions, as required
3 Conduct routine maintenance	3.1 Equipment is cleaned and maintained in accordance with manufacturer specifications to ensure optimum functionality
	3.2 Detailed and accurate records are maintained in accordance with workplace procedures
4 Secure and store mechanical equipment	4.1 Equipment is handled and transported in a safe, secure and efficient manner to minimise risk of injury to personnel and damage to equipment
	4.2 Equipment is stored and secured according to manufacturer and workplace procedures to prevent damage to and loss of equipment

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2029B Use and maintain minor mechanical equipment.

Links

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

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Assessment Requirements for TLIB2029 Use and maintain minor mechanical equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- carrying out one routine maintenance in a safe manner
- communicating and working effectively with others
- completing a pre-operational check on one piece of equipment used in the job function
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of equipment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace procedures
- operating mechanical equipment to manufacturer and workplace requirements
- reporting identified problems, faults and malfunctions promptly, in accordance with organisational procedures
- selecting and using required personal protective equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- emergency procedures
- problems that can occur when using and maintaining minor mechanical equipment and

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related action that should be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- tools and equipment for using and maintaining minor mechanical equipment, and the procedures and precautions for their care, use and storage
- workplace documentation and records requirements
- workplace procedures for using and maintaining minor mechanical equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB2034 Maintain poles and associated hardware

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain poles and associated hardware, in accordance with safeworking and regulatory requirements and workplace procedures.

It includes planning for the maintenance of poles and associated hardware, preparing the worksite, conducting the maintenance of poles and associated hardware, and completing all of the work requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when maintaining poles and associated hardware, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan for maintenance of poles and associated hardware	1.1 Works order is received/accessed, analysed and confirmed, as required by site inspection
	1.2 Resources required for the job are identified and scheduled
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Replacement or additional poles, associated hardware and plant/equipment are transported to the worksite
	1.5 Liaison and communication issues are acknowledged and resolved
2 Prepare the worksite	2.1 Personnel participating in task, including plant operators and contractors, are fully briefed
	2.2 Road signs, barriers and warning devices are positioned, and worksite protection is provided
	2.3 Safeworking rules are observed within the rail corridor
	2.4 Replacement or additional poles and associated hardware are placed in planned assembly and/or pre-lift location
	2.5 Excavation/foundation is inspected and confirmed as being in accordance with the works order or specification
3 Conduct maintenance of poles and associated hardware	3.1 Actual maintenance requirement is confirmed by site inspection
	3.2 Pole and associated hardware to be maintained is stabilised as required
	3.3 Maintenance of pole and associated hardware is carried out in accordance with the work order and workplace requirements
4 Complete work	4.1 Worksite is rehabilitated, and work is completed in an agreed time and with minimum waste

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4.2 System data and pole records are updated in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2034A Maintain poles and associated hardware.

Links

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

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Assessment Requirements for TLIB2034 Maintain poles and associated hardware

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to differences in tools and equipment in accordance with operating procedures
- applying relevant workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- applicable state/territory legislated rail safety and safeworking requirements, relevant codes of practice and/or guidelines
- characteristics, capabilities, uses, limitations and location standards for different types of poles

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- documentation and records systems related to pole management
- hazards that may exist when maintaining poles and associated hardware and ways of controlling the risks involved
- pole maintenance techniques and processes
- pole treatment chemicals and HAZCHEM requirements in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and organisational procedures
- procedures for support plant and equipment
- relevant rail danger zones
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations including WHS/OHS instructions related to pole erection, site safety and rescue techniques
- responsibilities in relation to other authorities, clients and land-owners
- workplace procedures for maintaining poles and associated hardware
- workplace technical manuals and instructions for maintaining poles and associated hardware.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, SDSs/MSDSs, regulations, codes of practice and operation manuals.
-

Links

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

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TLIB2073 Clean road tankers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to clean road tankers in accordance with workplace procedures and work health and safety (WHS)/occupational health and safety (OHS) and environmental protection regulations.

It includes preparing for cleaning operations, steam cleaning a tanker, cleaning a tanker using water and detergent, finalising cleaning operations, and completing all required documentation.

Work is performed under some supervision, usually in a team environment. Work involves the application of routine principles and procedures to clean commercial tankers across a variety of operational contexts.

Work must be carried out in accordance WHS/OHS and environmental protection regulations and workplace procedures.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for cleaning operations	1.1 Vehicle is positioned under gantry in accordance with workplace procedures
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Documentation is obtained from vehicle driver to determine product that has been previously carried in tanker
	1.4 Vehicle keys are taken from driver to prevent accidental drive off, before cleaning process is completed
	1.5 Appropriate cleaning process is selected for type of tanker/load in accordance with workplace procedures
	1.6 Cleaning materials are prepared in accordance with manufacturer instructions and workplace procedures
	1.7 Required personal protective equipment and safety equipment is selected and used in accordance with regulatory requirements and workplace procedures
2 Steam clean a tanker	2.1 Vehicle is earthed to prevent sparks and explosions
	2.2 Valves are opened to allow draining of wash materials and hoses are attached in accordance with manufacturer instructions and workplace procedures
	2.3 All access points, including vents and washing points, are opened and heat-sensitive auto fill probes are removed in accordance with workplace procedures
	2.4 Where tank has held oil/diesel, a wash consisting of detergent wash and hot water rinse is carried out followed by the application of steam
	2.5 Where tank has only held petrol, a steam clean only is carried out in accordance with workplace procedures
	2.6 After wash, unit is left to drain until liquid ceases to drain from outlet valves and steam stops leaving vents on top of tank

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	2.7	All vents and valves are closed and auto fill probes are reconnected
	2.8	Plastic seals are placed on valves to signify completed cleaning of tanker as required in accordance with workplace procedures
3 Clean a tanker using water and detergent	3.1	High pressure water and detergent are used to clean around top of tanker vents and hatches to remove dirt, and then top of tanker vents and hatches are rinsed clean with water
	3.2	Valves on outlet manifold are opened and connected with flexible pipes to waste storage facility or recycling tanks for tank cleaner
	3.3	All hatches are opened, spray balls are placed into tanks after visually checking tank condition, and solid materials present are washed out with high pressure water, prior to starting cleaning cycle
	3.4	Tank is rinsed, washed with tank wash until waste is clear and recycled into a holding tank for reuse, leaving tanker tank to drain
	3.5	Water in holding tank is topped up, ph is tested and solution is replaced as required in accordance with workplace procedures
	3.6	Tank is rinsed with water in short bursts until liquid leaving tank is clear
	3.7	Top of tank is hosed off again with water, and spray balls are removed
	3.8	Tank is visually checked through hatches with a torch, for cleanliness
	3.9	When cleanliness standards have not been achieved, tanker is rewashed or re-rinsed as required and hatches are closed
	3.10	At conclusion of cleaning operations, drainage hoses are removed, manifold is checked for cleanliness, and drainage valves are closed and sealed to indicate completed process in accordance with workplace procedures
4 Complete cleaning operations	4.1	Due care is taken to ensure disposal of used cleaning materials is in accordance with environmental protection regulations and workplace procedures

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4.2 Wash water is suitably treated using available water cleaning and separation processes before draining into sewerage system

4.3 Cleaning equipment is cleaned, dried, checked and stored in accordance with workplace procedures

4.4 Cleaning operations documentation is completed in accordance with workplace procedures and is returned to driver along with vehicle keys

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2073A Clean road tankers.

Links

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

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Assessment Requirements for TLIB2073 Clean road tankers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- carrying out required cleaning operations
- communicating effectively with others
- interpreting and following operational instructions and prioritising work
- minimising waste during cleaning operations
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, labels and manuals
- selecting and using appropriate cleaning equipment and materials
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- hazards that may exist when cleaning road tankers and ways of controlling the risks involved
- housekeeping standards
- materials identification, handling and storage
- precautions and procedures to dispose of or reprocess cleaning waste in accordance with environmental protection requirements
- procedures for cleaning a commercial tanker in accordance with workplace and

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manufacturer requirements, and established safety rules and regulations
- relevant codes such as the current Australian Dangerous Goods (ADG) Code
- relevant duty of care requirements for routine tanker cleaning
- relevant legislation and workplace procedures
- relevant recording and documentation procedures
- relevant technical knowledge to clean road tankers
- relevant WHS/OHS and pollution control procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB2079 Set up and secure a towing situation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan a towing job and to set up towing with reference to regulations and standard operating procedures.

It includes obtaining and confirming job instructions, assessing towing requirements, determining a plan of action, and carrying out all required action to set up and secure a towing situation.

Persons achieving competence in this unit will need to fulfil the applicable work health and safety (WHS)/occupational health and safety (OHS) legislation and other relevant regulations covering setting up and securing a towing situation.

Work is performed under limited supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Obtain information on towing job	1.1 Information on towing job is obtained from base or depot in accordance with operating procedures
	1.2 Further information on towing requirements is obtained at scene of job
2 Assess towing requirements	2.1 Equipment requirements and techniques to carry out towing job are assessed
	2.2 Potential hazards that may be experienced at towing site and during towing operation are identified and appropriate precautions and strategies are adopted to manage and control the risks involved
	2.3 Type of vehicle to be towed is identified and critical aspects of vehicle design are determined
3 Determine appropriate plan of action	3.1 Sequence of action and plan for towing activity and safety and security of persons, vehicles and property, are determined in accordance with regulatory requirements and standard operating procedures
	3.2 Towing vehicle and associated equipment to carry out job are organised to be available for the work
4 Set up and secure towing situation	4.1 Setting up and securing of towing situation is carried out in accordance with established action plan
	4.2 Safety equipment, witches hats and safety signs are deployed in accordance with standard operating procedures and regulatory requirements
	4.3 Onlookers and other personnel in the vicinity of towing situation are managed in accordance with applicable safety management procedures and security requirements
	4.4 Vehicle or equipment to be towed is manoeuvred into position using relevant equipment in accordance with standard operating procedures and regulatory requirements
	4.5 Vehicle or equipment to be towed is secured using appropriate winches, ropes and cables in accordance with relevant load restraint regulations and standard operating

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	procedures
5 Record and report inspection and testing results	5.1 Assessment of towing situation and action taken are accurately reported in accordance with regulatory requirements, workplace policy and industry guidelines
	5.2 Clear, unambiguous and concise records are kept in accordance with workplace procedures
	5.3 Clear reference is made to issues, hazards or incidents that may have arisen when attending towing situation and related action taken

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2079A Set up and secure a towing situation.

Links

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

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Assessment Requirements for TLIB2079 Set up and secure a towing situation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- modifying activities depending on workplace contexts, risk situations and towing situations
- planning and prioritising own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures and information
- recognising problems and taking appropriate action
- selecting and use personal protective equipment in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements
- selecting and using relevant equipment and tools
- working safely and collaboratively with others.

Knowledge Evidence

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

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- documentation and record requirements when checking and assessing equipment operational capability
- hazards that may exist when setting up and securing a towing situation and precautions and action that should be taken to minimise or eliminate identified hazards
- housekeeping standards and procedures
- operational of work systems, equipment, management and workplace standard operating systems for checking and assessing equipment operational capability
- operational safety requirements for equipment concerned
- problems that may occur when setting up and securing a towing situation and appropriate action that can be taken to resolve these problems
- regulations and standards relevant to setting up and securing a towing situation
- relevant WHS/OHS and environmental protection procedures and guidelines
- tools and equipment used when setting up and securing a towing situation and the precautions and procedures that should be followed in their use
- towing equipment characteristics, applications, capabilities and limitations
- workplace procedures and policies for checking and assessing equipment operational capability.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLIB2081 Repair timber structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to repair timber structures and their components, in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining job requirements; preparing and maintaining components, and performing repairs; cleaning up the site after maintenance activities; and completing documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when repairing structures and their components, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Structures are inspected as required to locate defects
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Job requirements are determined in accordance with workplace procedures, and scope of work and resources required are identified
2 Prepare component for repair	2.1 Components requiring replacement are checked against standards and are measured for preparation of replacement component
	2.2 Materials required for job are identified and organised as required to enable appropriate replacement of components
	2.3 Replacement components are cut and shaped to the required standard in accordance with workplace procedures
	2.4 Surfaces of components are treated using appropriate methods and materials as required
3 Perform repairs	3.1 Component is replaced to required standard in accordance with workplace procedures
	3.2 Connections between timber members are tightened, repaired or replaced using approved material and techniques
	3.3 External timber deficiencies in components are treated with suitable materials as required to minimise degradation of components
4 Clean up site	4.1 Workplace procedures and environmental regulations and standards relevant to site clean-up are confirmed and clarified as required
	4.2 Waste is minimised and reused or disposed of in accordance with relevant workplace procedures, and environmental regulations and standards
	4.3 Cleaning products and materials are disposed of in accordance with relevant workplace procedures, and environmental regulations and standards

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	4.4 Established site restoration practices are followed and problems with these practices are identified and reported
5 Complete documentation	5.1 Required documentation procedures and processes are confirmed
	5.2 Documentation is filled in legibly and proofread
	5.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2081A Repair timber structures.

Links

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

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Assessment Requirements for TLIB2081 Repair timber structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to differences in tools, equipment and work requirements in accordance with operating procedures
- applying relevant workplace procedures
- communicating effectively with others
- following operational instructions and work sequences when undertaking timber structures repair
- identifying defects in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant plans and specifications
- repairing a range of defect types
- repairing existing timber structures using a range of repair techniques
- replacing timber components in accordance with workplace procedures
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant tools and equipment
- working collaboratively with others.

Knowledge Evidence

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

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- carpentry principles
- functions of different types of timber structures
- hazards that may exist when repairing structures and/or components, and ways of controlling the risks involved
- problems that may occur during the repair of structures and/or components, and action that can be taken to report or resolve the problems
- relevant rail danger zones
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions
- timber structures repair methods and techniques
- types of timber and their characteristics and features
- workplace procedures for the repair of timber structures and/or components.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Practical assessment must occur in an appropriate range of situations, techniques and defect types in the workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulated practical and knowledge assessments
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
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Links

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

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TLIB2082 Repair steel structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to repair steel structures and their components in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining job requirements, preparing and maintaining components, performing repairs, cleaning up the site after maintenance activities and completing documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when repairing structures and their components, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Structures are inspected as required to locate defects
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Job requirements are determined in accordance with workplace procedures, and scope of work and resources required are identified
2 Prepare component for repair	2.1 Components requiring repair are prepared in accordance with requirements
	2.2 Materials required for job are identified and organised as required to enable appropriate repair of components
	2.3 Surfaces of components are treated using appropriate methods and materials as required
	2.4 Components are assembled using appropriate lifting methods to ensure safety
	2.5 Connection locations are checked for clearances and tolerances to allow smooth fitting of components
	2.6 Fastening of components is performed to specification as required
3 Perform repairs	3.1 Steel members are accurately marked, drilled and cut in accordance with workplace procedures
	3.2 Component is replaced or repaired to required standard in accordance with workplace procedures
	3.3 Replaced or repaired components are connected to the structure by approved methods in accordance with workplace procedures
	3.4 Connections between steel members are tightened, repaired or replaced using approved material and techniques
	3.5 External steel deficiencies in components are treated with suitable materials as required to minimise degradation of components

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4 Clean up site	4.1 Workplace procedures and environmental regulations and standards relevant to site clean-up are confirmed and clarified as required
	4.2 Waste is minimised and reused or disposed of in accordance with relevant workplace procedures and environmental regulations and standards
	4.3 Cleaning products and materials are disposed of in accordance with relevant workplace procedures and environmental regulations and standards
	4.4 Established site restoration practices are followed and problems with these practices are identified and reported
5 Complete documentation	5.1 Required documentation procedures and processes are confirmed
	5.2 Documentation is filled in legibly and proofread
	5.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2082A Repair steel structures.

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Links

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Assessment Requirements for TLIB2082 Repair steel structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to differences in tools and equipment and work requirements in accordance with operating procedures
- applying relevant workplace procedures
- following operational instructions and work sequences when undertaking steel structures repair
- identifying defects in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant plans and specifications
- repairing a range of defect types in accordance with workplace procedures
- repairing existing steel structures using a range of repair techniques
- replacing steel components in accordance with workplace procedures
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant tools and equipment in accordance with workplace procedures.

Knowledge Evidence

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

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- basic steel component assembly techniques
- functions of different types of steel structures
- hazards that may exist when repairing structures and/or components and ways of controlling the risks involved
- information on the use of epoxy and grouts for mortar pads in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and organisational procedures
- problems that may occur during the repair of steel structures and action that can be taken to report or resolve these problems
- relevant rail danger zones
- relevant recording and documentation procedures
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- steel structures repair methods and techniques
- workplace procedures for repairing steel structures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Practical assessment must occur in an appropriate range of situations, techniques and defect types in the workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulated practical and knowledge assessments
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
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Links

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

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TLIB2083 Maintain bridge bearings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain bridge bearings in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining job requirements, maintaining bridge bearings, cleaning up the site after maintenance activities, and completing documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when maintaining bridge bearings, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Bridges are inspected as required to locate bearings requiring maintenance
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Job requirements are determined in accordance with workplace procedures, and scope of work and resources required are identified
2 Perform bearing maintenance	2.1 Components requiring maintenance are cleaned and prepared in accordance with workplace procedures
	2.2 Bearing components are maintained to standard in accordance with workplace procedures
3 Clean up site	3.1 Workplace procedures and environmental regulations and standards relevant to site clean-up are confirmed and clarified as required
	3.2 Waste is minimised and reused or disposed of in accordance with relevant workplace procedures and environmental regulations and standards
	3.3 Cleaning products and materials are disposed of in accordance with relevant workplace procedures and environmental regulations and standards
	3.4 Established site restoration practices are followed and problems with these practices are identified and reported
4 Complete documentation	4.1 Required documentation procedures and processes are confirmed
	4.2 Documentation is filled in legibly and proofread
	4.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2083A Maintain bridge bearings.

Links

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

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Assessment Requirements for TLIB2083 Maintain bridge bearings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- cleaning and servicing bridge bearing components in accordance with workplace procedures
- following operational instructions and work sequences
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying minor defects in accordance with workplace procedures
- implementing contingency plans
- inspecting bearings and determining work requirements in accordance with workplace procedures
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant plans and specifications
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

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

- functions of different types of bridge bearings
- hazards that may exist when maintaining bridge bearings and ways of controlling the risks involved
- problems that may occur when maintaining bridge bearings, and action that can be taken

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to report or resolve these problems
- relevant rail danger zones
- relevant recording and documentation procedures
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- routine maintenance methods and techniques
- workplace procedures for maintaining bridge bearings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulated practical and knowledge assessments
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIB2084 Carry out routine maintenance of structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out routine maintenance of structures in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining job requirements, performing routine maintenance, cleaning up the site after maintenance activities, and completing documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when maintaining structures and their components, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Structures are inspected as required to locate and evaluate defects
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Job requirements are determined in accordance with workplace procedures, and scope of work and resources required are identified
2 Perform routine maintenance	2.1 Components are cleaned and cleared in accordance with workplace procedures
	2.2 Fastenings are tightened to required standard in accordance with workplace procedures
	2.3 Minor defects that cannot be rectified are reported in accordance with workplace procedures
3 Clean up site	3.1 Workplace procedures and environmental regulations and standards relevant to site clean-up are confirmed and clarified as required
	3.2 Waste is minimised and reused or disposed of in accordance with relevant workplace procedures and environmental regulations and standards
	3.3 Cleaning products and materials are disposed of in accordance with relevant workplace procedures and environmental regulations and standards
	3.4 Established site restoration practices are followed and problems with these practices are identified and reported
4 Complete documentation	4.1 Required documentation procedures and processes are confirmed
	4.2 Documentation is filled in legibly and proofread
	4.3 Documentation is processed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2084A Carry out routine maintenance of structures.

Links

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

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Assessment Requirements for TLIB2084 Carry out routine maintenance of structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- cleaning structures and components routinely in accordance with workplace procedures
- communicating effectively with others
- following operational instructions and work sequences
- identifying defects and remedies
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating communications equipment to required protocol
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- selecting and using required tools and equipment
- tightening a range of fastener types.

Knowledge Evidence

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

- hazards that may exist when completing routine maintenance of structures and ways of controlling the risks involved
- problems that may occur during the routine maintenance of structures and action that can be taken to report or resolve these problems

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- relevant recording and documentation procedures
- relevant rail danger zones
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- routine maintenance methods and techniques
- workplace procedures for maintaining structures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations and fastener types in the workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
-

Links

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

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TLIB2085 Apply track fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply fundamentals of track maintenance and construction, and to carry out basic track measurement, in accordance with approved rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes identifying track terminology, track components and track tools and equipment; and undertaking basic track measurement.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures to the fundamentals of track maintenance and construction, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify track and structures infrastructure	1.1 Basic track and structures infrastructure terminology is explained
	1.2 Track geometry features are explained
2 Identify track components	2.1 Principal track components are identified and their purpose is explained
	2.2 Principal turnout components are identified and their purpose is explained
3 Identify track tools and equipment	3.1 Tools and equipment for track installation and maintenance are identified
	3.2 Track machines for track installation and maintenance are identified
4 Undertake basic track measurement	4.1 Terminology for track measurement is identified and defined
	4.2 Measuring equipment is identified and relevant equipment is selected for taking basic track measurements
	4.3 Measuring equipment is checked for accuracy
	4.4 Measurements are taken accurately and recorded in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2085A Apply track fundamentals.

Links

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Assessment Requirements for TLIB2085 Apply track fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- completing documentation related to basic track measurement
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information, technical data, standards and drawings
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting equipment used for basic track measurement
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- authorisation/approval processes and procedures
- fundamentals of track layout and geometry
- fundamentals of track structures
- hazards that may exist when measuring track and ways of controlling the risks involved
- problems that may occur when measuring track and action that can be taken to report or

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resolve these problems
- relevant safeworking systems and procedures
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- tools and equipment used in track construction and repair
- track components including rails, rail connectors, sleepers, ballast, points, and crossings (and substitute devices, as required)
- workplace procedures for measuring track.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

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

Links

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TLIB2086 Apply awareness of structures fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply awareness of structures fundamentals in accordance with approved rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes identifying types of structures, structures terminology and conventions, and defect categories; and locating and identifying defects in structures.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when applying awareness of structures fundamentals, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify types of bridges and structures	1.1 Principal bridge types and their purpose are identified
	1.2 Other principal structure types and their purpose are identified
2 Identify structures terminology and conventions	2.1 Basic terminology for structures infrastructure is defined
	2.2 Principal components of structures and their purpose are identified
	2.3 Conventions for numbering structures and their components are explained
3 Identify defect categories	3.1 Types of defect are identified
	3.2 Conventions for categorising defects are explained
4 Locate structures defects	4.1 Hazards are identified, risks are assessed and control measures are implemented
	4.2 Tools and equipment for visual inspection of structures are identified and selected
	4.3 Previously identified defects in structures are located and identified
	4.4 Defects in structures are located and identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2086A Apply awareness of structures fundamentals.

Links

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Assessment Requirements for TLIB2086 Apply awareness of structures fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- following operational instructions and work sequences when locating defects in structures
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- reading and interpreting relevant instructions, procedures, information, technical data, standards and drawings
- selecting equipment for a basic structures inspection
- undertaking a basic structures inspection.

Knowledge Evidence

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

- defect categories/types convention
- fundamentals of structure types
- hazards that may exist when locating defects in structures and ways of controlling the risks involved
- problems that may occur when locating defects in structures and action that can be taken to report or resolve these problems
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- structures components
- structures terminology and conventions
- types of structures defects

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- workplace procedures for locating defects in structures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
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Links

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TLIB2090 Use communication systems in a taxi

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use taxi cab communications systems by applying established communications principles and practices for taxi drivers.

It includes identifying features of taxi communications system and operating it effectively, using appropriate communications protocols and communicating with a base. It also includes identifying faulty communications equipment operation and taking appropriate action, and using technical and colloquial language and vocabulary in day-to-day communications.

Communication systems are used in accordance with codes/regulations and workplace requirements relevant for using taxi communications systems in the taxi industry.

Safety checks and equipment tests are performed with limited or no supervision, and with full accountability and responsibility for self and others in achieving the prescribed outcomes.

This unit meets part of the certification requirements for obtaining taxi driver accreditation. As requirements may vary between states and territories, people seeking taxi accreditation should contact their state/territory taxi regulator.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify features of taxi communications system	1.1 Features and functions of taxi radio system are identified
	1.2 Features and functions of taxi computer dispatch system are identified
	1.3 Features and functions of taxi duress alarm system are identified
2 Operate taxi communications system	2.1 Checks are carried out to confirm communications system is operational in accordance with manufacturer instructions and workplace procedures
	2.2 Communications system is used in a manner consistent with road laws and safe driving practices
	2.3 Communications security is maintained in accordance with workplace procedures
3 Use appropriate communications protocols	3.1 Received messages are interpreted and recorded as required in accordance with workplace procedures
	3.2 Messages are transmitted clearly and precisely with due observation of ethics and protocols required of users
	3.3 Incoming messages are received and are answered promptly and courteously within operating procedures and regulatory requirements
	3.4 Clear, unambiguous vocal communication is used in accordance with operating procedures, language requirements and codes
	3.5 Appropriate protocols and procedures are followed when using communications systems in emergencies
4 Maintain communications equipment operational status	4.1 Equipment is checked and monitored in accordance with workplace procedures
	4.2 Minor faults in communications systems are identified, diagnosed and repaired or reported in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2090A Use communication systems in a taxicab.

Links

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

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Assessment Requirements for TLIB2090 Use communication systems in a taxi

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- carrying out minor routine monitoring procedures for communications equipment
- communicating effectively with others when using communications systems in a taxi, including during transmission and at receipt of information, in a manner consistent with road laws and safe driving practices
- communications systems including:
  - computer dispatch
  - mobile phone – on person or hands-free
  - vehicle mounted radio
  - security equipment, including duress alarm and camera
- completing documentation related to using communications systems in a taxi
- identifying, reporting and/or rectifying problems that may arise when using communication systems in a taxi in accordance with workplace procedures
- monitoring communications equipment operational status
- operating and adapting to differences in equipment in accordance with operating procedures
- operating taxi and other electronic communications systems effectively and to required protocol
- reading, interpreting and following relevant operating instructions, procedures, information and signs
- responding appropriately to cultural differences in the workplace
- undertaking pre-operational checks for communications systems and equipment
- using communications systems in emergencies
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- basic barriers to effective communication and how to overcome them
- basic communication techniques including the phonetic alphabet
- basic principles of effective communication, which includes:
  - active listening
  - two-way conversation
  - questioning to obtain information and/or to clarify information and understanding
  - routine oral reporting
- features of various communications systems such as:
  - taxi radio systems
  - taxi computer dispatch systems
  - taxi duress alarm systems
- procedures and protocols for using communications systems in an emergency
- relevant codes of practice and legislative requirements including local regulations
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures and policies for using communication systems in a taxi.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment of this unit must be undertaken on actual taxi radio equipment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice

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and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry including:
  - taxi communications equipment
  - taxi duress alarm system.

Links

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

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TLIB2091 Measure and record track geometry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to measure and record track geometry in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes measuring and recording track geometry, and reporting results.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when measuring and recording track geometry, across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Measure geometry	1.1 Equipment and tools appropriate to task are selected and checked for correct operation in accordance with manufacturer instructions and workplace procedures
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Equipment is operated in accordance with manufacturer and work instructions to provide appropriate data for analysis
2 Record results	2.1 Data is recorded in a complete and accurate manner
	2.2 Documentation is completed in accordance with workplace procedures, as required
3 Process data	3.1 Data is compared to maintenance/construction tolerances in accordance with workplace procedures
	3.2 Results are reported in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2091A Measure and record track geometry.

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Links

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Assessment Requirements for TLIB2091 Measure and record track geometry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information, plans, drawings and specifications
- reading recorded track geometry data
- recording and reporting results accurately in accordance with workplace procedures
- reporting and/or rectifying identified problems, in accordance with workplace procedures
- using appropriate measurement tools to measure a range of geometry elements
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- hazards that may exist when measuring and recording track geometry, and ways of controlling the risks involved
- problems that may occur when measuring and recording track geometry, and action that can be taken to report or resolve these problems

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- relevant records procedures
- relevant rail industry standards
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- safeworking procedures
- track geometry parameters including the horizontal and vertical alignment, cross-level and cant of the track
- workplace procedures for measuring and recording track parameters.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

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

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TLIB2092 Operate minor mechanical equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate and maintain minor mechanical equipment in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes carrying out pre-operation checks on equipment, operating mechanical equipment, conducting routine maintenance, and securing and storing equipment.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine procedures when operating and maintaining minor mechanical equipment across a variety of operational contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Carry out pre-operation checks	1.1 Pre-operational checks are conducted in accordance with manufacturer specifications to ensure optimum functionality of equipment
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Necessary adjustments to equipment are made to ensure efficient operation, in accordance manufacturer instructions
	1.4 Faulty equipment is tagged-out and reported to relevant person to ensure equipment is safe and effective to use
2 Operate mechanical equipment	2.1 Equipment is operated in accordance with manufacturer and workplace operating instructions to ensure safe and effective operation
	2.2 Appropriate personal safety protection is used to minimise the risk of injury to operator
	2.3 Work operational hazards are identified and eliminated or controlled appropriately when using equipment, to ensure safeworking conditions
	2.4 Assisting personnel are given clear instructions about their duties as required to ensure safe and effective working conditions
3 Conduct routine maintenance	3.1 Equipment is cleaned and maintained in accordance with manufacturer specifications to ensure optimum functionality
	3.2 Records are maintained according to workplace procedures
4 Secure and store equipment	4.1 Equipment is handled and transported in a safe, secure, efficient manner to minimise risk of injury to personnel and damage to equipment
	4.2 Equipment is secured in storage area in accordance with operational procedures
	4.3 Equipment is stored in accordance with manufacturer and workplace procedures to prevent loss and damage to equipment

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2092A Operate minor mechanical equipment.

Links

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

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Assessment Requirements for TLIB2092 Operate minor mechanical equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying, selecting and efficiently and effectively using relevant tools and equipment
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring equipment performance
- reading and interpreting relevant manufacturer instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and standard operating procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- emergency procedures
- problems that can occur when operating and maintaining minor mechanical equipment, and related action that should be taken
- relevant manufacturer operating procedure or manual
- relevant safety, WHS/OHS and environmental procedures and regulations
- tools and equipment used when operating and maintaining minor mechanical equipment, and the procedures and precautions for their care, use and storage
- workplace documentation and records requirements
- workplace procedures and policies for operating and maintaining minor mechanical equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

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

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TLIB2096 Repair concrete/masonry structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to repair concrete/masonry structures and their components in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining job requirements, preparing components, performing repairs and cleaning up the site after maintenance activities.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when repairing concrete/masonry structures and their components, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Structures are inspected as required to locate defects
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Scope of work and resources required are identified
	1.4 Job is planned in accordance with availability of required resources
2 Prepare components for repair	2.1 Components requiring repair are identified and isolated or marked in accordance with workplace procedures
	2.2 Materials required for job are identified and organised as required to enable appropriate repair of components
3 Perform repairs	3.1 Defective area is removed in accordance with workplace procedures
	3.2 Repairs are carried out to required standard in accordance with workplace procedures
4 Clean up site	4.1 Workplace procedures and environmental regulations and standards relevant to site clean-up are confirmed and clarified as required
	4.2 Waste is minimised and reused or disposed of in accordance with relevant workplace procedures and environmental regulations and standards
	4.3 Cleaning products and materials are disposed of in accordance with relevant workplace procedures and environmental regulations and standards
	4.4 Established site restoration practices are followed and problems with these practices are identified and reported
5 Complete documentation	5.1 Required documentation procedures and processes are confirmed
	5.2 Documentation is filled in legibly and proofread
	5.3 Documentation is processed in accordance with workplace

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procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2096A Repair concrete/masonry structures.

Links

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

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Assessment Requirements for TLIB2096 Repair concrete/masonry structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- following operational instructions and work sequences
- identifying defects in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant plans and specifications
- repairing a range of defect types
- repairing existing concrete/masonry structures using a range of repair techniques
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant tools and equipment.

Knowledge Evidence

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

- basic concrete construction techniques
- concrete/masonry structure repair methods and techniques
- functions of different types of concrete/masonry structures
- hazards that may exist when repairing concrete/masonry structures and ways of controlling the risks involved

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- problems that may occur during the repair of structures and action that can be taken to report or resolve these problems
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant rail industry standards
- safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedure information on the use of epoxy and grouts for mortar pads and cracks
- workplace procedures for repairing concrete/masonry structures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations, repair techniques and defect types in the workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including SDSs/MSDSs, workplace procedures, rail industry standards, regulations, codes of practice and operation manuals.

Links

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

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TLIB2097 Install and maintain guard rails

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install and maintain guard rails in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining job requirements, installing guard rails and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Guard rails include guard rails installed on:

- level crossings and sharp curves to prevent derailment
- underbridges and near vulnerable structures to limit lateral movement of derailed wagons.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when installing and maintaining guard rails, as part of workplace activities across a variety of operational contexts within the Australian rail system.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Worksite is identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Obstructions are cleared from gangways/flangeways to ensure safe passage of trains
	1.4 Installation, replacement or repair method is selected in accordance with work requirements, rail industry standards and workplace procedures
	1.5 Plant, equipment and materials are prepared for work
2 Install guard rail	2.1 Existing rail is removed, as required, to enable fitting of new rail
	2.2 New or replacement guard rail is installed to required standards using suitable equipment and fastening system to restore functionality of guard rail
	2.3 Final job is checked for compliance to required standards to enable services to be restored safely
3 Complete documentation	3.1 Required documentation procedures and processes are confirmed
	3.2 Documentation is filled in legibly and proofread
	3.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2097A Install and maintain guard rails.

Links

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

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Assessment Requirements for TLIB2097 Install and maintain guard rails

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- ensuring completed work meets track geometry requirements
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- installing and maintaining guard rails on underbridges, level crossings in open track in accordance with workplace requirements
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with rail industry standards, regulatory requirements and workplace procedures
- selecting appropriate material for guard rails
- working systematically with required attention to detail without injury to self or others, or damage to materials or equipment.

Knowledge Evidence

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

- guard rail installation and maintenance techniques and processes
- hazards that may exist when carrying out the installation and maintenance of guard rails, and ways of controlling the risks involved
- principles of guard rail function

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- problems that may occur when installing and maintaining guard rails, and action that can be taken to report or resolve these problems
- rail industry standards applicable to guard rails
- relevant rail industry standard
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant technical manuals and instructions
- workplace procedures for installing and maintaining guard rails.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
-

Links

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

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TLIB2104 Identify, diagnose and rectify faults on electric passenger trains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify, diagnose and rectify faults on electric passenger trains in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes identifying maintenance and/or repair requirements, conducting minor maintenance and routine repairs, and checking and reporting minor repairs and/or maintenance in accordance with workplace procedures.

Work is generally performed without supervision and within a team environment. It involves the application of routine fault identification, diagnosis and rectification procedures when maintaining the safety and operation of equipment on electric passenger trains operating within Australian rail systems.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Diagnose faults	1.1 Electric passenger train and equipment are monitored for potential faults
	1.2 Hazards are identified, risks are assessed and risk control measures are implemented
	1.3 Faulty or damaged components or equipment are identified and assessed
	1.4 Equipment and/or tools required to rectify faults are identified and obtained
	1.5 Work area and equipment are prepared and made safe to repair faults or to replace components
2 Carry out fault rectification, repair or replacement	2.1 Rectification, repair or component exchange are carried out in accordance with workplace procedures
	2.2 Required equipment, tools and materials are operated, applied and handled to conform to work health and safety (WHS)/occupational health and safety (OHS) requirements and manufacturer specifications to prevent injury and damage
	2.3 Activities are carried out in accordance with WHS/OHS and workplace procedures
3 Check and report rectification, repair or replacement	3.1 Rectification, repair, or component exchange activities are checked for compliance with safety requirements and workplace procedures
	3.2 Equipment is checked to confirm it has been restored to operational standards
	3.3 Rectification, repair, component exchange activities are reported and accurately documented in appropriate records or logbooks

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2104A Identify, diagnose and rectify faults on electric passenger trains.

Links

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

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Assessment Requirements for TLIB2104 Identify, diagnose and rectify faults on electric passenger trains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- completing relevant documentation
- explaining and following procedures for reporting faults and inoperable equipment
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying typical faults that may occur on electric passenger trains
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring equipment performance
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- rectifying a range of faults correctly on an electric passenger train
- reporting and/or rectifying problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

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

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- emergency procedures
- relevant rail danger zones
- relevant sections of applicable state/territory legislated rail safety requirements, codes of practice and/or guidelines, and safeworking system requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection requirements
- tools and equipment used when identifying, diagnosing and rectifying faults, and the procedures and precautions for their care, use and storage
- typical repair problems that can occur and related action that should be taken
- workplace documentation and records requirements
- workplace procedures and policies for diagnosing and repairing faults.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIB2111 Assist with testing train braking system on electric passenger train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assist with testing the train braking system on electric passenger trains in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes preparing for train brake inspection and testing, inspecting and testing train brake operation, dealing with identified faults, and reporting and/or recording brake test results in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety and safeworking requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of operational principles, regulations, safeworking codes, protocols and procedures when testing a train braking system, as part of workplace activities across a variety of operational contexts within the Australian rail industry.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for train brake inspection and testing	1.1 Work health and safety (WHS)/occupational health and safety (OHS) legislation, codes of practice, policies and procedures are identified and followed
	1.2 Isolation or securing of train is confirmed in accordance with workplace procedures to make the work area safe for the inspection and test
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Readiness of brake system for inspection and testing is confirmed
2 Test train brake operation	2.1 Brake tests are conducted to ensure compliance with required rail industry standards
	2.2 Modified brake tests are conducted in accordance with workplace procedures to meet required rail industry standards, as required
	2.3 Continuity tests are conducted in accordance with workplace procedures to ensure train braking system meets functional specifications
	2.4 Corrective action is taken when faults are identified to ensure operational safety
	2.5 Faults or defects found during brake tests are reported and/or recorded in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2111A Assist with testing train braking system on electric passenger train.

Links

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

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Assessment Requirements for TLIB2111 Assist with testing train braking system on electric passenger train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying rail safety practices, rail industry standards, rules, codes of practice and guidelines
- assessing brake system defects
- completing relevant documentation
- identifying correct procedures to be followed in a failed brake test
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in brakes and related equipment in accordance with operating procedures
- performing all types of applicable brake tests in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- brake systems, their components and their operation
- diagnostic techniques for electric passenger train braking systems
- different types of electric passenger train braking systems failures/defects that could occur
- documentation requirements relating to brake testing
- emergency procedures
- relevant sections of applicable state/territory legislated rail safety requirements, rail industry standards, codes of practice and/or guidelines
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations including codes of practice
- types of brake tests and their purpose.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
-

Links

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

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TLIB2119 Carry out maintenance of trailers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out basic servicing and maintenance of a commercial trailer across a variety of operational contexts.

It includes action to implement trailer manufacturer specifications for routine checks and maintenance, to ensure all specified safety requirements are met, and to ensure trailer is operational to workplace requirements and relevant state/territory roads and traffic authority regulations.

Work is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify faults and perform routine maintenance	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Trailer faults are identified and diagnosed in accordance with workplace procedures
	1.3 Trailer components are lubricated in accordance with manufacturer instructions and workplace procedures
2 Carry out repairs on trailers	2.1 Trailer air/hydraulic brake system is inspected and adjusted, and required minor maintenance or repairs are carried out
	2.2 Trailer electrical system is checked for correct operation and required minor maintenance or repairs are carried out
	2.3 Trailer suspension and axles are inspected and identified faults are repaired and/or reported in accordance with workplace procedures
	2.4 Trailer wheels and tyres are inspected, removed, repaired and refitted as required, in accordance with workplace procedures
	2.5 Required documentation is completed in accordance with workplace procedures
	2.6 Records of routine maintenance and repairs are kept in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIB2119A Carry out maintenance of trailers.

Links

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

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Assessment Requirements for TLIB2119 Carry out maintenance of trailers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- carrying out lubrication processes in the course of work activities
- communicating and working effectively with others
- completing relevant documentation
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- servicing trailer and equipment in terms of maintenance schedule and standard operating procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- basic fault-finding procedures required during routine servicing and maintenance of trailers
- basic principles of operation of systems on commercial trailers, including electrical systems, tyres, brakes and coupling systems
- housekeeping standards required for routine servicing and maintenance
- problems that may occur during routine servicing and maintenance of trailers and appropriate actions and solutions
- procedures for checking, and routine servicing and maintenance of commercial trailers in accordance with workplace procedures, manufacturer requirements and established safety rules and regulations
- procedures for using and maintaining materials, tools and parts required for routine servicing and maintenance
- recognition and diagnosis of faults and trailer irregularities
- relevant duty of care requirements for routine servicing and maintenance of trailers
- relevant national heavy vehicle legislation and regulatory requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and pollution control procedures
- reporting and documentation requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIB2121 Maintain rail joints

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain rail joints in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes identifying and determining parameters or components that require repair, cutting and boring rail, maintaining rail joints and completing required documentation.

People achieving competence in this unit will need to fulfil applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally in a team environment. It involves the application of routine operational principles and procedures when maintaining rail joints, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine parameters or components that require adjustment	1.1 Rail joint condition, component, fastening and anchoring defects affecting rail joints are identified in accordance with organisational procedures
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Appropriate repair method is selected to ensure rail joint meets specifications
	1.4 Scope of work is determined and resources are arranged
2 Check and maintain rail joint	2.1 Surfaces and component parts are checked in accordance with specifications and organisational procedures
	2.2 Rail joint is maintained to specifications in accordance with organisational procedures
3 Complete documentation	3.1 Required documentation procedures and processes are confirmed
	3.2 Documentation is filled in legibly and proofread
	3.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2121B Maintain rail joints.

Links

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

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Assessment Requirements for TLIB2121 Maintain rail joints

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- examining rail joints to determine defects and selecting appropriate repair methods
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information, technical data, rail industry standards and drawings
- reporting and rectifying identified problems, faults and malfunctions in accordance with workplace procedures
- selecting and using hand tools, power tools and equipment
- using relevant plant and mechanised equipment in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- documentation requirements
- fundamentals of track structures relating to rail joints
- hazards that may exist when maintaining rail joints and ways of controlling the risks involved
- problems that may occur when maintaining rail joints and action that can be taken to report or resolve these problems
- rail joint components

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- rail joint defects
- relevant rail industry standards
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track and rail industry standards relating to rail joints
- workplace procedures for maintaining rail joints.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, rail industry standards, regulations, codes of practice and operation manuals.
-

Links

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

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TLIB2122 Apply awareness of fundamentals of rail operations in yards or sidings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply an awareness of the fundamentals of rail operations in yards or sidings.

It includes fixed structures, rail vehicles and rolling stock, signals, safety devices, primary activities and safety systems.

This unit is intended as an introduction to rail yards or sidings for people entering the rail industry who will be working on or around rail yards or sidings.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify yard or siding structures, layout and terminology	1.1 Terminology for track, trackside equipment and fixed structures is identified
	1.2 Features of track, including geography and geometry are identified
	1.3 Infrastructure categories and their purpose are identified
	1.4 Other principal structure types and their purpose are identified
	1.5 Relevant stakeholders for reporting structural faults or anomalies to, are identified
2 Identify above and below ground services	2.1 Principal overhead and/or electrical components and their purpose are identified and explained
	2.2 Power supply voltages are identified
	2.3 Methods of isolation are identified and their purpose is explained
3 Identify rail track vehicles and rolling stock	3.1 Types of trains and rolling stock are identified
	3.2 Types of rail track vehicles are identified
	3.3 Relevant stakeholders for reporting rolling stock faults or anomalies to, are identified
4 Identify signals and safety devices	4.1 Types, location and purpose of signals are identified
	4.2 Types, location and purpose of safety devices are identified
	4.3 Relevant stakeholders for reporting signal or safety device faults or anomalies to, are identified
5 Identify primary rail activities and safety systems	5.1 Primary rail activities and other operators are identified as required
	5.2 Types and purpose of safety systems are identified
	5.3 Relevant stakeholders for reporting safety events to, are identified

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2122A Apply awareness of fundamentals of rail operations in yards or sidings.

Links

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

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Assessment Requirements for TLIB2122 Apply awareness of fundamentals of rail operations in yards or sidings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- identifying activities carried out in a rail yard or siding
- identifying job hazards and possible safety events and taking required action to minimise, control or eliminate identified hazards
- identifying layout, main features and equipment in a rail yard or siding
- interpreting and following operational instructions.

Knowledge Evidence

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

- above and below ground services
- features of track, layout and geometry
- overhead and/or electrical infrastructure
- primary rail activities and safety management systems
- rail, rail track vehicles and rolling stock
- relevant communications systems and procedures
- relevant rail danger zones
- relevant sections of applicable state/territory legislated rail safety requirements, codes of practice and/or guidelines
- track components and layout
- track, trackside equipment and yard structure terminology.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment may include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
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Links

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

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TLIB2125 Apply awareness of tram or light rail track fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply an awareness of tram or light rail fundamentals.

It includes identifying tram or light rail track terminology, track and system components, and the tools and equipment used on or around tram or light rail track.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance

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outcomes.	needed to demonstrate achievement of the element.
1 Identify tram or light rail track and structures terminology and components	1.1 Terminology related to tram or light rail track and structures infrastructure is identified
	1.2 Main components of tram or light rail track and structures are identified
2 Identify tram or light rail track components	2.1 Track components and their purpose are identified and explained
	2.2 Tram crossing types and components are identified and their purpose is explained
	2.3 Manual, electrical and spring-operated points are identified and their use is explained
3 Identify tram or light rail electrical system features	3.1 Overhead trolley system components, voltages and exclusion zones are identified and explained
	3.2 Below ground electrical system is identified and explained
	3.3 Reporting procedures and protocols for identified electrical system faults and defects are explained
4 Identify tram or light rail tools and equipment	4.1 Tools and equipment for tram or light rail track installation and maintenance are identified
	4.2 Track machines for tram or light rail track installation and maintenance are identified
5 Identify tram or light rail track and system faults or problems	5.1 Possible faults for tram or light rail track and system are identified
	5.2 Reporting procedures and protocols for identified track and system faults are explained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2125A Apply awareness of tram or light rail track fundamentals.

Links

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Assessment Requirements for TLIB2125 Apply awareness of tram or light rail track fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- identifying job hazards and required action to minimise, control or eliminate identified hazards
- identifying tools and equipment required for a range of tram or light rail track maintenance tasks
- identifying track machines required for a range of tram or light rail track installation and maintenance tasks
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments.

Knowledge Evidence

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

- applicable safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations related to tram or light rail
- fundamentals of tram or light rail track and structures
- fundamentals of tram or light rail track layout and geometry
- rail electrical system related to tram or light rail infrastructure
- relevant safeworking system and workplace procedures
- tools and equipment used in tram or light rail track construction and repair
- tram or light rail track and overhead trolley components
- tram or light rail track terminology.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

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

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TLIB2130 Diagnose and rectify minor faults on on-track vehicles

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to diagnose and rectify minor faults on on-track vehicles, in accordance with organisational requirements.

It includes identifying repair and maintenance requirements, and conducting repairs and minor maintenance.

It involves the application of routine minor fault diagnosis and rectification procedures to maintain the safety and operation of on-track vehicles. This unit only covers minor repairs as defined by organisational policies.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify repair and maintenance requirements	1.1 Faulty or damaged components or equipment are identified and assessed for component exchange or minor repair
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Identified faulty or damaged components outside own scope, as determined by organisational policies, are reported in accordance with organisational procedures
	1.4 Where repair/maintenance/component exchange is appropriate, equipment and tools required are identified and obtained
	1.5 Work areas and equipment are prepared and made safe for repair/maintenance/component exchange activities
2 Conduct minor repairs and maintenance	2.1 Routine repair/maintenance/component exchange is carried out in accordance with manufacturer specifications and organisational procedures
	2.2 Equipment, tools and materials are operated, applied and handled in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements and manufacturer specifications to prevent injury and damage
3 Check and report minor repairs and maintenance	3.1 Minor repair/maintenance/component exchange activities are checked for compliance with manufacturer specifications and workplace procedures
	3.2 Equipment is checked to confirm it has been restored to operational standards
	3.3 Worksite is checked for cleanliness and operational safety, and appropriate action is taken to restore site and equipment
	3.4 Repair/maintenance/component exchange activities are documented and processed in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB2130A Diagnose and rectify minor faults on on-track vehicles.

Links

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

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Assessment Requirements for TLIB2130 Diagnose and rectify minor faults on on-track vehicles

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to differences in on-track vehicles and associated equipment and procedures
- applying relevant workplace procedures
- carrying out minor repairs, maintenance and component exchange on different on-track vehicles
- changing out faulty components in accordance with organisational procedures and manufacturer specifications
- following correct procedure for identifying minor faults
- following correct workplace requirements for reporting identified defects
- identifying equipment checks required for a range of on-track vehicles in the workplace
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying typical faults or defects that may occur on on-track vehicles
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs
- reporting minor faults and completing organisational documentation.

Knowledge Evidence

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

- hazards that may exist when diagnosing and rectifying minor faults with on-track vehicle/s and ways of controlling the risks involved
- organisational procedures for diagnosing and rectifying minor faults with on-track vehicle/s

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- problems that may occur when diagnosing and rectifying minor faults with on-track vehicle/s and action that can be taken to report or resolve these problems
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- tools and equipment used when diagnosing and rectifying minor faults and the procedures and precautions for their care, use and storage
- workplace documentation and records requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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

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TLIB2131 Prepare train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare a train for operation in accordance with organisational policies and procedures.

It includes conducting pre-departure checks and confirming the required train documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify pre-departure checks	1.1 Required checks, and relevant procedures and standards are identified in accordance with organisational policies and procedures
	1.2 Constraints and special instructions that may apply for the journey are obtained
	1.3 Compliance with the Australian Dangerous Goods (ADG) Code and relevant regulatory requirements are identified, as required
2 Implement pre-departure checks	2.1 Motive power unit control systems are set up and checked in accordance with organisational policies and procedures
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Train is checked to ensure rolling stock is coupled and sequenced correctly
	2.4 Train braking systems are tested to ensure they are operating effectively, in accordance with organisational policies and procedures
	2.5 Action is taken to rectify identified faults to ensure minimum delay to planned running schedule
3 Confirm train can proceed	3.1 Relevant personnel are advised of the result of completed checks
	3.2 Authority to proceed relevant to the operational situation is obtained and followed in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIB2131A Prepare train.

Links

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Assessment Requirements for TLIB2131 Prepare train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying relevant workplace procedures
- communicating effectively with others
- completing relevant documentation
- conducting pre-departure checks and confirming the required train documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- communications procedures and protocols
- emergency procedures
- maintenance and servicing procedures
- relevant sections of the Australian Dangerous Goods (ADG) Code and any other dangerous goods regulations

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- relevant state/territory legislated rail safety requirements, codes of practice and/or guidelines
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- train preparation documentation procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, rules, regulations, codes of practice and operation manuals.
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Links

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

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TLIB2133 Test medium/heavy track vehicle braking system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to test the braking system on medium/heavy track vehicle/s in accordance with manufacturer specifications and/or organisational procedures.

It includes planning and preparing for track vehicle brake inspecting and testing, inspecting and testing track vehicle brake operations, and completing documentation.

This unit applies to people involved in testing a track vehicle braking system as part of workplace activities within the rail industry.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan and prepare for track vehicle brake inspection and testing	1.1 Logbooks and other relevant documentation are checked to establish existing identified defects
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Track vehicle is isolated or secured, in accordance with workplace procedures, to make the work area safe prior to inspection
2 Inspect and test track vehicle brake operation	2.1 Tools and equipment required to inspect and test brake equipment are identified and obtained
	2.2 Visual and acoustic inspections are conducted to identify faults or defects
	2.3 Brakes are applied and released to ensure track vehicle braking system meets functional specifications
	2.4 Identified defects and faults are rectified and/or reported in accordance with manufacturer specifications and/or organisational procedures
3 Complete documentation	3.1 Required documentation procedures and processes are confirmed
	3.2 Logbook and other service records on the track vehicle are completed in accordance with organisational procedures
	3.3 Documentation and records are proofread and processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIB2133A Test medium/heavy track vehicle braking system.

Links

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Assessment Requirements for TLIB2133 Test medium/heavy track vehicle braking system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to differences in track vehicles and associated equipment and procedures
- completing test result records in accordance with workplace procedures
- conducting inspections and testing of different types of brakes on medium/heavy track vehicle/s
- conducting brake system test on medium/heavy track vehicles in accordance with operational procedures and manufactures specification
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing correct procedure for testing braking system
- implementing workplace procedures to deal with identified defects and faults
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs.

Knowledge Evidence

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

- hazards that may exist when starting up and shutting down medium/heavy track vehicles and ways of controlling the risks involved
- organisational procedures for conducting brake tests on medium/heavy track vehicles
- problems that may occur when testing brakes on medium/heavy track vehicles and action that can be taken to report or resolve these problems
- relevant rail industry standards
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS)

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and environmental procedures and regulations
- types of brake system tests and their purpose.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
-

Links

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

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TLIB3002 Test equipment and isolate faults

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to test equipment and to isolate faults in accordance with relevant codes of practice, regulations and workplace requirements within the transport and logistics industry.

It includes scoping and planning operational checks, checking equipment through its full operating range, and isolating faults and/or formulating recommendations for adjustment, repair or replacement.

Work is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

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

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1 Scope operational checks	1.1 Physical condition of equipment is observed
	1.2 Test procedures and parameters are identified in accordance with workplace procedures and manufacturer specifications
	1.3 Preliminary observations are recorded
	1.4 Test procedures are confirmed with appropriate staff as required and necessary permission is obtained
2 Plan operational checks	2.1 Specifications and notes from preliminary observations are checked and clarified as required
	2.2 Sequence of tests are planned noting where results and observations should be recorded
	2.3 Hazards are identified, risks are assessed and control measures are implemented
	2.4 Safe area for testing is identified
	2.5 Arrangements are made to obtain additional resources and staff, as required
3 Check equipment through its full operating range	3.1 Tests are undertaken in accordance with relevant safety and operational requirements
	3.2 Results are recorded and findings are confirmed
4 Isolate fault and/or formulate recommendations	4.1 Proposals for equipment repair are recorded based on faults found, cost/time implications and workplace approval systems
	4.2 Report is explained to relevant workplace personnel including options and recommendations
	4.3 Parts are procured and/or repairs are undertaken in accordance with enterprise procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB3002A Test equipment and isolate faults.

Links

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

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Assessment Requirements for TLIB3002 Test equipment and isolate faults

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant meters, gauges, equipment and tools when testing equipment and isolating faults
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- characteristics, capabilities and limitations of equipment concerned
- documentation and record requirements
- fault-finding techniques including identification of cost/time effective rectification procedures
- faults that may occur with equipment, and appropriate action that can be taken to report and/or rectify identified equipment or component faults
- guidelines relating to the safe use of machinery and equipment including tagging unserviceable or damaged items
- housekeeping standards and procedures
- operational safety requirements for equipment concerned
- operational work systems, equipment, management and site operating systems for testing equipment and isolating faults
- relevant sections of regulatory requirements applicable to testing equipment and isolating faults
- site layout and obstacles
- tools, meters, gauges and equipment used when testing equipment and isolating faults and the precautions and procedures that should be followed in their use
- workplace procedures and policies for testing equipment and isolating faults, including tagging and reporting faulty equipment and components.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including manufacturers specifications, workplace procedures, regulations, codes of practice and operation manuals.

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Links

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

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TLIB3005 Carry out maintenance of vehicles designed to carry special loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out basic servicing and routine maintenance of a commercial vehicle designed to carry a special load, across a variety of operational contexts.

It includes action to implement manufacturer specifications for routine checks and maintenance of vehicle and its associated ancillary equipment, to ensure all specified safety requirements are met, and to ensure vehicle and its ancillary equipment are operational to workplace requirements and relevant state/territory roads and traffic authority regulations.

Work must be carried out in accordance with relevant roads and traffic authority regulations, and workplace procedures and policy for vehicle maintenance.

Work is performed with limited supervision and with duty of care responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Diagnose vehicle faults and undertake repairs for safe vehicle operation	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Faults in vehicle and/or ancillary equipment electrical system are identified, diagnosed and repaired, in accordance with manufacturer specifications and workplace procedures
	1.3 Faults in fuel system are identified, diagnosed and repaired in accordance with manufacturer specifications and workplace procedures
2 Maintain the vehicle systems	2.1 Fluid levels in vehicle and/or ancillary equipment are checked and adjusted in accordance with manufacturer specifications and workplace procedures
	2.2 Air/hydraulic fluid levels in vehicle and/or ancillary equipment are checked and adjusted in accordance with manufacturer specifications and workplace procedures
	2.3 Safety equipment is inspected in accordance with regulatory requirements and workplace procedures
3 Carry out minor repairs to a vehicle	3.1 Vehicle components are removed, repaired or replaced and refitted to vehicle using correct tools in accordance with manufacturer instructions and workplace procedures
	3.2 Tyres are repaired or replaced on vehicle in accordance with workplace procedures and manufacturer instructions
	3.3 Need for more complex maintenance procedures is identified and problem is correctly referred in accordance with workplace procedures
	3.4 Work health and safety (WHS)/occupational health and safety (OHS) procedures are followed throughout maintenance activities
	3.5 Required documentation is completed in accordance with workplace procedures
	3.6 Records of routine maintenance and repairs are kept in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB3005A Carry out maintenance of vehicles designed to carry special loads.

Links

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

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Assessment Requirements for TLIB3005 Carry out maintenance of vehicles designed to carry special loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes
- communicating effectively with others
- completing documentation related to work activities
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and standard operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- basic fault finding procedures required for routine servicing and maintenance of vehicles designed to carry special loads
- basic principles of operation of systems on commercial vehicles, including electrical systems, fuel systems, cooling systems, steering systems, exhaust system, tyres, brakes, and relevant ancillary systems
- housekeeping standards
- problems that may occur during routine servicing and maintenance of a vehicle and its associated ancillary equipment, and appropriate action and solutions
- procedures for checking, and routine servicing and maintenance of a commercial vehicle designed to carry special loads in accordance with workplace procedures and manufacturer requirements, and established safety rules and regulations
- procedures for using and maintaining materials, tools and parts required for routine servicing and maintenance
- procedures required to minimise waste during routine servicing and maintenance
- recognition and diagnosis of faults and vehicle/ancillary system irregularities
- relevant duty of care requirements for routine servicing and maintenance of vehicles designed to carry special loads
- relevant national heavy vehicle legislation and regulatory requirements
- relevant WHS/OHS and pollution control procedures
- reporting and documentation requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

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- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB3006 Carry out inspection of vehicles designed to carry special loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out an inspection of a commercial vehicle designed to carry a special load, in accordance with relevant roads and traffic authority regulations, and workplace policy and procedures concerning vehicle inspection.

It includes action to implement manufacturer specifications for routine checks of vehicle and its associated equipment, to clean the vehicle and its associated equipment, to ensure all specified safety requirements are met, and to ensure vehicle and equipment are operational to workplace requirements and relevant state/territory roads and traffic authority regulations.

Work is performed with limited supervision, with duty of care responsibility for self and others in achieving the prescribed outcomes. It involves the application of routine vehicle checking and maintenance principles and procedures to inspect a commercial vehicle designed to carry special loads, across a variety of operational contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check vehicle	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Visual check of internal and external condition of vehicle is carried out in accordance with workplace procedures
	1.3 Pre-operational inspections and checks of vehicle tyres, suspension, fluid levels and other critical features are carried out to ensure conformance with road safety standards
	1.4 Associated equipment is tested to ensure it functions correctly to manufacturer specifications
	1.5 Post start-up and shut-down checks are carried out after engine is started to identify possible engine or electrical problems
	1.6 Warning systems (instruments and gauges) are checked to ensure they are operational
	1.7 Vehicle-monitoring device is logged on/off in accordance with manufacturer instructions and workplace procedures, as required
2 Clean vehicle and ancillary equipment	2.1 Vehicle and associated equipment is cleaned in accordance with workplace procedures
	2.2 Special purpose ancillary equipment is cleaned in accordance with relevant government regulations and workplace procedures
3 Complete documentation	3.1 Basic faults are identified and/or diagnosed and appropriate action is taken to report or remedy them as required by workplace procedures and legislation
	3.2 Records of inspection are updated and recommended repairs are documented in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB3006A Carry out inspection of vehicles designed to carry special loads.

Links

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

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Assessment Requirements for TLIB3006 Carry out inspection of vehicles designed to carry special loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- completing relevant documentation
- interpreting and following operational instructions and prioritise work
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information, technical data and drawings
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- principles of operation of systems on commercial vehicles including:
  - electrical systems
  - fuel systems
  - cooling systems
  - steering systems
  - exhaust systems

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  - tyres, brakes
  - relevant ancillary systems
- problems that may occur during routine inspection of a vehicle and its associated ancillary equipment, and appropriate actions and solutions
- procedures for checking and routine inspection of a commercial vehicle designed to carry special loads, in accordance with workplace and manufacturer requirements and established safety rules and regulations including:
  - visual inspection
  - pre-operational checking
  - warning systems checking
- relevant duty of care requirements for routine inspection of vehicles designed to carry special loads
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant recording and documentation procedures
- techniques for recognising faults and vehicle/ancillary system irregularities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIB3011 Set up and rig crane for lift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to set up and rig a mobile crane for a lift. It includes the systematic positioning and stabilisation of the crane and its assembly prior to lift in a variety of operational contexts.

Work must be carried out in compliance with the relevant state/territory authority mobile crane operations licence/permit requirements and regulations.

Work is performed with limited or minimum supervision, with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Position and	1.1 Crane is directed to position in accordance with job plan,

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stabilise crane		applicable Australian Standards, codes of practice and manufacturer specifications to ensure safe operation
	1.2	Ground is checked to ensure it is firm enough to bear the load
	1.3	Appropriate plates or packing are correctly used to adequately distribute load
	1.4	Outriggers and stabilisers are correctly deployed and positioned in accordance with manufacturer instructions, appropriate Australian Standard and other relevant statutory regulations
	1.5	Outrigger packing is checked for adequacy prior to and after lift is taken
2 Assemble crane	2.1	Block is reeved in accordance with manufacturer instructions
	2.2	Counterweights are installed in accordance with manufacturer specifications
	2.3	Attachments are set up in accordance with manufacturer instructions
	2.4	Qualified rigger is consulted and other personnel are assisted as necessary to ensure efficient and safe assembly and set-up of crane
	2.5	Straight fly jibs and luffing fly jibs are assembled and fitted in accordance with manufacturer instructions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIB3011A Set up and rig crane for lift.

Links

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

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Assessment Requirements for TLIB3011 Set up and rig crane for lift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying procedures for fitting attachments and fly jibs
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- dealing with internal and external customers
- fitting fly jibs and attachments
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule and modifying activities depending on operational contingencies, risk situations and environments
- monitoring condition of equipment
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using appropriate personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- company work procedures for setting up and rigging a mobile crane at a worksite
- hazard management strategies consistent with the principle of hierarchy of control (with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment)
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane crews
- operational work systems and equipment
- procedures for fitting attachments and fly jibs
- procedures for identifying and correctly using equipment, processes and procedures
- relevant agreements, codes of practice or other legislative requirements
- relevant WHS/OHS and environmental procedures and regulations
- relevant road rules, regulations, permit and licence requirements for mobile crane operations and rigging mobile cranes.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment of setting up and rigging a mobile crane for a lift must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions and involve the movement of equipment, goods, materials and vehicular traffic.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals, including relevant:
  - state/territory regulations and licence/permit requirements pertaining to mobile cranes
  - state/territory road rules
  - state/territory WHS/OHS legislation

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    - state/territory environmental protection legislation
- relevant materials, tools and equipment
- personal protective clothing and equipment, including:
    - gloves
    - safety headwear and footwear
    - sunscreen, sunglasses and safety glasses
    - two-way radios
    - high visibility clothing.

Links

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

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TLIB3012 Plan job and set up work areas

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan a lifting job and to set up work areas prior to positioning and setting up a mobile crane in compliance with the licence/permit requirements and regulations in a variety of operational contexts.

It includes obtaining and confirming job instructions and work specifications; coordinating the loading of gear and equipment; assessing job requirements of work areas; designing job plans and setting up work area.

Work is performed with limited or minimum supervision, with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Obtain and confirm job instructions/work specifications	1.1 Job instructions are obtained and checked to ensure specifications include all necessary information
	1.2 Lift plan and other work specifications are interpreted and clarification is sought as required
2 Coordinate loading of gear and equipment	2.1 Specific gear necessary for job is identified and obtained
	2.2 Equipment is properly packed and secured in accordance with company procedures to ensure injury and damage are avoided during transportation
3 Assess job requirements and work area	3.1 Adequate site access and egress is identified
	3.2 Potential hazards are identified and appropriate elimination or control measures selected
	3.3 Weight and dimensions of load are estimated or confirmed in consultation with customer and relevant personnel to ensure job is within limits of crane capacity
	3.4 Site information is interpreted and requirements are confirmed with site supervisor
	3.5 Area is assessed to ensure there is sufficient space to establish crane and conduct lift
	3.6 Need to move mobile crane is assessed and route to be travelled is planned as required, to ensure crane traverses firm surfaces and slopes are avoided where possible
	3.7 Lift safety or feasibility concerns are discussed with customer and if not resolved, reported to supervisor
	3.8 Payment arrangements are confirmed with customer as required
	3.9 Customer requirements are anticipated and suggestions are made to maximise safety and efficiency, and to minimise inconvenience
4 Design job plan	4.1 Job plan is developed to include hazard prevention/control measures and safety procedures in accordance with applicable Australian Standards, codes of practice and equipment manufacturer specifications
	4.2 Cranes load chart is consulted and information on permissible loads, radii, weights, boom and jib configurations is taken into account in job plan

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	4.3 Job requirements, customer priorities, and workplace rules and procedures are taken into account in job plan
	4.4 Job plan is discussed and confirmed with relevant personnel
	4.5 Job plan details are documented as required
5 Set up work area	5.1 Site personnel and public are advised of potential danger and site/work area is isolated as required in accordance with legislative, regulatory and customer requirements
	5.2 Site safety procedures are followed
	5.3 Required protective equipment is identified and fitted in accordance with manufacturer guidelines and customer requirements
	5.4 Ancillary equipment is assembled and erected as required
	5.5 Load destination and as required, travel route, are prepared to accept load

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB3012A Plan job and set up work areas.

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Links

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Assessment Requirements for TLIB3012 Plan job and set up work areas

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- dealing with internal and external customers
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring condition of equipment during setting up processes and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- producing a comprehensive work plan
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using appropriate personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

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

- application of relevant agreements, codes of practice or other legislative requirements
- company work procedures for planning mobile crane jobs and setting up work areas
- guidelines for the safe use of machinery and equipment
- hazard management strategies consistent with the principle of hierarchy of control (with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment)
- identification and correct use of equipment, processes and procedures
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane crews
- operational work systems and equipment
- prioritising and multi-tasking work
- relevant road rules, regulations, permit and licence requirements
- relevant WHS/OHS and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions and involve the movement of equipment, goods, materials and vehicular traffic.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals, including relevant:
  - state/territory regulations and licence/permit requirements for mobile cranes
  - state/territory road rules

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  - state/territory WHS/OHS legislation
  - state/territory environmental protection legislation
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB3013 Maintain mobile cranes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out routine maintenance on a mobile crane, in compliance with licence/permit requirements, regulations and work requirements in a variety of operational contexts.

It includes obtaining and confirming job instructions and work specifications, coordinating loading of gear and equipment, assessing job requirements and work areas, designing job plan and setting up work area.

Work is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

This unit applies to maintenance activity on equipment used by the operator and is limited to lubrication, fluid, filter and accessory changing and checks for cracks, surface or structural faults or other damage.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan maintenance operations	1.1 Tags, service records, logbooks and crane manufacturer information are read prior to commencing maintenance, and previously identified and manufacturer recommendations are noted
	1.2 Maintenance schedules are read and maintenance tasks are confirmed to match schedule
	1.3 Step by step procedure is worked out to minimise time delays and to sequence maintenance processes consistent with manufacturer recommendations
2 Complete pre-maintenance checks	2.1 Appropriate safe work area is selected for maintenance tasks
	2.2 Required tools, consumables and equipment are identified and assembled
	2.3 Equipment is inspected for visible faults and loose or damaged components
3 Identify and assess faults found	3.1 Conditions found are compared with manufacturer information and intended use of crane
	3.2 Conditions noticed that may cause future difficulties are identified and potential effect on the safe and efficient operation of mobile crane is documented
	3.3 Potential fault conditions are reported to appropriate personnel
4 Conduct maintenance operations and safety checks	4.1 Fluid replacements and lubrication operations are completed
	4.2 Fluid levels are checked and adjusted
	4.3 Mechanical components are checked to ensure attachments and tensions are secure
	4.4 Mechanical adjustments are made
	4.5 Maintenance plan is followed and appropriate adjustments are made to maintenance plan to deal with unexpected

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	events
	4.6 Own work and crane system operations are checked to ensure crane's operational condition is in accordance with required specifications
	4.7 Tools, equipment and unused consumables are returned to appropriate locations and waste is disposed of in accordance with workplace policy and procedures
5 Complete maintenance records	5.1 Accurate reporting of safety check results and maintenance conducted, is completed and filed in accordance with procedures, industry guidelines and statutory requirements
	5.2 Clear reference in reports is made to any items that may not yet require maintenance but may affect the future working condition or safety of the mobile crane

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB3013A Maintain mobile cranes.

Links

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

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Assessment Requirements for TLIB3013 Maintain mobile cranes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes
- communicating effectively with others
- completing relevant documentation
- dealing with internal and external customers
- identifying and correctly using relevant equipment
- identifying non-conformities that may compromise operational capability
- implementing contingency plans
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned maintenance schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- planning and prioritising own work, multi-tasking, predicting consequences and identifying improvements
- producing a comprehensive maintenance plan
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using appropriate personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and standard operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self, others, or damage to goods or equipment.

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Knowledge Evidence

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

- application of relevant agreements, codes of practice or other legislative requirements
- guidelines for the safe use of machinery and equipment
- hazard management strategies consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational crane systems and equipment
- operational safety and maintenance procedures for crane crews
- relevant WHS/OHS and environmental procedures and regulations
- relevant regulations, permit and licence requirements for mobile crane operational safety and maintenance
- use, characteristics, capabilities and limitations of lubrication and adjustment tools and equipment
- workplace procedures for planning mobile crane jobs and setting up work areas.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions and involve the movement of equipment, goods, materials and vehicular traffic.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals, including relevant:
  - state/territory regulations pertaining to the maintenance and safety of mobile cranes
  - state/territory WHS/OHS legislation

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- personal protective clothing and equipment, including:
  - gloves
  - safety headwear and footwear
  - sunscreen, sunglasses and safety glasses
  - two-way radios
  - high visibility clothing
- relevant materials, tools and equipment currently used in industry
- state/territory environmental protection legislation.

Links

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

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TLIB3014 Load and unload wheeled or tracked crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to unload and load a wheeled or tracked mobile crane from and onto a float, in accordance with licence/permit requirements and regulations.

It includes inspecting the worksite, unloading and loading crane from and onto float, and securing crane prior to travel.

Work is performed under general supervision, with duty of care responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Inspect site	1.1 Site access and exit routes are identified
	1.2 Site hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Loading and unloading area is selected based on assessment of worksite requirements, physical conditions, proximity to job and safety of operations
2 Unload/load crane from/onto float	2.1 Vehicle is inspected and checked prior to unloading
	2.2 Pre-operational checks are conducted in accordance with manufacturer instructions and workplace procedures
	2.3 Float is positioned on site in designated loading/unloading area noting ground conditions, and potential and identified site hazards
	2.4 Lashings, chains, stabilisers and chocks are safely removed, and correctly stowed and secured in designated areas
	2.5 Loading ramps are secured
	2.6 Crane is driven on/off float ensuring no injury to personnel or damage to equipment and site
	2.7 Crane is stabilised, shut down and secured
3 Secure crane for travel	3.1 Weight and dimensions of crane are established and compared to carrying capacity of vehicle
	3.2 Crane is correctly positioned on float
	3.3 Crane is secured using appropriate securing equipment and is shackled to anchorage points in accordance with workplace/float securing system and manufacturer specifications
	3.4 Securing equipment is tightened to ensure security during travel
	3.5 Ramps are loaded and secured
	3.6 Documentation is completed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB3014A Load and unload wheeled or tracked crane.

Links

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

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Assessment Requirements for TLIB3014 Load and unload wheeled or tracked crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- application of relevant agreements, codes of practice and other legislative requirements
- guidelines relating to the safe use of machinery and equipment
- hazard management consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and PPE
- high risk work licence requirements
- identification and correct use of equipment, processes and procedures related to loading and unloading wheeled or tracked cranes
- load restraint guide requirements
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane crews
- operational work systems and equipment
- procedures for prioritising and multi-tasking work
- relevant road rules, regulations, permit and licence requirements for mobile crane operation
- wheeled or tracked mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- workplace procedures for loading and unloading wheeled or tracked cranes
- workplace procedures for planning mobile crane jobs and setting up work areas.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, national Load Restrain Guide, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIB3015 Undertake site inspection

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake a site inspection in preparation for a lift requiring a mobile crane in accordance with licence/permit requirements and regulations, in a variety of operational contexts.

It includes arranging a site inspection, clarifying customer requirements, defining job requirements and completing necessary records.

Work is performed with general supervision, with duty of care responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to demonstrate

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essential outcomes.	achievement of the element.
1 Arrange site inspection	1.1 Available information about customer requirements is obtained from relevant personnel
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Need for site inspection is confirmed through appropriate questioning and discussion
	1.4 Mutually acceptable meeting time is arranged with customer
	1.5 Full customer details are recorded in accordance with workplace procedures
2 Clarify customer requirements	2.1 Customer needs and perception of job are clearly established through appropriate questioning and discussion
	2.2 Alternative job methods are suggested, as required, and a safe and cost effective method is negotiated with customer
	2.3 Client ability to provide necessary competent personnel is ascertained
3 Define job requirements	3.1 Information about load and movement requirements is accessed and necessary measurements are taken to enable accurate estimation of job requirements
	3.2 Specific scheduling needs are ascertained taking into account legislative and customer requirements
	3.3 Information from site inspection and customer is used to identify hazards and contingencies
	3.4 Specific site and job requirements are identified
	3.5 Lift study is arranged as required, to provide additional information to meet customer expectations
	3.6 Necessity to be on site during lift is assessed in accordance with workplace policy, taking into consideration complexity of job, potential hazards and expertise of available personnel
	3.7 Need for permits/authorisations is determined
4 Complete records	4.1 Required records are updated accurately, legibly and promptly in accordance with workplace procedures
	4.2 All relevant information about job is included in records

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB3015A Undertake site inspection.

Links

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

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Assessment Requirements for TLIB3015 Undertake site inspection

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using equipment, processes and procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment and sites in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others.

Knowledge Evidence

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

- application of relevant agreements, codes of practice and legislative requirements
- guidelines relating to the safe use of machinery and equipment
- hazard management consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
- mobile crane applications, capacities, configurations, safety hazards and control

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mechanisms
- operational procedures for crane crews for conducting a site inspection for a lift using a mobile crane
- operational work systems and equipment
- relevant national heavy vehicle legislation and regulatory requirements
- relevant road rules, regulations, permit and licence requirements for mobile crane operation and safety
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- site inspection procedures and protocols.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB3016 De-rig, pack and store tools and equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to de-rig a mobile crane, and to pack and store tools and equipment in accordance with licence/permit requirements and regulations.

It includes inspecting tools and equipment, securing outriggers, packing and storing tools and equipment, and completing necessary records.

Work is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Inspect tools and equipment	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Rigging gear is removed and inspected for damage and defects
	1.3 Damaged and defective gear is tagged and segregated for testing/repair/disposal by a qualified person
2 Secure outriggers	2.1 Any outriggers, stabilisers, counterweights and attachments are secured and stowed in accordance with manufacturer instructions
	2.2 Outrigger packing is dismantled and stowed securely
3 Pack and store tools and equipment	3.1 Gear is cleaned as required and stored appropriately
	3.2 Additional gear is returned to depot, marked off and stored in accordance with workplace procedures
	3.3 Other personnel are assisted as necessary to ensure efficient pack up
4 Complete records	4.1 Workplace documentation is completed in accordance with workplace procedures
	4.2 Required workplace records are updated and processed accurately and promptly

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

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Unit Mapping Information

This unit replaces and is equivalent to TLIB3016A De-rig, pack and store tools and equipment.

Links

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Assessment Requirements for TLIB3016 De-rig, pack and store tools and equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking condition of equipment
- communicating effectively with others
- identifying and correctly use equipment, processes and procedures
- interpreting and following operational instructions and prioritising work
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others.

Knowledge Evidence

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

- application of relevant agreements, codes of practice or other legislative requirements
- defects that may be identified when de-rigging a crane and appropriate action that should be taken
- guidelines and codes of practices relating to the safe use of machinery and equipment
- hazard management consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working

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practices and personal protective equipment
- high risk work and mobile crane licence requirements
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane crews concerning de-rigging of cranes, and packing and storing tools and equipment
- operational work systems and equipment
- relevant heavy vehicle national regulations
- relevant road rules, regulations, permit and licence requirements for mobile crane operation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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

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TLIB3017 Assemble and dismantle boom or jib

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assemble and dismantle a boom and jib on a lattice boom mobile crane, in accordance with licence/permit requirements and regulations, in a variety of operational contexts

It includes planning assembly/dismantling and following correct procedures for boom/jib assembly and disassembly.

Work is performed under general supervision, with duty of care responsibility for self and others in achieving the prescribed outcomes.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.	
1 Plan assembly/dismantling	1.1	Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2	Level as is possible and unobstructed site is selected to assemble/dismantle boom and/or jib
	1.3	Plan for crane assembly and dismantling is developed in accordance with appropriate Australian Standard, other statutory regulations, licensing requirements and manufacturer specifications
2 Assemble/dismantle boom or jib	2.1	Equipment, including personal protective equipment, is assembled and used as appropriate for task requirements
	2.2	Plan for assembly or dismantling of boom/jib is carried out in accordance with manufacturer specifications, appropriate Australian Standards and other relevant statutory regulations and guides
	2.3	All connections on boom and jib pendants and rope anchorages are checked before boom is raised, to ensure they are in good order, tight and secure
	2.4	Documentation is completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB3017A Assemble and dismantle boom or jib.

Links

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

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Assessment Requirements for TLIB3017 Assemble and dismantle boom or jib

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- monitoring condition of equipment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

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- application of relevant Australian Standards, codes of practice and legislative requirements
- defects that may be identified when assembling and dismantling a boom/jib and appropriate action that should be taken
- guidelines relating to the safe use of machinery and equipment
- hazard management consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and PPE
- high risk work licence requirements
- mobile crane and hoist applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane and hoist crews concerning assembling and dismantling booms and jibs on lattice boom mobile cranes
- operational work systems and equipment
- relevant road rules, regulations, permit and licence requirements for mobile crane assembly and dismantling
- relevant WHS/OHS and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIB3018 Conduct full train examination

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct a full train examination in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes preparing for a train examination, preparing a train for examination, examining rolling stock, examining loads, and documenting and actioning examination results.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for examination	1.1 Train consist and information on load detail is established for examination purposes
	1.2 Location for full train examination is confirmed and relevant personnel are notified of examination
	1.3 Customer defect notices/carded wagon information is established for examination purposes
	1.4 Materials and equipment required to conduct full train examination are prepared
	1.5 Hazards are identified, risks are assessed and risk control measures are implemented
	1.6 Work health and safety (WHS)/occupational health and safety (OHS) requirements applicable to the examination are confirmed
	1.7 Relevant train documentation is accessed and reviewed to establish key information on rolling stock required for examination, as required
2 Prepare train for examination	2.1 Applicable safety device or system is used to ensure train is isolated or secured for examination
	2.2 Road is locked out using appropriate techniques to ensure safety during examination
	2.3 Flags, banners, signs and other relevant safety equipment are positioned before and during examination to ensure safety is maintained
3 Examine rolling stock	3.1 Types of rolling stock and capacities are confirmed as appropriate for the safe transportation of passengers or freight
	3.2 Brake systems are checked, all brake tests are conducted and certificates are issued as required
	3.3 Structure of rolling stock and major components are checked and tested to ensure operational safety
	3.4 Rolling stock is carded and information is recorded in organisational system
	3.5 Train irregularities are noted and corrective action is initiated

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	in accordance with operational requirements
	3.6 End-of-train monitor is attached and correct operation is confirmed
	3.7 WHS/OHS legislation, codes of practice, policies and procedures are observed during the examination to prevent injury and damage
	3.8 Communication is maintained with other personnel involved to ensure safe, efficient and complete examination
4 Examine loads	4.1 Load security is checked and confirmed that it meets operational safety requirements
	4.2 Load contamination is identified and rectified in accordance with WHS/OHS and dangerous goods requirements
	4.3 Load dimensions are confirmed appropriate to wagon type and checked against documentation for accuracy
5 Document and action examination results	5.1 Documentation is completed and forwarded for recording examination results and initiating corrective actions, as required
	5.2 Relevant personnel are informed of remedial or appropriate action required prior to resumption of train service

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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

Unit Mapping Information

This unit replaces and is equivalent to TLIB3018A Conduct full train examination.

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Links

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

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Assessment Requirements for TLIB3018 Conduct full train examination

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

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

- assessing rolling stock defects
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/ occupational health and safety (OHS) standards
- working individually and as part of a team
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Knowledge Evidence

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

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- communications protocols
- emergency procedures
- rail industry standards and specifications for items requiring examination during a full train examination
- relevant rail danger zones
- relevant safety, WHS/OHS, and environmental procedures and regulations
- signals and signalling systems
- train movement documentation procedures
- workplace procedures for conducting a full train examination.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3019 Test train braking system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to test a train braking system in accordance with workplace procedures, safeworking regulations and codes of practice.

It includes planning and preparing for, and testing train brake operation; dealing with identified faults; and recording brake test results in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed without supervision, generally within a team environment.

Testing train braking system can involve:

- air continuity test
- brake leakage test
- hose and pipe components repair or replacement
- modified brake test
- train brake test.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for train brake inspection and testing	1.1 Brake test documentation, rolling stock data and other relevant reports are read and clarified as required to confirm required action
	1.2 Appropriate tools and equipment are obtained as required and checked prior to inspection
	1.3 Work health and safety (WHS)/occupational health and safety (OHS) legislation, codes of practice, policies and procedures are identified and followed
	1.4 Hazards are identified, risks are assessed and risk control measures are implemented
	1.5 Train is isolated or secured in accordance with workplace procedures to make the work area safe for inspection
2 Inspect and test train brake operation	2.1 Brake leakage test is conducted to ensure compliance with required standards
	2.2 Modified brake tests are conducted to ensure compliance with required standards
	2.3 Air continuity test is conducted to ensure train braking system meets functional specifications
	2.4 Brakes are applied and released to ensure train braking system meets functional specifications
	2.5 Hoses and pipe components are inspected for defects requiring repair or replacement
	2.6 Defects and faults are identified and rolling stock is carded
3 Deal with identified faults	3.1 Plans and/or procedures for replacement or repair of identified defective components are implemented in accordance with workplace procedures and manufacturer specifications

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	3.2 Confirmation/verification of minor repairs or replacements is obtained
	3.3 Defective rolling stock not fit to run is identified and detachment arrangements are made in compliance with workplace procedures
4 Record test results	4.1 Brake test records are completed to reflect inspection results in accordance with workplace policies and procedures
	4.2 Records are filed in accordance with workplace policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3019B Test train braking system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3019 Test train braking system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying rail safety practices and procedures
- conducting inspections and testing brake operations on relevant types of passenger train, freight train or railcar in accordance with workplace procedures
- communicating effectively with others
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in brakes and related equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- brake systems, their components and their operation
- communications protocols
- defects and faults in train braking systems and relevant workplace procedures to deal with identified defects and faults including isolation and tag out procedures
- diagnostic techniques
- documentation requirements relating to brake testing
- procedures for completing relevant documentation
- relevant workplace procedures
- tools and equipment applications
- types of brake tests and their purpose.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3021 Conduct train roll-by inspection

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct a train roll-by inspection in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes preparing to carry out a roll-by inspection of a moving train, inspecting a moving train in accordance with workplace procedures, and reporting and/or actioning inspection results.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed without supervision, generally within a team environment. It involves the application of operational principles, regulations, safeworking codes, protocols and procedures when conducting a roll-by inspection of a moving train, as part of workplace activities across a variety of operational contexts within the Australian rail industry.

Inspecting condition of rolling stock and load may involve:

- air and electrical connections
- bearings
- brake equipment
- dangerous goods condition and separation
- draw gear
- load condition (damage, leaks)
- load securing devices (chains, ropes, pins)
- locking and securing devices
- out-of-gauge conditions
- superstructures
- trailing items (ropes, hoses)
- wheels.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for train roll-by inspection	1.1 Documentation and other relevant reports are read and clarified as required to confirm inspection requirements
	1.2 Individual responsibilities required to complete roll-by inspection are agreed with relevant personnel as required
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Position is taken for roll-by inspection at planned time to ensure complete observation without personal risk
	1.5 Conditions are assessed and necessary actions are taken to ensure roll-by inspection is effective
2 Conduct a roll-by inspection of a moving train	2.1 Train identification and status is confirmed
	2.2 Train hazards are identified, risks are assessed and risk control measures are implemented
	2.3 Condition of rolling stock and load are systematically observed as train passes and specific faults are identified and noted
	2.4 Communication is maintained with relevant personnel to ensure safe, efficient and complete roll-by inspection
	2.5 Inspection is conducted in accordance with work health and safety (WHS)/occupational health and safety (OHS) workplace

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	policies and procedures to prevent injury and damage
	2.6 Faults requiring urgent action are noted and appropriate action is taken to initiate immediate response to minimise risk from continued movement of train
3 Report and action roll-by inspection results	3.1 Reports of inspections are completed to reflect inspection results
	3.2 Appropriate personnel are informed of faults or defects requiring rectification
	3.3 Records are circulated and filed in accordance with workplace policies and procedures
4 Report on-train roll-by inspection results	4.1 Outcomes of on-train roll-by inspections are transmitted to appropriate personnel
	4.2 Records of on-train roll-by inspections are made in accordance with workplace policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3021A Conduct train roll-by inspection.

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Links

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Assessment Requirements for TLIB3021 Conduct train roll-by inspection

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- completing relevant documentation
- documenting results of roll-by inspection including faults or defects requiring rectification, in accordance with workplace operational procedures
- identifying and actioning urgent faults to minimise risk from continued movement of train
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying safe position from which to conduct roll-by inspection
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- interpreting documentation and reports to confirm roll-by inspection requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- observing condition of rolling stock and load of moving train systematically
- positioning self at appropriate location and time to conduct roll-by inspection
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- communications protocols
- contingency management processes for conducting a roll-by inspection of a moving train
- documentation requirements for a roll-by inspection
- procedures for planning and carrying out a roll-by inspection of a moving train
- procedures for completing documentation relevant to a roll-by inspection of a moving train
- relevant rail industry standards, rules, codes of practice, guidelines and specifications for items requiring examination.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, Australian Dangerous Goods (ADG) Code, rail industry standards, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3026 Prepare for train operation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for train operation in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes preparing for and implementing the prescribed pre-departure checks and confirming required train documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed without supervision, generally within a team environment. It involves the application of routine operational principles and procedures when preparing for train operation, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for pre-departure checks	1.1 Checks and relevant procedures and standards are identified
	1.2 Purpose of journey and activities to be undertaken are identified
	1.3 Constraints and special instructions that may apply for journey are identified
	1.4 Documentation is read and clarified as required to identify and confirm consist, attach/detach vehicle information, loading information and characteristics of the train
	1.5 Hazards are identified, risks are assessed and risk control measures are implemented
	1.6 Compliance with relevant regulatory and Australian Dangerous Goods (ADG) Code requirements are identified, as required
2 Implement pre-departure checks	2.1 Motive power control systems are set up and checked in accordance with workplace policies and procedures
	2.2 Train, or relevant portion of the train, is checked to ensure rolling stock is coupled and sequenced correctly
	2.3 Train braking systems are applied and released to ensure they are operating effectively
	2.4 Visual inspection is conducted to identify obvious faults or defects that would prevent safe transit
	2.5 Corrective action is taken to rectify faults and ensure minimum delay to planned running schedule
	2.6 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are followed to prevent injury and damage
3 Confirm train can proceed	3.1 Relevant personnel are promptly advised of result of completed checks
	3.2 Authority to proceed relevant to operational situation is obtained and followed

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3026A Prepare for train operation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3026 Prepare for train operation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying appropriate procedures to overcome identified faults or defects including isolation and tag out procedures
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- setting up and checking train control systems
- testing air continuity and braking systems
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- communications procedures and protocols
- contingency management processes
- procedures for pre-departure train testing
- procedures for preparing a train for operation
- relevant safety, WHS/OHS, and environmental procedures and regulations
- relevant sections of the Australian Dangerous Goods (ADG) Code and other dangerous goods regulations as they apply to freight operations
- relevant workplace procedures
- safeworking systems, procedures and requirements
- set-up procedures for equipment used when controlling trains
- train characteristics and specifications
- train preparation documentation procedures
- typical faults or defects for the type of rolling stock being operated.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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TLIB3027 Set up and shut down on-train remote control system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to set up and shut down an on-train remote control system in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes setting up the remote control system, setting up the lead control system, and shutting down the remote control equipment.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed without supervision, generally within a team environment. It involves the application of routine operational principles and procedures when setting up and shutting down an on-train remote control system, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Set up remote control system	1.1 Remote control system components are set up in accordance with operational plans and manufacturer instructions
	1.2 Remote motive power units are placed in required operating mode
	1.3 Communications code is entered, and air and electrical systems are activated
	1.4 Brake and traction systems are tested using approved personnel to ensure correct operation
2 Set up lead control system	2.1 Cab console is checked, electrical systems are activated and system self-test is confirmed
	2.2 Communications code is entered and confirmation is obtained that system has entered link mode
	2.3 Full control is obtained and brake tests are conducted using lead control equipment, to ensure correct braking is operational
	2.4 Procedures to establish total control are repeated as required
	2.5 Train is moved using the full range of tests to ensure operational safety and control
3 Shut down remote control equipment	3.1 Shut-down procedures of lead and remote control equipment are followed to ensure train security and system de-activation
	3.2 Equipment indicators or functions are operated to ensure shut-down process is correct and complete

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3027A Set up and shut down on-train remote control system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3027 Set up and shut down on-train remote control system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- conducting post set-up tests to ensure remote control system is operating in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- monitoring performance of equipment
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- setting up remote control system in a range of configurations and/or trains
- shutting down remote control system in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.
-

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- braking and safety system procedures
- controls, instruments and indicators of an on-train remote control unit and their purpose, location and use

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- procedures for controlling motive power units
- procedures for identifying equipment defects in remote control units and assessing identified defective units for appropriate action
- procedures for managing hazardous situations involving on-train remote control systems
- procedures for operating remote control units
- relevant rail danger zones
- relevant safety, work health and safety(WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- relevant workplace procedures
- set-up and shut-down workplace procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3040 Inspect poles and associated hardware

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to inspect poles and associated hardware in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes planning and preparing for inspection, conducting inspection of poles and associated hardware, and completing inspection.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when inspecting poles and associated hardware, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for inspection	1.1 Inspection program or works order is received/accessed, analysed and confirmed as required by site inspection
	1.2 Resources required for the job are identified and scheduled
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Liaison and communication issues are resolved
	1.5 Personnel participating in task, including plant operators and contractors, are fully briefed
2 Conduct inspection of poles and associated hardware	2.1 Worksite requirements are confirmed by site inspection
	2.2 Road signs, barriers and warning devices are positioned, and worksite protection is provided
	2.3 Safeworking rules are observed within the rail corridor
	2.4 Pole structures, including foundations and hardware, are inspected by test or examination against approved specifications
3 Complete the inspection	3.1 Worksite is rehabilitated, and work is completed in an agreed time with minimum waste
	3.2 Inspection reports are completed, pole records are updated and documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3040A Inspect poles and associated hardware.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3040 Inspect poles and associated hardware

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant workplace procedures
- communicating effectively with others
- communicating plans, intentions and safety criteria to other workers (including plant operators and contractors) prior to work commencing
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant technical instructions and manuals, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- selecting and using appropriate pole testing equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety and safeworking requirements, and relevant codes of practice, rail industry standards and/or guidelines
- characteristics, capabilities, uses, limitations and location standards of different types of poles
- diagnostic and fault finding techniques relevant to inspecting poles and associated hardware
- hazards that may exist when inspecting poles and associated hardware, and ways of controlling the risks involved
- mechanical principles related to structures
- pole maintenance techniques and processes
- problems that may occur when inspecting poles and associated hardware, and action that can be taken to report or resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations, including WHS/OHS instructions related to inspecting poles and associated hardware
- soil types and stabilisation processes
- workplace documentation and records systems related to pole management
- workplace instructions that relate to pole quality and chemical treatment in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions
- workplace procedures for inspecting poles and associated hardware
- workplace requirements for traffic control and guidance signals for planned operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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Links

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TLIB3046 Service and clean mechanical signalling equipment and infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to service and clean mechanical signalling equipment and infrastructure, in accordance with safeworking and regulatory requirements, and workplace standards and procedures.

It includes cleaning and servicing the equipment/infrastructure, and checking/testing the operation and functionality of the equipment/infrastructure after cleaning.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice, rail industry standards and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when servicing and cleaning mechanical infrastructure signalling equipment, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Clean and service equipment	1.1 Cleaning and servicing equipment, resources and consumables are confirmed ready for use
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 All rubbish, weeds and obstructions are removed from equipment and housings
	1.4 Initial visual check of operational equipment is performed to identify equipment faults
	1.5 External surfaces are inspected and are prepared/painted to organisational standards as required to protect the equipment
	1.6 All internal and external surfaces and operational components are cleaned and lubricated to ensure operational effectiveness
	1.7 All chemicals, lubricants and consumables are used and disposed of in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs), work health and safety (WHS)/occupational health and safety (OHS) codes and practices, and environmental procedures
2 Check equipment operation	2.1 Approval to conduct a check of equipment operation is obtained in accordance with relevant operational rules and procedures
	2.2 Track clearance check is made before conducting equipment operation check to ensure safe train movement
	2.3 Authorised equipment operation check is carried out in accordance with operating procedures to identify equipment faults
	2.4 Operational effectiveness of equipment is confirmed through observation during train movements as required
	2.5 Equipment faults are identified, reported and appropriate corrective action is taken
	2.6 Serviced equipment is locked and secured to prevent unauthorised access

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3 Complete documentation	3.1 Required documentation procedures and processes are confirmed
	3.2 Documentation is filled in legibly and proofread
	3.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3046A Service and clean mechanical signalling equipment and infrastructure.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3046 Service and clean mechanical signalling equipment and infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- carrying out visual inspection and functional checking tests
- checking operation of equipment in accordance with workplace procedures
- checking/confirming operational requirements
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information, diagrams and signs
- reporting identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using chemical cleaning agents, solvents and lubricants in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements and relevant rail industry standards, codes of practice and/or guidelines
- documentation and record keeping requirements
- fault detection techniques
- fundamentals of signalling and operations of mechanical signalling equipment
- hazards that may exist when servicing and cleaning mechanical signalling equipment and infrastructure, and ways of controlling the risks involved
- problems that may occur when servicing and cleaning mechanical signalling equipment and infrastructure, and action that can be taken to report or resolve these problems
- rail/train movement systems
- recording procedures
- relevant WHS/OHS and environmental procedures and regulations
- workplace safeworking authorisation/approval processes and procedures
- workplace standards and procedures for servicing and cleaning mechanical signalling equipment and infrastructure.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation including workplace procedures, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3047 Repair and adjust mechanical signalling equipment and infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to repair and adjust mechanical signalling equipment and infrastructure (excluding interlocking equipment), in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes diagnosing equipment faults, correcting equipment faults, and testing and adjusting the equipment after repair.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when repairing and adjusting mechanical signalling equipment and infrastructure (excluding interlocking equipment), as part of workplace activities across a variety of operational contexts within the Australian rail system.

Cleaning and lubrication includes:

- all cleaning operations by hand
- chemical or steam cleaning
- applying lubricating oils and greases.

Operational compliance includes the manufacturer and/or safeworking operational specifications for functional movements, operations and outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Diagnose equipment faults	1.1 Out-of-specification or non-operating equipment/components are correctly identified through operational testing
	1.2 Viability of adjustments/replacements/repairs to equipment/components is correctly evaluated to ensure cost effective operations
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Work is planned to ensure minimum disruption to train operations and safe repair activities
	1.5 Support/assistance with diagnosis or repair operation is obtained through liaison with appropriate personnel
	1.6 Work health and safety (WHS)/occupational health and safety (OHS) and environmental requirements for a given task area are obtained and clarified as required, in consultation with appropriate personnel
2 Correct equipment faults	2.1 Liaison with or support to other personnel is maintained to ensure equipment is maintained within specification
	2.2 Equipment and components are replaced or repaired in accordance with operational specifications to ensure required level of operations
	2.3 Equipment and component adjustment is performed to specifications to ensure required level of operations
	2.4 Viability of repairs to replaced equipment/components is evaluated and equipment is tagged for repair or disposed of in accordance with

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		organisational requirements
3	**Test and adjust equipment**	3.1 Final cleaning, lubricating and adjustments to equipment is carried out to ensure operational compliance
		3.2 Equipment functions are tested to ensure operational compliance with required standards
		3.3 Equipment is locked/secured as specified to ensure safety and protection from elements or people
		3.4 Records of repair activities are correctly completed and forwarded to appropriate personnel for use in identifying future maintenance requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3047A Repair and adjust mechanical signalling equipment and infrastructure.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3047 Repair and adjust mechanical signalling equipment and infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant test procedures
- applying relevant workplace procedures
- checking compliance with operational specification
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating mechanical signalling equipment
- reading and interpreting relevant instructions, procedures, information, diagrams and signs
- repairing and replacing equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- testing and adjusting equipment function after repair has been completed to ensure compliance with manufacturer and operational requirements
- using chemical cleaning agents, solvents and lubricants in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and organisational procedures.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation/authorisation processes and procedures, and technical specifications manuals
- fault detection techniques
- fundamentals of signalling and operations of mechanical signalling equipment
- hazards that may exist when repairing and adjusting mechanical signalling equipment and infrastructure, and ways of controlling the risks involved
- mechanical fitting techniques
- problems that may occur when repairing or adjusting mechanical signalling equipment and infrastructure, and action that can be taken to report or resolve these problems
- recording procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- SDSs/MSDSs for cleaning and lubricating equipment
- workplace procedures and rail industry standards for repairing and adjusting mechanical signalling equipment and infrastructure (excluding interlocking equipment).

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, rail industry standards, codes of practice and operation manuals.

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Links

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TLIB3048 Carry out off-site repair, overhaul and assembly of mechanical signalling equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out off-site repair, overhaul and assembly of mechanical signalling equipment in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes assessing equipment condition, replacing out-of-specification components, producing components as required, assembling components, and testing and adjusting equipment to ensure overall system integrity.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures to the off-site repair, overhaul and assembly of mechanical signalling equipment, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess equipment condition	1.1 Equipment condition is established through tagged repair sheets from the field and initial examination
	1.2 Condition of all out-of-tolerance equipment and components is correctly identified and recorded through detailed inspection and testing
	1.3 Type and extent of required repairs are evaluated to determine viability of repair operations and to estimate time requirements
	1.4 Components requiring disposal are identified and replacement components are arranged to allow work to commence
2 Replace components	2.1 Equipment is dismantled to the extent required to carry out previously identified repairs
	2.2 Components requiring replacement are stored for later repair/disposed of in line with organisational requirements
	2.3 Components are replaced/repaired/returned to operational condition in line with technical specifications and standard workshop practices
3 Produce components	3.1 Components are produced to comply with the defined job requirements and technical specifications
	3.2 Appropriate manufacturing/workshop techniques are applied to ensure required quality components are produced
4 Assemble components	4.1 Assembly methods and sequencing are planned to ensure efficient operations
	4.2 Components are laid out for assembly in accordance with planned processes
	4.3 Assembly of all components, sub-assemblies and equipment is correctly carried out in accordance with planned operations, and job and technical specifications
	4.4 Securing methods and operations are carried out in accordance with job and technical specifications
5 Test and adjust	5.1 Equipment functions are tested to ensure conformance to

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equipment	drawings and specifications

5.2 Assembly and joining/securing processes and outcomes are checked and tested as required to match the job and technical specifications

5.3 Adjustments are made to ensure all equipment operations meet the technical specifications

5.4 Operational/functional compliance to the job and technical specifications is confirmed and certified

5.5 Required documentation is correctly completed and forwarded to appropriate personnel to confirm the equipment is certified for use

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3048A Carry out off-site repair, overhaul and assembly of mechanical signalling equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3048 Carry out off-site repair, overhaul and assembly of mechanical signalling equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- carrying out appropriate repairs in accordance with workplace requirements
- carrying out visual inspection and checking in accordance with workplace procedures
- checking/confirming compliance with operational specifications
- identifying faults in accordance with organisational procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- using chemical cleaning agents, solvents and lubricants in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and organisational procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and record keeping requirements
- chemical cleaning agents, solvents and lubricants, SDSs/MSDSs and manufacturer instructions
- fault detection techniques
- fundamentals of signalling and operations of mechanical signalling equipment
- hazards that may exist when off-site repairing, overhauling and assembling mechanical signalling equipment, and ways of controlling the risks involved
- problems that may occur when off-site repairing, overhauling and assembling mechanical signalling equipment, and action that can be taken to report or resolve these problems
- relevant mechanical signalling equipment components and technical specifications
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures for off-site repairing, overhauling and assembling mechanical signalling equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, rail industry standards, SDSs/MSDSs, regulations, codes of practice and operation manuals.
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Links

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TLIB3053 Maintain mechanical signalling locking and interlocking devices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain mechanical signalling locking and interlocking devices in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes diagnosing and correcting faults in the devices, and testing and adjusting the repaired equipment to meet workplace and manufacturer standards.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when maintaining mechanical signalling locking and interlocking devices, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Diagnose locking/interlocking equipment faults	1.1 Out-of-specification or non-operating mechanical locking and interlocking signalling equipment /components are correctly identified through operational testing
	1.2 Viability of adjustments/replacements/repairs to equipment/components is correctly evaluated to ensure cost effective operations
	1.3 Work is planned to ensure minimum disruption to train operations and safe repair activities
	1.4 Support/assistance with diagnosis or repair operations is obtained through liaison with appropriate personnel
2 Correct equipment faults	2.1 Mechanical locking and interlocking signalling equipment and component cleaning/lubrication and adjustment is performed to specifications to ensure required level of operations
	2.2 Equipment and components are replaced or repaired in accordance with operational specifications to ensure required level of operations
	2.3 Viability of repairs to replaced equipment/components is evaluated and equipment is tagged for repair or disposed of in accordance with workplace requirements
	2.4 Liaison with or support to other personnel is maintained to ensure equipment is maintained within specification
3 Test and adjust locking/interlocking equipment	3.1 Locking/interlocking equipment functions are tested to ensure operational compliance with required standards
	3.2 Final cleaning, lubricating and adjustments to equipment are carried out to ensure operational compliance
	3.3 Equipment is locked/secured as specified to ensure safety and protection from elements or people
	3.4 Records of repair activities are correctly completed and forwarded to appropriate personnel for use in identifying future maintenance requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3053A Maintain mechanical signalling locking and interlocking devices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3053 Maintain mechanical signalling locking and interlocking devices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- applying relevant test procedures
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating mechanical signalling equipment
- reading and interpreting relevant instructions, procedures, information and signs
- repairing and replacing mechanical locking and interlocking equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly , in accordance with regulatory requirements and workplace procedures
- selecting and using hand, portable, power and air tools
- using chemicals, solvents and lubricants in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and organisational procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- contents of technical specifications and manuals
- documentation/authorisation processes and procedures
- fault detection techniques
- hazards that may exist when repairing and adjusting mechanical locking and interlocking signalling equipment, and ways of controlling the risks involved
- mechanical fitting techniques
- organisational procedures
- principles of railway signalling, particularly those dealing with mechanical locking and interlocking equipment
- problems that may occur when repairing and adjusting mechanical locking and interlocking signalling equipment, and action that can be taken to report or resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- SDSs/MSDSs, manufacturer instructions and workplace procedures for repairing and adjusting mechanical locking and interlocking signalling equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, rail industry standards, SDSs/MSDSs, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3058 Maintain aerial signal/telecommunications lines and cables

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain aerial signal/telecommunications lines and cables in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes inspecting and servicing line and cable routes, diagnosing identified line and cable faults, and repairing line and cable faults to the standards specified to ensure system integrity.

Work is performed under minimal supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when maintaining aerial signal/telecommunications lines and cables, as part of workplace activities across a variety of operational contexts within the Australian rail system.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Inspect and service line and cable routes	1.1 Routes are inspected and recorded, and arrangements are made for the removal of any obstructions, damage or infringing vegetation to provide free access to cables/aerials
	1.2 Hazards are identified, risks are assessed and risk control measures are implemented
	1.3 Routes are physically inspected to determine breaks, misalignments, damage and insulation wear requiring repair
	1.4 Poles are inspected for deterioration and a safety assessment is made
2 Diagnose line and cable faults	2.1 Permission to test isolated equipment is confirmed prior to work being undertaken
	2.2 Probable location of fault is identified from visual inspection and circuit tests are conducted to isolate fault area
	2.3 Nature of fault is identified from further tests and corrective action required is identified to enable appropriate arrangements for resources and for work to be performed
	2.4 Disconnection/insulation procedures are applied to enable maintenance work to be performed in isolation to systems where lines are in close proximity to high voltage services
3 Repair line and cable faults	3.1 Worksite is made safe in accordance with organisational safety requirements to enable repair work to be safely undertaken
	3.2 Aerial lines/cables are repaired to operational and technical requirements using appropriate jointing or replacement/repair procedures
	3.3 Repaired/replaced line/cable is tested to specified standards to ensure conformity to operational and technical requirements

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3.4 Appropriate personnel are notified of completed repairs/replacement and appropriate documentation is completed and processed in accordance with organisational requirements and returned to appropriate organisation/department as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3058A Maintain aerial signal/telecommunications lines and cables.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3058 Maintain aerial signal/telecommunications lines and cables

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant rail industry standards, codes of practice, guidelines and workplace procedures
- carrying out line/cable/conductor jointing and termination
- communicating effectively with others when maintaining aerial signal/telecommunications lines and cables
- diagnosing and repairing aerial cable faults
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- inspecting aerial signal/telecommunications line routes and poles
- installing aerial signal/telecommunications lines and cables to rail industry standards, rules, codes of practice and guidelines
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information, technical data and drawings
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- selecting and using hand tools, power tools and equipment
- using relevant test equipment and aerial cable testing techniques
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable legislated rail safety and rail industry standards requirements
- clearance and separation procedures from other services for aerial signal/telecommunications lines and cables
- common aerial cable system faults
- documentation and record keeping requirements
- electrical theory and principles relevant to aerial cables
- fault diagnosis/problem solving
- hazards that may exist when maintaining aerial signal/telecommunications lines and cables, and ways of controlling the risks involved
- line/cable technical specifications
- problems that may occur when maintaining aerial signal/telecommunications lines and cables, and action that can be taken to report or resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- separation and installation rail industry standards requirements for aerial signal/telecommunications lines and cables
- static clearance (electrical) as defined by rail industry standards and organisational procedures
- technical requirements for installing and maintaining aerial signal/telecommunications lines and cables
- techniques for operating support equipment
- test equipment and procedures
- workplace procedures for maintaining aerial signal/telecommunications lines and cables.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3075 Inspect and prepare a motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to inspect, prepare and start a motive power unit in accordance with relevant workplace procedures, rail safety regulations and codes of practice.

It includes checking and preparing a motive power unit, visually examining a motive power unit, conducting in-cab checks, and starting and positioning a motive power unit for service in accordance with workplace requirements.

A motive power unit is a rail vehicle used to provide the power to move itself or other vehicles.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed without supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work activities	1.1 Roster is checked and interpreted for day's train driving activities
	1.2 Allocation of motive power units is checked as required by notices, in conjunction with network control officer and roster clerk
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Trackside safety and basic electrification awareness procedures are followed as required, while locating allocated motive power unit in the yard
	1.5 Motive power unit inspection and preparation duties are identified and interpreted
	1.6 Train schedules, notices and other operational and regulatory documentation are accessed and interpreted in accordance with workplace procedures
	1.7 Communication equipment required for day's operations is obtained and checked to ensure it is functional
	1.8 Required personal protective equipment is obtained for use prior to day's train driving activities
	1.9 Motive power unit to be inspected and prepared is located in the yard
2 Inspect and prepare motive power unit	2.1 Features, functions and location of motive power unit and associated equipment are identified
	2.2 Logbook is checked to confirm serviceability of unit
	2.3 Preparation and safety checks are conducted, in accordance with work health and safety (WHS)/occupational health and safety (OHS) and other workplace policies and procedures
	2.4 Motive power unit, kit and equipment are checked and defects and deficiencies are recorded and rectified, isolated, tagged or reported as required, in accordance with workplace procedures and regulatory requirements

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	2.5 Availability of appropriate fuel, lubricating oils, water, coolant and sand quantities are checked against journey requirements as required and appropriate action is taken to replenish them
	2.6 Relevant WHS/OHS and regulatory requirements are followed
3 Start motive power unit	3.1 Motive power unit is started in accordance with manufacturer instructions and/or workplace procedures and operating faults are recognised, diagnosed, reported and recorded in appropriate records for follow-up
	3.2 Where critical or serious equipment faults cannot be readily rectified, motive power unit is shut down, faulty equipment is isolated and tagged, and problem is reported
	3.3 Instruments and gauges are observed and readings are interpreted to confirm effective operation
	3.4 Action is taken to determine cause of identified problem in instruments and gauges, and situation is rectified or reported, as required
	3.5 Fluid levels are rechecked after starting and appropriate action is taken as required
	3.6 Pre-departure checks are carried out to ensure motive power unit is braking and powering effectively and is safe to move
4 Conduct in-cab checks	4.1 Motive power unit is checked in correct sequence and all equipment is confirmed to be operating to optimum requirements
	4.2 Cab layout is checked and confirmed that it meets operating requirements
	4.3 Pre-departure mechanical checks are correctly performed and correct functioning of equipment is confirmed in accordance with workplace procedures and manufacturer operating requirements
	4.4 Supervisory controls and indicators are checked to ensure they are functioning correctly and appropriate action is taken if they are not working correctly
	4.5 Communications equipment is checked to ensure it is functioning correctly and appropriate action is taken if it is not working correctly
	4.6 Seat, windows, blinds, air conditioners, heaters and other

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	personal in-cab equipment are checked and adjusted for correct functionality, safety and comfort
	4.7 Auxiliary equipment is checked and is confirmed to be operational in accordance with operating requirements
	4.8 Fire extinguisher and emergency toolbox are checked to confirm they are in position and meet operational requirements
5 Complete documentation	5.1 Required documentation concerning inspecting motive power unit is completed and processed in accordance with workplace procedures and regulatory requirements
	5.2 Logbook and other service records on the motive power unit are completed and filed in accordance with workplace procedures and regulatory requirements
6 Position motive power unit	6.1 Authority to move and position motive power unit is obtained and relevant personnel are advised of intention and procedures
	6.2 Motive power unit is operated in accordance with standard procedures and regulatory requirements, within operating and operational constraints
	6.3 Motive power unit is positioned in accordance with operational requirements and directions
	6.4 Motive power unit performance is monitored during operation to confirm effective operation or to identify defects
	6.5 Equipment defects are identified, reported, rectified and recorded or relevant personnel are advised for assistance
	6.6 Relevant WHS/OHS and regulatory requirements are followed to ensure safety and to prevent injury and damage
	6.7 Network control officer and other relevant personnel are advised that motive power unit is secured in the required position and is ready for service

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3075A Inspect and prepare a motive power unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3075 Inspect and prepare a motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in motive power units and associated equipment and procedures
- checking and replenishing fluids and carrying out lubrication requirements on a motive power unit
- communicating effectively with others
- conducting a visual inspection of a motive power unit and associated equipment
- identifying and assessing motive power unit defects and deficiencies and taking appropriate action to report, isolate, repair or replace identified defective equipment in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- operating electronic communications equipment to required protocol
- preparing a motive power unit prior to service
- reading and interpreting relevant instructions, procedures and information and signs
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- braking and safety system procedures for motive power units
- cleaning requirements for a motive power unit
- communications equipment checks
- emergency procedures
- external features of a motive power unit that must be checked during a pre-operational visual inspection
- fuel tank capacity and range (where applicable)
- functions of all supervisory indicators and controls and related checks for correct operation
- functions of auxiliary systems on a motive power unit and related checks for correct operation
- in-cab pre-operational checks for a motive power unit
- inspection procedures for a motive power unit
- lubrication requirements for a motive power unit
- operating controls to start, accelerate, decelerate and stop a motive power unit
- operating procedures for a motive power unit
- principles, purpose and location of controls, monitoring devices, braking, power source and traction systems
- procedures for adjusting controls to optimise the operation of a motive power unit
- procedures for checking fuel and fluid levels and carrying out lubrication processes on a motive power unit
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing and controlling hazardous situations when preparing and starting up a motive power unit
- procedures for minor maintenance including cleaning, brake shoe/pad replacement and sand box requirements
- procedures for operating electronic communications equipment in accordance with required protocol
- procedures for starting and operating auxiliary systems on a motive power unit
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- requirements for completing relevant documentation
- start-up procedures for motive power units
- typical defects that can occur on a motive power unit and related action that should be taken
- workplace procedures and operating requirements.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations*, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations*, current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3078 Inspect, prepare and start an electrical tram

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to inspect, prepare and start an electric tram in accordance with relevant regulations and workplace practices.

It includes checking and preparing an electric tram, visually examining an electric tram, conducting on-tram checks, and starting and positioning an electric tram for service in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines, as well as relevant road rules and tramway regulatory requirements.

Work is performed under minimal supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare electric tram	1.1 Roster is checked and interpreted for day's tram driving activities
	1.2 Allocation of electric trams is checked in conjunction with tram controllers and roster clerk
	1.3 Electric tram inspection and preparation duties are identified and interpreted
	1.4 Tram schedules, notices and other operational and regulatory documentation are accessed and interpreted in accordance with workplace procedures
	1.5 Communications equipment required for the day's operations is obtained and checked to ensure it is functional
	1.6 Hazards are identified, risks are assessed and risk control measures are implemented
	1.7 Required personal protective equipment is obtained for use prior to tram driving activities
	1.8 Electric tram to be inspected and prepared is located in the depot
	1.9 Depot safety and basic electrical equipment awareness procedures are followed while locating tram in the depot
2 Visually inspect and prepare electric tram	2.1 Features, functions and location of electric tram and associated equipment are identified
	2.2 Logbook is checked to confirm serviceability of unit
	2.3 Pre-start internal and external safety and maintenance checks are conducted, in accordance with work health and safety (WHS)/occupational health and safety (OHS) and other workplace policies and procedures
	2.4 Electric tram and equipment are checked visually, and defects and deficiencies are recorded and rectified, isolated, tagged or reported as required, in accordance with workplace procedures and regulatory requirements
	2.5 Availability of traction power and sand are checked against journey requirements as required, in accordance with workplace procedures and regulatory requirements

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	2.6 Relevant WHS/OHS and regulatory requirements are followed
	2.7 Documentation for electric tram inspection and preparation results is completed in accordance with workplace procedures
3 Conduct on-tram checks	3.1 Electric tram is checked in correct sequence and all lights are confirmed as operating to optimum requirements
	3.2 Pre-departure mechanical checks are correctly performed and correct functioning of all equipment is confirmed in accordance with workplace procedures and manufacturer operating requirements
	3.3 Supervisory controls and indicators are checked to ensure they are functioning correctly and appropriate action is taken if they are not working correctly
	3.4 Communications equipment is checked to ensure it is functioning correctly and appropriate action is taken if it is not working correctly
	3.5 Seat, windows, blinds and other personal in-cab equipment are checked and adjusted for correct functionality, safety and comfort
	3.6 Ancillary equipment is checked and is confirmed to be operational in accordance with operating requirements
	3.7 Fire extinguisher, point bars and any other required tools are checked to confirm they are in position
4 Start electric tram	4.1 Electric tram is started in accordance with instructions and any operating faults are recognised, diagnosed, reported and recorded in appropriate records for follow-up
	4.2 Where critical or serious equipment faults cannot be readily rectified, electric tram is shut down and reported for rectification in accordance with procedures
	4.3 Instruments and gauges are observed and readings are interpreted to confirm effective operation
	4.4 Action is taken to determine cause of identified problem in instruments and gauges, and situation is rectified or reported, as required
	4.5 Sand operation is checked after starting and appropriate action is taken as required if not effectively functioning
	4.6 Pre-departure checks are carried out to ensure electric tram is

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	braking and powering effectively and is safe to move
5 Position electric tram	5.1 Authority to move and position electric tram is obtained and relevant personnel are advised of intention and procedures
	5.2 Electric tram is positioned in accordance with operational requirements and directions
	5.3 Tram performance is monitored during operation to confirm effective operation or to identify defects
	5.4 Equipment defects are identified, rectified and recorded or relevant personnel are advised for assistance
	5.5 Relevant WHS/OHS and regulatory requirements are followed to ensure safety and to prevent injury and damage
	5.6 Relevant personnel are advised electric tram is secured in required position and is ready for service
	5.7 Required documentation concerning inspecting, preparing and starting up electric tram is completed and processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3078A Inspect, prepare and start an electric tram.

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Links

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Assessment Requirements for TLIB3078 Inspect, prepare and start an electrical tram

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in trams and associated equipment and procedures
- checking and replenishing sand on an electric tram as required
- checking electric tram equipment in accordance with workplace procedures
- conducting pre-operational and in-cab checks in accordance with workplace operational procedures
- conducting a visual inspection of an electric tram and associated equipment in accordance with workplace procedures
- identifying and assessing tram defects and deficiencies and taking appropriate action to report, isolate, repair or replace identified defective equipment in accordance with workplace procedures
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- interpreting and following instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- operating and checking electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures and information and signs
- selecting and using required personal protective equipment conforming to work health and safety (WHS)/occupational health and safety (OHS) and industry standards.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- braking and safety system procedures for an electric tram
- cleaning requirements for an electric tram
- communication equipment checks
- electric tram controls, instruments and indicators and their purpose, location and use
- emergency procedures
- external features of an electric tram that must be checked during a pre-operational visual inspection
- functions of all supervisory indicators and controls and related checks for correct operation
- functions of ancillary systems on an electric tram and related checks for correct operation
- functions of sand as used on an electric tram and the procedures for checking and refilling sand levels and carrying out sand system testing processes on an electric tram
- monitoring devices, braking and power equipment, safety systems, ancillary systems and any signalling systems
- on-tram pre-operational checks for an electric tram
- operating controls to start, accelerate, decelerate and stop an electric tram
- principles, purpose and location of controls, monitoring devices, braking, power source and traction systems
- procedures for adjusting controls to optimise the operation of an electric tram
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing and controlling hazardous situations when preparing and starting up an electric tram
- procedures for minor maintenance including cleaning
- procedures for operating electronic communications equipment in accordance with required protocol
- procedures for raising and lowering a pantograph or trolley pole on an electric tram
- procedures for starting and operating ancillary systems on an electric tram
- relevant safety, WHS/OHS, and environmental procedures and regulations
- relevant state/territory road traffic authority and tramway operating procedures
- requirements for completing relevant documentation when inspecting, preparing and starting an electric tram
- start-up procedures for an electric tram
- typical defects that can occur on an electric tram and related action that should be taken
- visual inspection procedures for an electric tram.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate tram workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3087 Examine timber structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to examine timber structures in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes obtaining all relevant previous reports, performing a detailed examination, initiating appropriate actions and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when conducting a detailed timber structures examination, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Obtain previous reports	1.1 Operational history of structure from available sources is reviewed
	1.2 Previous defects identified in reports are noted to enable rechecking of problem areas
	1.3 Relevant personnel are contacted to identify reported complaints or indications of wear or damage
2 Perform detailed examination	2.1 Hazards are identified, risks are assessed and risk control measures are implemented
	2.2 Timber structures and components are visually inspected and checked for signs of movement, deterioration and damage in accordance with workplace procedures
	2.3 Connections between timber components are visually inspected and checked for signs of wear, looseness, corrosion, deterioration and damage in accordance with workplace procedures
	2.4 Relevant inspection aids are used to perform detailed inspection to identify defects in accordance with workplace procedures
3 Take appropriate actions	3.1 Major defects affecting safe passage are acted on as soon as possible in accordance with workplace procedures
	3.2 Defects and deficiencies are reported to enable repairs to be effected in a timely manner
4 Complete documentation	4.1 Examination schedule or work report data is completed in accordance with workplace procedures
	4.2 Documentation is filled in legibly and proofread
	4.3 Documentation is processed in accordance with workplace requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3087A Examine timber structures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3087 Examine timber structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- communicating effectively with others when conducting a detailed timber structures examination
- examining a range of timber structure types
- following operational instructions and work sequences when examining timber structures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying, selecting and using measuring instruments and equipment
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- planning and organising remedial work
- reading and interpreting relevant plans and specifications
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- taking appropriate action for identified defects.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- hazards that may exist when conducting a detailed timber structures examination and ways of controlling the risks involved
- problems that may occur when conducting a detailed timber structures examination and action that can be taken to report or resolve these problems
- relevant rail danger zones
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions
- timber structures examination methods and fault detection techniques
- workplace procedures for conducting a detailed timber structures examination.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, SDSs/MSDSs, rail industry standards, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3088 Examine steel structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to examine steel structures in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes obtaining all relevant previous reports, performing a detailed examination, initiating appropriate necessary actions and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when conducting a detailed steel structures examination, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Obtain previous reports	1.1 Operational history of structure from available sources is reviewed
	1.2 Previous defects identified in reports are noted to enable rechecking of problem areas
	1.3 Relevant personnel are contacted to identify reported complaints or indications of wear or damage
2 Perform detailed examination	2.1 Hazards are identified, risks are assessed and risk control measures are implemented
	2.2 Steel structures and components are visually inspected and checked for signs of buckling, cracking, corrosion, deterioration and damage in accordance with workplace procedures
	2.3 Connections between steel components are visually inspected and checked for signs of wear, looseness, cracking, corrosion, deterioration and damage in accordance with workplace procedures
	2.4 Protective coatings on steel structures and components are visually inspected and checked for condition
	2.5 Relevant inspection aids are used to perform detailed inspection to identify defects in accordance with workplace procedures
	2.6 Defects or deficiencies are identified in accordance with workplace procedures
3 Take appropriate actions	3.1 Major defects affecting safe passage are acted on as soon as possible in accordance with workplace procedures
	3.2 Defects and deficiencies are reported to enable repairs to be effected in a timely manner
4 Complete documentation	4.1 Examination schedule or work report data is completed in accordance with workplace procedures
	4.2 Documentation on work undertaken is completed and processed in accordance with workplace requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3088A Examine steel structures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3088 Examine steel structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- communicating effectively with others when conducting a detailed steel structures examination
- examining a range of structure types
- following operational instructions and work sequences when undertaking steel structures examination
- identifying relevant sections of applicable state/territory legislated rail safety requirements, codes of practice and/or guidelines
- identifying, selecting and using measuring instruments and equipment
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- planning and organising remedial work
- reading and interpreting relevant plans and specifications
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance workplace procedures
- taking appropriate action for identified steel structures defects
- working collaboratively with others when conducting a detailed steel structures examination.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- fault detection techniques
- hazards that may exist when conducting a detailed steel structures examination and ways of controlling the risks involved
- problems that may occur when conducting a detailed steel structures examination and action that can be taken to report or resolve these problems
- relevant rail danger zones
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions
- steel structures examination methods and techniques
- workplace procedures for conducting a detailed steel structures examination.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail environment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3094 Check and repair track geometry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to check and repair track geometry, in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining the job requirements, restoring track geometry, checking track compliance after work and completing required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally in a team environment. It involves the application of routine operational principles and procedures when checking and repairing track geometry, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Faults and deficiencies in track geometry are identified, and work required to restore track to required standard is determined
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Appropriate repair methods are identified to enable repairs to be effected
	1.4 Job requirements and resources are determined in accordance with workplace procedures and scope of work
2 Restore track geometry	2.1 Survey data is used as required to establish correct geometry
	2.2 Appropriate lifting and lining methods and equipment are used to lift and line track to restore running surface to required geometry in accordance with workplace standards and procedures
3 Confirm compliance after work	3.1 Track geometry is checked for compliance with acceptance rail industry standards
	3.2 Vertical and horizontal structural and overhead clearances are checked against required standards to allow safe passage of trains
	3.3 Track structure where work has been undertaken is checked for compliance with standards required to enable reinstatement of service
	3.4 Appropriate operating conditions are applied in accordance with workplace procedures
4 Complete documentation	4.1 Required documentation procedures and processes are confirmed
	4.2 Documentation is filled in legibly and proofread
	4.3 Documentation is processed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3094B Check and repair track geometry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3094 Check and repair track geometry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least three** separate occasions and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant workplace procedures
- assessing and identifying track geometry defects against required rail industry standards and applying appropriate restrictions
- certifying track to operational standards after repair work is completed
- checking the horizontal and vertical alignment, cross-level and cant of the track
- confirming safe clearances of any structure erected adjacent to or over the track
- determining appropriate repair methods for identified faults
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying, selecting and using tools and equipment required for checking and repairing track geometry
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning and organising work, including determining work requirements and work methods
- reading and interpreting relevant instructions, procedures, information, plans, drawings and specifications
- recording and reporting results of track work in accordance with workplace procedures
- reporting and rectifying identified problems within limits of own role, in accordance with regulatory requirements and workplace procedures
- selecting and using appropriate lifting and lining methods, and equipment to correct geometry defects
- using appropriate lifting and lining methods, and equipment to restore running surface to required geometry
- using appropriate measurement methods to assess and correct track geometry defects

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- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and/or work authorisation and work completion processes and procedures
- emergency procedures
- fault detection techniques
- hazards that may exist when checking and repairing track geometry, and ways of controlling the risks involved
- maintenance and measuring of track geometry workplace procedures
- problems that may occur when checking and repairing track geometry, and action that can be taken to report or resolve these problems that may occur when measuring track geometry
- relevant rail industry standards, technical specifications and workplace manuals and/or procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant work recording procedures
- track certification requirements
- track geometry acceptance standards
- track geometry maintenance methods and techniques
- track stability and the work requirements for different weather conditions
- workplace procedures for checking and repairing track geometry.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail environment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, rail industry standards, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3095 Check and repair points and crossings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to check and repair points and crossings in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes determining job requirements, maintaining components and tolerances, installing components, conducting post-installation checks and completing required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when checking and repairing points and crossings, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Faults and deficiencies in points and crossings are identified and work required to restore track to required standard is determined
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Repair methods are appropriately identified to enable repairs to be made
	1.4 Job requirements are determined in accordance with workplace procedures, and scope of work activities and resources required are identified
2 Maintain components and tolerances	2.1 Clearances are adjusted to specifications to ensure correct functioning
	2.2 Wearing surfaces are cleaned and lubricated as required to minimise wear and ensure correct functioning
3 Install components	3.1 New components are prepared to specifications ready for installation
	3.2 Tools and equipment required for installation are identified and accessed
	3.3 New and replacement components are installed in accordance with rail industry standards and workplace procedures
4 Conduct post-installation checks	4.1 Functional checks are carried out to ensure correct operation
	4.2 Completed work is checked for compliance to acceptance standards in accordance with workplace procedures
	4.3 Operating conditions are applied appropriately, in accordance with workplace procedures
5 Complete documentation	5.1 Required documentation procedures and processes are confirmed

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5.2 Documentation is filled in legibly and proofread

5.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3095A Check and repair points and crossings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3095 Check and repair points and crossings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least three** separate occasions and include:

- applying relevant workplace procedures
- cleaning and adjusting components, and/or preparing and installing components
- completing relevant documentation accurately and to required workplace standards
- determining work requirements and work methods
- identifying defects in special track work affecting safe operation
- identifying faults and appropriate repair methods
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying/locating defects in points and crossings
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information, technical data, standards and drawings
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate lubricants in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedures
- selecting and using appropriate installation and repair techniques and equipment to correct defects in points and crossings
- using appropriate equipment and methods to make accurate measurements on points and crossings
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- component replacement techniques
- defect tolerances and maintenance techniques
- defects that can occur in points and crossings
- documentation and record keeping requirements
- features and principles of operation of points and crossings
- hazards that may exist when checking and repairing points and crossings, and ways of controlling the risks involved
- installation and maintenance requirements for manual points equipment
- measurement techniques
- points and crossings rail industry Standards
- problems that may occur when checking and repairing points and crossings, and action that can be taken to report or resolve these problems
- relevant clearances/tolerances specifications required when checking and repairing points and crossings
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- special maintenance requirements for points and crossings
- types of lubricants and SDSs/MSDSs and manufacturer instructions
- workplace procedures for checking and repairing points and crossings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail environment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3098 Examine concrete/masonry structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to examine concrete/masonry structures in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes obtaining all relevant previous reports, performing a detailed examination, initiating appropriate necessary actions and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when conducting a detailed concrete/masonry structures examination, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Obtain previous reports	1.1 Operational history of structure from available sources is reviewed
	1.2 Previous defects identified in reports are noted to enable rechecking of problem areas
	1.3 Relevant personnel are contacted to identify reported complaints or indications of wear or damage
2 Perform detailed examination	2.1 Hazards are identified, risks are assessed and risk control measures are implemented
	2.2 Concrete and masonry structures and components are visually inspected and checked for signs of movement, deterioration and damage in accordance with workplace procedures
	2.3 Relevant inspection aids are used to perform detailed inspection to identify defects in accordance with workplace procedures
	2.4 Defects or deficiencies are identified in accordance with workplace procedures
3 Take appropriate actions	3.1 Major defects affecting safe passage are acted on as soon as possible in accordance with workplace procedures
	3.2 Defects and deficiencies are reported to enable repairs to be effected in a timely manner
4 Complete documentation	4.1 Examination schedule or work report data is completed in accordance with workplace procedures
	4.2 Documentation on work undertaken is completed and processed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3098A Examine concrete/masonry structures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3098 Examine concrete/masonry structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- communicating effectively with others when conducting a detailed concrete/masonry structures examination
- examining a range of structure types
- following operational instructions and work sequences when undertaking concrete/masonry structures examination
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying, selecting and using measuring instruments and equipment
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant plans and specifications
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- taking appropriate action for identified defects
- working collaboratively with others when conducting a detailed concrete/masonry structures examination.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- concrete/masonry structures examination methods and techniques
- fault detection techniques
- hazards that may exist when conducting a detailed concrete/masonry structures examination and ways of controlling the risks involved
- problems that may occur when conducting a detailed concrete/masonry structures examination and action that can be taken to report or resolve these problems
- relevant rail danger zones
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions
- workplace procedures for conducting concrete/masonry structures examinations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail environment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3099 Examine track infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to examine track and right of way infrastructure in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes preparing for examination, examining track and right of way, analysing examination results, and reporting findings.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when examining track infrastructure, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for examination	1.1 Examination task is reviewed to establish requirements
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Equipment appropriate to task is selected and checked for correct operation in accordance with manufacturer instructions and workplace procedures
2 Examine track	2.1 Examination task is undertaken in accordance with workplace procedures
	2.2 Condition of track or right of way infrastructure being examined is recorded in accordance with workplace procedures
	2.3 Measurements of track or right of way infrastructure being examined are taken and recorded in accordance with workplace procedures
3 Analyse examination results	3.1 Available data is analysed to identify trends, defects or variations from allowable tolerances
	3.2 Appropriate action is taken to appropriately safeguard operation of the rail system
4 Report findings	4.1 Examination schedule or work report data is completed in accordance with workplace procedures
	4.2 Defects and deficiencies are reported to enable repairs to be effected in a timely manner
	4.3 Results of analysis are prioritised and reported to relevant personnel in accordance with workplace procedures
	4.4 Documentation is completed as required, in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3099A Examine track infrastructure.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3099 Examine track infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least three** separate occasions and include:

- applying relevant workplace procedures
- applying track and right of way infrastructure condition standards
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- measuring, calculating and recording data accurately
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information, plans, drawings and specifications
- reading and interpreting track recording data
- reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures
- using and maintaining measurement equipment and tools
- working systematically with required attention to detail without injury to self or others
- writing clear and succinct reports.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- data analysis techniques for analysing track and right of way infrastructure parameters
- hazards that may exist when examining track and right of way infrastructure, and ways of controlling the risks involved
- problems that may occur when examining track, track geometry and right of way and action that can be taken to report or resolve these problems
- relevant records procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track and right of way defects and their causes
- track and right of way infrastructure rail industry standards
- track deterioration rates under differing operating conditions
- track measurement equipment and techniques
- workplace procedures for examining, recording and reporting track and right of way infrastructure.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail environment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, rail industry standards, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3100 Visually inspect track infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to visually inspect track infrastructure in accordance with safeworking and regulatory requirements, and workplace procedure.

It includes patrolling the track and right of way infrastructure, and recording and documenting identified defects in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when visually inspecting railway track infrastructure, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Patrol track infrastructure	1.1 Appropriate inspection method is used to conduct visual examinations of track and right of way, to identify defects
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Visual examinations are performed in accordance with workplace procedures and inspection schedules
	1.4 Variations from allowable tolerances, defects and deficiencies likely to affect train safety are identified to enable appropriate action to be taken on the repairs required
	1.5 Unsatisfactory conditions are assessed in terms of seriousness and priority
2 Record and document defects	2.1 Defects and deficiencies are reported to enable repairs to be undertaken in a timely manner
	2.2 Inspection schedule or work report data is completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIB3100A Visually inspect track infrastructure.

Links

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Assessment Requirements for TLIB3100 Visually inspect track infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least three** separate occasions and include:

- applying relevant workplace procedures
- completing relevant documentation
- identifying different types of track and right of way infrastructure defects
- identifying, selecting and using tools and equipment
- implementing contingency plans
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- recording and documenting identified defects in relation to workplace standards
- recording and reporting results of visually inspecting track and right of way in required format
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- contents of relevant technical specifications and manuals
- defect deterioration under different operating conditions
- different types of track and right of way defects
- emergency procedures
- fault identification and analysis techniques
- hazards that may exist when visually inspecting track and right of way, and ways of controlling the risks involved
- problems that may occur when visually inspecting track geometry and right of way infrastructure, and action that can be taken to report or resolve these problems
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- techniques for prioritising defect rectification
- track and right of way infrastructure rail industry standards
- workplace procedures for visually inspecting track and right of way infrastructure.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail environment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rail industry standards, rules and codes of practice.

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Links

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TLIB3102 Adjust rail

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to adjust rail in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes identifying and determining the requirements for rail adjustment, undertaking rail adjustment, and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when adjusting rail, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and determine rail adjustment requirements	1.1 Appropriate adjustment method is determined and required resources are arranged
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Adjustment length is established depending on track geometry and location, in accordance with workplace procedures
2 Adjust rail	2.1 Anchor points are identified and created as required to enable rail adjustment to be undertaken in accordance with workplace procedures
	2.2 Track is released and rail is vibrated to achieve stress free state in accordance with workplace procedures
	2.3 Measurements are appropriately taken and used to calculate adjustment requirements in accordance with workplace procedures
	2.4 Rail length is adjusted using appropriate method to achieve desired rail stress
	2.5 Rail is joined using determined appropriate method in accordance with workplace procedures
	2.6 Track fastenings are restored in accordance with workplace procedures
	2.7 Creep control marks are installed or reset in continuous welded rail track as required, in accordance with workplace procedures
3 Complete documentation	3.1 Completed work is checked for compliance with rail industry standards to ensure safe operations of trains and compliance records are processed
	3.2 Documentation is completed and processed, in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3102A Adjust rail.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3102 Adjust rail

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- ensuring track is restored in accordance with operational procedures
- establishing appropriate adjustment length
- identifying and determining appropriate methods for adjusting rail
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- installing and resetting creep control marks in continuous welded rail track, as required
- interpreting and following operational instructions and prioritising work
- measuring and calculating adjustment condition
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- taking appropriate measurements and calculating adjustments
- using rail adjustment procedures for different track configurations
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- creep control marks
- documentation and record keeping requirements
- hazards that may exist when adjusting rail and ways of controlling the risks involved
- problems that may occur when adjusting rail and action that can be taken to report or resolve these problems
- rail adjustment methods and critical aspects of rail stress
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- temperature and alignment limitations on rail gap adjustment
- workplace procedures for adjusting rail.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3105 Prepare electric passenger train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to check and assess the operational capabilities of equipment prior to an electric passenger train entering service.

It includes inspecting equipment and work area, checking the operational capability of equipment and its safety devices, identifying and assessing the impact of faults on safety and work requirements, and recording and reporting the results of inspection and testing in accordance with workplace procedures.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is generally performed without supervision and within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Carry out preparation checks	1.1 Location of train is determined in accordance with allocation procedures
	1.2 Organisational safety controls are identified and acted on
	1.3 Relevant work health and safety (WHS)/occupational health safety (OHS) requirements are followed to prevent injury and damage
2 Inspect, start and test equipment	2.1 Required checks, procedures and standards are identified prior to start up
	2.2 Prior to start up, relevant equipment is inspected in accordance with workplace pre-operational functional safety check procedures and operational instructions
	2.3 Train is started up in accordance with operational instructions
	2.4 Following start up, relevant equipment and components are tested in accordance with workplace procedures
	2.5 Aspects of equipment found to be outside operational specifications are reported for appropriate action
	2.6 Safety warning systems are checked for operational effectiveness
	2.7 Control systems are checked in accordance with workplace policies and procedures
	2.8 Train braking systems are applied and released to ensure they are operating correctly
	2.9 Faults are identified and appropriate corrective action is taken to ensure operational safety
3 Carry out visual inspection and check condition of train	3.1 Visual inspection is conducted in accordance with workplace procedures to identify any defects that would prevent safe transit
	3.2 Communication is maintained with relevant personnel to ensure safe, efficient and complete inspection
	3.3 Condition of train consist is visually inspected and faults are rectified and/or reported

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	3.4 Conditions requiring urgent action are noted and appropriate action is taken to initiate immediate response
	3.5 Passenger facilities are checked to ensure they are clean
	3.6 Passenger operated equipment is visually checked to ensure operational readiness
4 Record and report faults and/or defects	4.1 Faults and/or defects are accurately reported in accordance with organisational requirements
	4.2 Accurate records are kept in accordance with organisational requirements
	4.3 Potential defects that may affect future safety of equipment are reported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3105A Prepare electric passenger train.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3105 Prepare electric passenger train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- checking and testing train equipment in accordance with workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- inspecting electric passenger train exterior visually in accordance with workplace procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information, labels and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment and communications technology when checking and assessing equipment operational capability
- selecting and using required personal protective equipment conforming to work health and safety (WHS)/occupational health and safety (OHS) and industry standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- equipment characteristics, capabilities and limitations
- housekeeping procedures
- operational safety requirements when preparing an electric passenger train for service
- problems that may occur when preparing an electric passenger train for service, and appropriate action that can be taken to resolve these problems
- relevant safety, WHS/OHS, and environmental procedures and regulations
- workplace procedures for checking and assessing equipment operational capability when preparing an electric passenger train for service.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3108 Test operation of electric passenger train braking system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to test the operation of an electric train braking system in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes preparing for train brake testing, testing train brake operation, dealing with identified faults, and recording brake test results in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is generally performed without supervision and within a team environment.

It involves the application of operational principles, regulations, safeworking codes, protocols and procedures when testing electric train braking systems, as part of workplace activities across a variety of operational contexts within the Australian rail industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for train brake testing	1.1 Work health and safety (WHS)/occupational health and safety (OHS) legislation, codes of practice, policies and procedures are identified and followed
	1.2 Hazards are identified, risks are assessed and risk control measures are implemented
	1.3 Train is isolated or secured in accordance with workplace procedures to make the work area safe for testing
	1.4 Brake system is checked to ensure it is ready for testing
2 Test train brake operation	2.1 Brake tests are conducted to ensure compliance to required rail industry standards
	2.2 Modified brake tests are conducted in accordance with workplace procedures to meet required rail industry standard, as required
	2.3 Continuity tests are conducted in accordance with workplace procedures to ensure train braking system meets functional specifications
	2.4 Brakes are applied and released on train and their function is confirmed
	2.5 Faults are identified and appropriate corrective action is taken to ensure operational safety
3 Deal with identified faults	3.1 Identified faults are reported, rectified or isolated in accordance with workplace procedures
	3.2 Confirmation/verification to continue is determined in accordance with workplace procedures
	3.3 Detachment/uncoupling arrangements are made in accordance with operational requirements, as required
	3.4 Faults or defects found during brake tests are recorded and/or reported in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3108A Test operation of electric passenger train braking system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3108 Test operation of electric passenger train braking system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying rail safety practices and procedures
- assessing brake system defects
- conducting all relevant continuity brake system tests in accordance with workplace procedures and functional specifications
- conducting pre-safety tasks prior to brake test
- documenting outcomes of operation tests in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in brakes and related equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable minimum rail industry standards and codes of practice and/or guidelines
- brake systems, their components and their operation
- communications protocols
- diagnostic techniques
- documentation requirements relating to brake testing
- emergency procedures
- possible faults and appropriate reporting and rectification/isolation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- relevant workplace procedures
- types of brake tests and their purpose.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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TLIB3112 Prepare electric passenger train as part of guard duties

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required as part of guard duties to check and assess the operational capabilities of equipment when preparing an electric passenger train prior to entering service.

It includes preparing for checks; inspecting, starting and testing equipment; checking equipment; carrying out visual checks and reporting the results of inspection and testing in accordance with workplace procedures and relevant regulatory requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines and workplace requirements.

Preparing an electric passenger train will ensure equipment:

- is free from damage, leaks and obstructions that may prejudice safety or limit operational capability
- operates within prescribed limits.

Safety checks and equipment tests are performed without supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for checks	1.1 Location of train is determined in accordance with allocation procedures
	1.2 Organisational safety controls are identified and acted upon
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are followed to prevent injury and damage
2 Inspect, start and test equipment	2.1 Checks, procedures and standards are identified as required
	2.2 Relevant equipment is inspected in accordance with workplace pre-operational functional safety check procedures and operational instructions
	2.3 Relevant equipment is started and equipment and components are tested in accordance with workplace procedures
	2.4 Aspects of equipment found to be outside operational specifications are reported and/or recorded for appropriate action
	2.5 Warning systems are checked for operational effectiveness
	2.6 Control systems are checked in accordance with workplace policies and procedures
	2.7 Visual inspection of train braking systems is conducted to ensure compliance with organisational specifications
3 Check equipment and visually inspect train	3.1 Visual inspection is conducted in accordance with workplace procedures to identify any defects that would prevent safe transit
	3.2 Communication is maintained with relevant personnel to ensure safe, efficient and complete inspection
	3.3 Condition of train consist is visually inspected and faults are

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	rectified and/or reported
	3.4 Conditions requiring urgent action are noted and appropriate action is taken to initiate immediate response
	3.5 Passenger facilities are checked to ensure they are clean and fit for service
	3.6 Passenger operated equipment is visually checked to ensure operational readiness
4 Record and report faults and defects	4.1 Faults and defects are accurately recorded and/or reported in accordance with workplace requirements
	4.2 Accurate records are kept in accordance with workplace requirements
	4.3 Potential defects that may affect future safety of equipment are recorded and/or reported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3112A Prepare electric passenger train as part of guard duties.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3112 Prepare electric passenger train as part of guard duties

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- checking and testing train equipment is free from damage, leaks and obstructions that may prejudice safety or limit operational capability, in accordance with workplace requirements
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying typical faults/defects that may occur on electric passenger trains
- implementing contingency plans
- inspecting the interior of an electric passenger train visually
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and completing activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information, labels and signs
- reporting, recording and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- equipment characteristics, capabilities and limitations
- housekeeping procedures
- operational safety requirements when preparing an electric passenger train for service
- problems that may occur when preparing an electric passenger train for service and appropriate action that can be taken to resolve these problems
- workplace procedures for checking and assessing operational capability of equipment when preparing an electric passenger train for service.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3113 Diagnose and rectify minor faults on motive power units and rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify, diagnose and rectify minor faults on motive power units and rolling stock in accordance with workplace requirements.

It includes identifying maintenance and/or repair requirements, conducting minor maintenance and routine repairs, checking and reporting minor maintenance and/or repairs, and providing support in accordance with workplace procedures.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine minor fault diagnosis and rectification procedures when maintaining the safety and operation of equipment across a variety of operational rail transport contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify maintenance and repair requirements	1.1 Hazards are identified, risks are assessed and risk control measures are implemented
	1.2 Condition of rolling stock and/or motive power unit ancillary equipment is assessed
	1.3 Faulty or damaged components or equipment are identified and assessed for component exchange or minor repair
	1.4 Equipment and tools required are identified and obtained
	1.5 Equipment is prepared and work areas are checked to ensure maintenance, repair and component exchange activities are carried out in a safe environment
	1.6 Faulty or damaged components or equipment that are not able to be repaired or exchanged are reported for further maintenance in accordance with workplace procedures
2 Conduct minor maintenance and routine repairs	2.1 Minor maintenance, routine repairs and component exchange are carried out in accordance with manufacturer specifications and workplace procedures
	2.2 Equipment, tools and materials required are operated, applied and handled in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements and manufacturer specifications to prevent injury and damage
3 Check and report minor maintenance and repairs	3.1 Minor maintenance, repairs and component exchange activities are checked for compliance with safety requirements and workplace procedures
	3.2 Equipment is checked to confirm it has been restored to operational standards
	3.3 Maintenance, repair and component exchange activities are documented and filed in accordance with workplace procedures and regulatory requirements
	3.4 Work area is checked for cleanliness and operational safety

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3113B Diagnose and rectify minor faults on motive power units and rolling stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3113 Diagnose and rectify minor faults on motive power units and rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- carrying out checks on different types of motive power units and rolling stock
- carrying out minor maintenance, repair and component exchange activities correctly
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying possible faults and defects and appropriate corrective measures
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to different tools and equipment
- reading and interpreting relevant instructions, procedures, information and signs
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency procedures
- relevant sections of applicable state/territory legislated rail safety requirements, codes of practice and/or guidelines, and safeworking system requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection requirements
- tools and equipment used when diagnosing and rectifying minor faults and the procedures and precautions for their care, use and storage
- typical minor repair problems that can occur, and related action that should be taken in

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accordance with workplace procedures
- workplace component and material supply system
- workplace documentation and records requirements
- workplace procedures and policies for diagnosing and repairing minor faults.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3118 Apply awareness of railway fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop an awareness of railway fundamentals. This includes the track, trackside equipment, fixed structures, rail vehicles and rolling stock.

This unit is intended for people entering the rail industry who will be required to enter and work in the rail corridor.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify track and structures terminology and features	1.1 Basic terminology is explained for track, trackside equipment and fixed structures

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	1.2 Features of track, including geography, geometry and classes are explained
	1.3 Bridges and other infrastructure categories and their purpose are identified
	1.4 Other principal structure types and their purpose are identified
	1.5 Relevant stakeholders to whom structural faults and anomalies are reported, are identified
2 Identify overhead and/or electrical components	2.1 Principal overhead and/or other electrical components and their purpose are identified
	2.2 Power sources are identified
	2.3 Methods of isolation and their purpose are identified in accordance with organisational procedures
3 Identify rail track vehicles and rolling stock	3.1 Types of trains and rolling stock are identified
	3.2 Types of machines used for track installation and maintenance are identified
	3.3 Types of rail track vehicles are identified
	3.4 Relevant stakeholders to whom rolling stock faults and anomalies are reported, are identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIB3118A Apply awareness of railway fundamentals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3118 Apply awareness of railway fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- electrical components
- fundamentals of track layout and geometry
- fundamentals of track structures and equipment
- procedures for fault reporting
- relevant communications systems and procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- standard railway terminology
- types of rail track vehicles, trains and rolling stock.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3120 Test mechanical signalling equipment and isolate faults

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to test mechanical signalling equipment and isolate faults in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes undertaking preparation tasks, conducting testing and/or isolating equipment, checking equipment operation, and finalising the testing and/or isolation of equipment, in accordance with workplace procedures and relevant regulatory requirements.

People achieving competence in this unit will need to fulfil rail industry standards and/or guidelines relevant to testing mechanical signalling equipment and isolating faults.

Work is performed under minimal supervision, generally within a team environment. It involves the application of regulatory requirements and workplace procedures when testing and isolating faults in mechanical signalling equipment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to test and/or isolate equipment	1.1 Testing is appropriately sequenced in accordance with job schedule
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Appropriate personnel are consulted to ensure work is coordinated effectively with others involved on the worksite
	1.4 Location of equipment to be tested/isolated is determined from job specifications and diagrams
	1.5 Tools, equipment and testing devices needed to test and/or isolate are obtained in accordance with established procedures and are checked for correct operation and safety
2 Test and/or isolate equipment	2.1 Initial visual check of operational equipment is performed to identify equipment faults
	2.2 Equipment is isolated in accordance with relevant operational rules and procedures
	2.3 Established methods for dealing with unexpected situations are discussed with appropriate personnel and documented
	2.4 Unexpected situations are dealt with safely and with the approval of an authorised person
3 Check equipment operation	3.1 Approval to conduct a check of equipment operation is obtained in accordance with relevant operational rules and procedures
	3.2 Authorised equipment check is carried out to identify equipment faults in accordance with operating procedures
	3.3 Operational effectiveness of equipment is confirmed through observation during train movements as required
	3.4 Equipment faults are correctly identified and recorded, and appropriate corrective action is taken
	3.5 Service equipment is locked and secured to prevent unauthorised access

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	3.6 Work completion is documented and appropriate personnel are notified in accordance with established procedures
4 Finalise testing and/or isolation of equipment	4.1 Test results are documented in accordance with organisation requirements
	4.2 Faulty or replaced equipment is tagged and reported to the appropriate personnel for rectification
	4.3 Fully operational equipment is handed over to approved personnel ensuring that hand over procedures are accurately followed and final documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3120A Test mechanical signalling equipment and isolate faults.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3120 Test mechanical signalling equipment and isolate faults

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying basic mechanical, hydraulic, pneumatic and electrical awareness to testing and fault identification activities
- applying relevant workplace procedures
- checking equipment operation
- communicating effectively with others
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant meters, gauges, equipment and tools when testing mechanical signalling equipment and isolating faults
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- characteristics, capabilities and limitations of mechanical signalling equipment
- characteristics, capabilities and limitations of testing devices
- documentation and record requirements
- fault-finding techniques and procedures
- faults that may occur with equipment, and appropriate action that can be taken to report and/or rectify the identified faults in the equipment or its components
- focus of operation of work systems, equipment, management and site operating systems for testing mechanical signalling equipment and isolating faults
- guidelines relating to the safe use of machinery and equipment including the tagging of unserviceable or damaged items
- mechanical, hydraulic, pneumatic and electrical awareness
- operational safety requirements for signalling equipment
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant rail industry standards, rules, codes of practice and guidelines, and/or organisational procedures for inspecting, testing, isolating and tagging mechanical signalling equipment and isolating faults
- site layout and obstacles
- tools, meters, gauges and equipment used when testing mechanical signalling equipment and isolating faults and the precautions and procedures that should be followed in their use
- workplace procedures for testing mechanical signalling equipment and isolating faults, including tagging and reporting faulty equipment and components.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry

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standards, rules, codes of practice and operation manuals.

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TLIB3123 Apply awareness of motive power unit fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply awareness of motive power unit fundamentals.

It includes identifying basic motive power unit types, air/ vacuum systems, electrical systems, mechanical systems, control systems, cooling and lubricating systems, auxiliary equipment, safety system equipment and their basic operations.

This unit is intended as an introduction for people entering the rail industry who will be working on or around motive power units.

A motive power unit is a rail vehicle used to provide the power to move itself or other vehicles.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify basic motive power unit types	1.1 Different motive power unit types and/or gauges currently in operation are identified
	1.2 Basic layout of different types of motive power unit is identified
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
2 Identify air/vacuum systems and operation	2.1 Basic air/vacuum components relevant to motive power unit type are located and identified
	2.2 Uses and operation of air/vacuum system are identified
3 Identify electrical systems and operation	3.1 Basic electrical components relevant to motive power unit type are located and identified
	3.2 Uses and operation of electrical system are identified
4 Identify mechanical systems and operation	4.1 Basic mechanical components relevant to motive power unit type are located and identified
	4.2 Uses and operation of mechanical system are identified
5 Identify control systems and operation	5.1 Basic control system components relevant to motive power unit type are located and identified
	5.2 Uses and operation of control systems are identified
6 Identify cooling and lubricating systems and operation	6.1 Basic cooling and lubricating system components relevant to motive power unit type are located and identified
	6.2 Uses and operation of cooling and lubricating systems are identified
7 Identify auxiliary equipment and its operation	7.1 Basic auxiliary equipment components relevant to motive power unit type are located and identified
	7.2 Uses and operation of auxiliary equipment are identified
8 Identify safety system equipment and their	8.1 Safety system equipment and components relevant to motive power types are identified

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operation	8.2 Uses and operation of safety system equipment are identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3123A Apply awareness of motive power unit fundamentals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3123 Apply awareness of motive power unit fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying motive power unit types including:
  - air/vacuum systems
  - auxiliary equipment
  - control systems
  - cooling and lubricating systems
  - electrical systems
  - mechanical systems
  - safety system equipment and their operations.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- fundamentals of track layout
- electrical components, as required
- mechanical equipment, as required
- relevant railway terminology
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- relevant workplace and operational procedures
- types of motive power units including:
  - air/vacuum systems

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- auxiliary equipment
- control systems
- cooling and lubricating systems
- electrical systems
- mechanical systems
- safety system equipment and their operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3124 Apply awareness of steam locomotive fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply an awareness of steam locomotive fundamentals.

It includes configurations, components, types of equipment and their basic operation.

This unit is intended as an introduction for people entering the rail industry who will be working on or around steam locomotives.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify basic locomotive	1.1 Different locomotive configurations are identified

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configurations	1.2 Basic layout of different types of locomotive is identified
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
2 Identify boiler construction and components	2.1 Different boiler construction and configurations are identified
	2.2 Primary boiler fittings are identified
	2.3 Boiler secondary fittings are identified
3 Identify air/vacuum systems and operation	3.1 Basic air/vacuum components relevant to locomotive type are located and identified
	3.2 Uses and operation of air/vacuum system are identified
4 Identify electrical systems and operation	4.1 Basic electrical components relevant to locomotive type are located and identified
	4.2 Uses and operation of electrical system/s are identified
5 Identify mechanical systems and operation	5.1 Basic mechanical components relevant to locomotive type are located and identified
	5.2 Uses and operation of mechanical system are identified
6 Identify control systems and operation	6.1 Basic control system components relevant to locomotive type are located and identified
	6.2 Uses and operation of control systems are identified
7 Identify lubricating systems and operation	7.1 Basic lubricating systems and components relevant to locomotive type are located and identified
	7.2 Uses and operation of lubricating systems are identified
8 Identify auxiliary equipment and its operation	8.1 Basic auxiliary equipment components relevant to locomotive type are located and identified
	8.2 Uses and operation of auxiliary equipment are identified

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3124A Apply awareness of steam locomotive fundamentals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3124 Apply awareness of steam locomotive fundamentals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- identifying equipment on a steam locomotive including:
  - air/vacuum systems and operation
  - auxiliary equipment and its operation
  - boiler construction and components
  - control systems and operation
  - electrical systems and operation
  - lubricating systems and operation
  - mechanical systems and operation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- boiler and/or pressure vessel construction configuration
- fundamentals of track layout
- locomotive boiler code of practice
- relevant railway terminology
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- steam locomotive fundamentals including:
  - auxiliary equipment
  - cooling and lubricating systems

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- electrical components and equipment, as required
- lubricating systems
- mechanical equipment, as required
- primary boiler fittings
- safety system equipment and components
- secondary boiler fittings
- steam locomotive control systems
- types of air/vacuum equipment

- workplace procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3126 Assist in the testing of heritage train braking systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assist in testing heritage train braking systems, in accordance with organisational procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes assisting with locomotive brake testing, train brake examination and releasing handbrake.

This unit is intended for people who will be assisting with testing brake systems on steam and/or heritage locomotives and trains under the direction of the driver.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Assist with locomotive brake testing	1.1 Under the direction of the driver, the application of the locomotive brake is observed to ensure it is within operational parameters
	1.2 Work health and safety (WHS)/occupational health and safety (OHS) requirements, codes of practice, policies and procedures are identified and followed
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Work area is made safe for testing by ensuring locomotive is isolated and secured in accordance with workplace procedures
	1.5 Problems, faults or malfunctions are identified, responded to and/or reported in accordance with workplace procedures
2 Assist with train brake examination	2.1 Under the direction of the driver, train brake is applied in accordance with organisational procedures
	2.2 Under the direction of the driver, train brake is released in accordance with organisational procedures
3 Apply and release handbrake	3.1 Under the direction of the driver, handbrake is applied in accordance with organisational procedures
	3.2 Under the direction of the driver, handbrake is released in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIB3126A Assist in the testing of heritage train braking systems.

Links

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Assessment Requirements for TLIB3126 Assist in the testing of heritage train braking systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying and removing handbrakes and brakes on a heritage locomotive
- applying relevant safeworking system and workplace procedures
- assisting the driver with a heritage train brake test
- communicating effectively with the train driver
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs
- reporting identified problems, faults or malfunctions promptly, in accordance with organisational procedures
- working collaboratively with the driver when testing heritage locomotive and train braking systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- brake systems, their components and their operation
- procedures to test heritage train brake systems
- relevant work health and safety (WHS)/occupational health and safety (OHS) operational procedures and regulations

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- types of brake tests and their purpose
- when it is applicable to release train brake.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB3129 Conduct pre-movement checks on rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct pre-movement checks on rolling stock in accordance with relevant workplace practices, regulations and codes of practice.

It includes conducting pre-movement checks, moving and stabling the rolling stock in accordance with organisational requirements.

This unit applies to people required to carry out these activities as part of a maintenance role within a defined location.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Carry out pre-movement checks	1.1 Allocation of rolling stock is checked in conjunction with appropriate personnel
	1.2 Rolling stock to be inspected and prepared is located
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Completion of all maintenance activities is confirmed
	1.5 Checks for safety controls are conducted in accordance with organisational procedures
	1.6 Internal and external integrity checks are conducted in accordance with organisational procedures
	1.7 Fluid levels are checked and appropriate action is taken as required
2 Move rolling stock	2.1 Rolling stock is shunted in accordance with manufacturer instructions and/or organisational procedures, and faults are recognised, diagnosed, reported and recorded in appropriate records for follow-up
	2.2 For critical or serious equipment faults that cannot be readily rectified, rolling stock shunt is halted, faulty equipment is isolated and tagged, and problem is reported for rectification
	2.3 Functionality of equipment is interpreted to confirm effective air and electrical operation, and where a problem is indicated, action is taken to determine the cause and to rectify or report the situation
	2.4 Fluid levels are rechecked after starting and appropriate action is taken as required
3 Stable rolling stock	3.1 Correct clearances for stabling location are confirmed
	3.2 Rolling stock is secured in accordance with organisational procedures
	3.3 Personal or equipment lockouts are applied in accordance with organisational procedures as required
	3.4 Appropriate documentation is confirmed, completed and processed in accordance with organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB3129A Conduct pre-movement checks on rolling stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB3129 Conduct pre-movement checks on rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in rolling stock and associated equipment and procedures
- documenting outcomes of inspecting rolling stock
- identifying all activities carried out prior to moving rolling stock in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying rolling stock stabling requirements
- identifying who is responsible for authorising moving rolling stock
- interpreting and following instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting and following relevant instructions, procedures, information and signs
- shunting rolling stock in accordance with organisational procedures
- working collaboratively with others inspecting and preparing rolling stock.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- procedures for managing and controlling hazardous situations when preparing and checking rolling stock
- relevant safeworking system and workplace procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and relevant regulations

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- requirements for completing relevant documentation when inspecting and preparing rolling stock.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards *for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB4042 Conduct inspection of safeworking procedures and infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct inspection of safeworking procedures and infrastructure in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes planning and preparing for inspection, inspecting safeworking infrastructure, inspecting for compliance with safeworking procedures, completing required reports and taking remedial action.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment.

It involves the application of regulatory requirements and operational principles and procedures when conducting an inspection of safeworking procedures and infrastructure, as part of workplace activities across a variety of operational contexts within the Australian rail system. Safeworking procedures and infrastructure inspected may include any of those in use within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for inspection	1.1 Operational procedures and infrastructure to be inspected are identified
	1.2 Inspections are prioritised in accordance with inspection schedule and availability of required resources
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Relevant instructions and information are gathered
2 Inspect safeworking infrastructure	2.1 Safeworking equipment is inspected to ensure it is appropriately located and operating correctly
	2.2 Safeworking facilities are checked for correct operation and maintenance
3 Inspect for compliance with safeworking procedures	3.1 Safeworking forms are checked for sufficient supply and correct completion
	3.2 Work practices of relevant rail safety workers are checked to ensure compliance with safeworking procedures
4 Complete reports and take remedial action	4.1 Reports are completed and processed in accordance with workplace requirements
	4.2 Follow-up action is taken as required to ensure safe passage of train and equipment and is documented in accordance with safeworking procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB4042A Conduct inspection of safeworking procedures and infrastructure.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB4042 Conduct inspection of safeworking procedures and infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in situations and infrastructure in accordance with operating procedures
- applying relevant safeworking and workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning and conducting inspection of safeworking procedures and infrastructure
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- documentation/authorisation processes and procedures
- emergency management plan
- hazardous situations associated with workplace activities and ways of controlling the risks involved
- hazards that may be identified during an inspection of safeworking procedures and infrastructure, and ways of controlling the risks involved
- inspection schedule
- operational equipment manuals and operating instructions
- problems that may occur when inspecting safeworking procedures and infrastructure, and action that can be taken to report or resolve these problems
- relevant rail industry standards, safeworking rules, technical specifications and manuals
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant safeworking system inspection records and procedures
- safeworking system requirements
- workplace procedures for inspecting safeworking procedures and infrastructure.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace safeworking procedures, rail industry standards, rules, regulations, codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB4071 Install and maintain pole mounted switches and transformers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install and maintain pole mounted switches and transformers in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes planning installation and maintenance, preparing worksite, installing switches and transformers in accordance with workplace specifications, maintaining switches and transformers, and completing work.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice, rail industry standards and/or guidelines.

People working on energised overhead or underground systems or electrical equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent to carry out the work involved.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when installing and maintaining pole mounted switches and transformers, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan installation and maintenance	1.1 Works order is analysed and confirmed as required by site inspection
	1.2 Resources required for the job are identified and scheduled in accordance with operational procedures
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Switch equipment and transformer are transported to worksite
	1.5 Liaison and communication issues are resolved in accordance with organisational negotiation procedures
2 Prepare the worksite	2.1 Work plan and resources required are confirmed/checked at worksite
	2.2 Personnel participating in the activity, including plant operators and contractors, are fully briefed
	2.3 Road signs, barriers and warning devices are positioned to ensure a safe worksite
	2.4 Safeworking practices are observed on or about the running track/line
	2.5 Worksite is laid out in accordance with work plan to ensure minimum waste and rework
	2.6 Systems/circuits are isolated as required, proved safe to work on in accordance with works order, and electrical permits are received/accepted/returned as required
3 Install switches and transformers	3.1 Switch equipment, transformers and earthing systems are installed and connected
	3.2 Transformer is tested and voltage output is adjusted

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	3.3 Visual inspection is carried out to confirm equipment/apparatus is in a safe condition to test and/or commission
	3.4 Commission is carried out in accordance with works order/plan
4 Maintain switches and transformers	4.1 Maintenance requirement is confirmed by detailed site diagnosis
	4.2 Maintenance, including removal, repair, replacement and reinstatement, is carried out in accordance with works order and the condition of equipment
5 Complete work	5.1 Worksite is rehabilitated
	5.2 Appropriate authority is notified on completion of work
	5.3 Records and documentation for updating system data are completed and processed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB4071A Install and maintain pole mounted switches and transformers.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB4071 Install and maintain pole mounted switches and transformers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying appropriate repair/testing practices and procedures
- applying relevant workplace procedures
- communicating effectively with others
- communicating plans, intentions and safety criteria to others
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- performing calculations required for installation procedures
- reading and interpreting relevant instructions, procedures, information, technical data, manuals and drawings
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- selecting and using test equipment and testing techniques
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice, rail industry standards and/or guidelines
- characteristics, capabilities and uses of types of pole mounted switches and transformers
- distribution system earthing procedures as they relate to installing and maintaining electrical switches and transformer equipment
- hazards that may exist when installing and maintaining pole mounted switches and transformers
- live/energised line working techniques and equipment
- problems that may occur when installing and maintaining pole mounted switches and transformers
- relevant electrical/electronic theory and principles
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant organisation and commercial publications, including construction manuals and technical instructions as they relate to installing and maintaining electrical equipment
- relevant recording and documentation procedures
- relevant sections of railway safety management plans, rail industry standards and the Australian/New Zealand Standard for Wiring Rules
- relevant technical regulatory requirements
- statutory/organisation traffic control requirements, work zone regulations and guidance signals for planned operations
- switching or de-energising procedures and maintenance operations
- visual inspection workplace procedures
- workplace procedures for installing and maintaining pole mounted switches and transformers.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment

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currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB4076 Inspect and prepare a heritage motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to inspect and prepare a heritage motive power unit in accordance with workplace procedures and the requirements of relevant rail regulations and codes of practice.

It includes checking and preparing a motive power unit, visually examining a motive power unit, conducting in-cab checks, and starting and positioning a motive power unit for service in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Start heritage motive power unit	1.1 Roster is checked and interpreted for day's train driving activities
	1.2 Allocation of motive power units is checked in conjunction with network control officer and roster clerk
	1.3 Motive power unit to be inspected and prepared is located in the yard
	1.4 Motive power unit is started in accordance with manufacturer instructions and operating faults are recognised, diagnosed, reported and recorded in appropriate records for follow-up
	1.5 Where critical or serious equipment faults cannot be readily rectified, motive power unit is shut down, faulty equipment is isolated and tagged and problem is reported for rectification
	1.6 Instruments and gauges are observed and readings are interpreted to confirm effective operation, including air and electrical
	1.7 Action is taken to determine cause of identified problems in instruments and gauges, and situation is rectified or reported
	1.8 Fluid levels are rechecked after starting and appropriate action is taken as required
	1.9 Pre-departure checks are carried out to ensure motive power unit is braking and powering effectively and is safe to move
2 Prepare for heritage motive power unit work activities	2.1 Roster is checked and interpreted for day's train driving activities
	2.2 Allocation of motive power units is checked as identified by notices, in conjunction with Network Control Officer and roster clerk
	2.3 Hazards are identified, risks are assessed and risk control measures are implemented
	2.4 Trackside safety and basic electrification awareness procedures are followed while locating allocated motive power unit in the yard

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	2.5 Motive power unit inspection and preparation duties are identified and interpreted
	2.6 Train schedules, notices and other operational and regulatory documentation are accessed and interpreted in accordance with workplace procedures
	2.7 Communication equipment required for day's operations is obtained and checked to ensure it is functional
	2.8 Required personal protective equipment is obtained for use prior to day's train driving activities
	2.9 Motive power unit to be inspected and prepared is located in the yard
3 Inspect and prepare heritage motive power unit	3.1 Features, functions and location of motive power unit and associated equipment are identified
	3.2 Logbook is checked to confirm serviceability of unit
	3.3 Preparation and safety checks are conducted, in accordance with work health and safety (WHS)/occupational health and safety (OHS) and other workplace policies and procedures
	3.4 Motive power unit, kit and equipment are checked and defects and deficiencies are recorded and rectified, isolated, tagged or reported in accordance with workplace procedures and regulatory requirements
	3.5 Availability of appropriate fuel, lubricating oils, water, coolant and sand quantities, as required, are checked against journey requirements and appropriate action is taken to replenish them as required
	3.6 Relevant WHS/OHS and regulatory requirements are followed
4 Conduct in-cab checks	4.1 Motive power unit is checked in correct sequence and all equipment is confirmed to be operating to optimum requirements
	4.2 Cab layout is checked and confirmed that it meets operating requirements
	4.3 Pre-departure mechanical checks are correctly performed and correct functioning of equipment is confirmed in accordance with workplace procedures and manufacturer operating requirements

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	4.4 Supervisory controls and indicators are checked to ensure they are functioning correctly and appropriate action is taken if they are not working correctly
	4.5 Communications equipment is checked to ensure it is functioning correctly and appropriate action is taken if it is not working correctly
	4.6 Seat, windows, blinds, air conditioners, heaters and other personal in-cab equipment are checked and adjusted for correct functionality, safety and comfort
	4.7 Auxiliary equipment is checked and is confirmed to be operational in accordance with operating requirements
	4.8 Fire extinguisher, emergency toolbox and other required equipment are checked to confirm they are in position and meet operational requirements
5 Complete documentation	5.1 Required documentation concerning inspecting motive power unit is completed and processed in accordance with workplace procedures and regulatory requirements
	5.2 Logbook and other service records on the motive power unit are completed and filed in accordance with workplace procedures and regulatory requirements
6 Position heritage motive power unit	6.1 Authority to move and position motive power unit is obtained and relevant personnel are advised of intention and procedures
	6.2 Motive power unit is operated in accordance with operational procedures and regulatory requirements, within operating and operational constraints
	6.3 Motive power unit is positioned in accordance with operational requirements and directions
	6.4 Motive power unit performance is monitored during operation to confirm effective operation or to identify defects
	6.5 Equipment defects are identified, reported, rectified and recorded or relevant personnel are advised for assistance
	6.6 Relevant WHS/OHS and regulatory requirements are followed to ensure safety and to prevent injury and damage
	6.7 Network Control Officer and other relevant personnel are

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	advised that motive power unit is secured in required position and is ready for service

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB4076A Inspect and prepare a heritage motive power unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB4076 Inspect and prepare a heritage motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in heritage motive power units and associated equipment and procedures
- checking and replenishing fluids and carrying out lubrication requirements on a heritage motive power unit
- checking electronic communications equipment is in accordance with required protocol
- conducting a visual inspection of a heritage motive power unit and associated equipment
- documenting outcomes of visual inspection of a motive power unit
- identifying and assessing motive power unit defects and deficiencies and taking appropriate action to report, isolate, repair or replace identified defective equipment in accordance with workplace procedures
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- preparing a heritage motive power unit prior to service
- reading and interpreting relevant instructions, procedures and information and signs
- working collaboratively with others as part of a train crew.
-

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines, local rail regulations and codes of practice
- braking and safety system procedures for a heritage motive power unit
- cleaning requirements for a heritage motive power unit
- emergency procedures
- external features of a heritage motive power unit that must be checked during a pre-operational visual inspection
- fuel tank capacity and range, where applicable
- functions of all supervisory indicators and controls and related checks for correct operation
- functions of auxiliary systems on a heritage motive power unit and related checks for correct operation
- in-cab pre-operational checks for a heritage motive power unit
- local procedures and operating requirements
- lubrication requirements for a heritage motive power unit
- operating controls procedures to start, accelerate, decelerate and stop a heritage motive power unit
- operating procedures for a heritage motive power unit
- principles, purpose and location of controls, monitoring devices, braking, power source and traction systems
- procedures for adjusting controls to optimise the operation of a heritage motive power unit
- procedures for checking fuel and fluid levels and carrying out lubrication processes on a motive power unit
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing and controlling hazardous situations when preparing and starting up a heritage motive power unit
- procedures for minor maintenance including cleaning, brake shoe/pad replacement and sand box requirements
- procedures for operating electronic communications equipment in accordance with required protocol
- procedures for starting and operating auxiliary systems on a heritage motive power unit
- relevant personnel
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- requirements for completing relevant documentation
- start-up procedures for a heritage motive power unit
- typical defects that can occur on a heritage motive power unit and related action that should be taken.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment, and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB4077 Inspect and prepare a heritage steam locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to inspect and prepare a heritage steam locomotive in accordance with relevant workplace practices, rail regulations and codes of practice.

It includes checking and preparing a heritage steam locomotive, visually examining a locomotive, conducting in-cab checks, and moving and positioning a locomotive for service in accordance with workplace procedures.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Light fire and raise steam	1.1 Roster is checked and interpreted for day's train driving activities
	1.2 Allocation of locomotives is checked in accordance with notices and in conjunction with network control officer and roster clerk
	1.3 Locomotive to be inspected and prepared is located in the yard
	1.4 Pre-light-up procedures applicable to the type of fire box are identified and followed to enable safe boiler operation
	1.5 Light-up procedures and safety practices are followed to build up steam within the boiler and to ensure 'smoking' is minimised
	1.6 Instruments and equipment are monitored to ensure safe and efficient operation as steam pressure is raised to operating level
	1.7 Where a problem is indicated, action is taken to determine the cause and to rectify or report the situation
2 Prepare for heritage steam locomotive work activities	2.1 Roster is checked and interpreted for day's train driving activities
	2.2 Allocation of locomotives is checked as identified by notices and in conjunction with network control officer and roster clerk
	2.3 Hazards are identified, risks are assessed and risk control measures are implemented
	2.4 Trackside safety and basic electrification awareness procedures are followed while locating allocated locomotive in the yard
	2.5 Locomotive inspection and preparation duties are identified and interpreted
	2.6 Train schedules, notices and other operational and regulatory documentation are accessed and interpreted
	2.7 Communications equipment required for day's operations is obtained and checked to ensure it is functional

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	2.8 Required personal protective equipment is obtained for use prior to day's train driving activities
	2.9 Locomotive to be inspected and prepared is located in the yard
3 Inspect and prepare heritage steam locomotive	3.1 Features, functions and location of locomotive and associated equipment are identified
	3.2 Logbook is checked to confirm serviceability of locomotive
	3.3 Preparation and safety checks are conducted, in accordance with work health and safety (WHS)/occupational health and safety (OHS) and other workplace policies and procedures
	3.4 Locomotive, kit and equipment are checked and defects and deficiencies are recorded and rectified, isolated, tagged or reported in accordance with workplace procedures and regulatory requirements
	3.5 Availability of appropriate fuel, lubricating oils, water and sand quantities are checked against journey requirements and appropriate action is taken to replenish them as required
	3.6 Relevant WHS/OHS and regulatory requirements are followed
4 Conduct in-cab checks	4.1 Locomotive is checked in correct sequence and all equipment is confirmed to be operating to optimum requirements
	4.2 Cab layout is checked and confirmed that it meets operating requirements
	4.3 Pre-departure mechanical checks are correctly performed and correct functioning of equipment is confirmed in accordance with workplace procedures and operating requirements
	4.4 Operational controls and indicators are checked to ensure they are functioning correctly and appropriate action is taken if they are not working correctly
	4.5 Communications equipment is checked to ensure it is functioning correctly and appropriate action is taken if it is not working correctly
	4.6 Auxiliary equipment is checked and is confirmed to be operational in accordance with operating requirements

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	4.7 Fire extinguisher, safety equipment, emergency toolbox and any other required equipment are checked to confirm they are in position and meet operational requirements
	4.8 Pre-departure checks are carried out to ensure locomotive is braking and powering effectively and is safe to move
5 Complete documentation	5.1 Required documentation concerning inspecting, preparing and starting up locomotive is completed in accordance with workplace procedures and regulatory requirements
	5.2 Logbook and other service records on the locomotive are completed in accordance with workplace procedures and regulatory requirements
6 Position heritage steam locomotive	6.1 Authority to move and position locomotive is obtained and relevant personnel are advised of intention and procedures
	6.2 Locomotive is operated in accordance with standard procedures and regulatory requirements, within operating and operational constraints
	6.3 Locomotive is positioned in accordance with operational requirements and directions
	6.4 Locomotive performance is monitored during operation to confirm effective operation or to identify defects
	6.5 Equipment defects are identified, rectified and recorded or relevant personnel are advised for assistance
	6.6 Relevant WHS/OHS and regulatory requirements are followed to ensure safety and to prevent injury and damage
	6.7 Network control officer and other relevant personnel are advised that locomotive is secured in the required position and is ready for service

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB4077A Inspect and prepare a heritage steam locomotive.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB4077 Inspect and prepare a heritage steam locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in heritage steam locomotives and associated equipment and procedures
- checking and replenishing fluids and carrying out lubrication requirements on a heritage steam locomotive
- conducting an inspection and pre-operational check of a heritage steam locomotive and associated equipment
- identifying and assessing heritage steam locomotive defects and deficiencies and taking appropriate action to report, isolate, repair or replace identified defective equipment in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- operating electronic communications equipment to required protocol
- positioning a heritage steam locomotive in readiness for service
- preparing a heritage steam locomotive prior to service
- reading and interpreting relevant instructions, procedures and information and signs.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- braking and safety system procedures for a heritage steam locomotive
- cleaning requirements for a heritage steam locomotive
- communications equipment checks and operating procedures
- emergency procedures
- external features of a heritage steam locomotive that must be checked during a pre-operational visual inspection
- fuel capacity and range (where applicable)
- functions of all supervisory indicators and controls and related checks for correct operation
- functions of auxiliary systems on a heritage steam locomotive and related checks for correct operation
- in-cab pre-operational checks for a heritage steam locomotive
- inspection procedures for a heritage steam locomotive
- local procedures and operating requirements
- locomotive controls, instruments and indicators and their purpose, location and use
- lubrication requirements for a heritage steam locomotive
- operating controls to start, accelerate, decelerate and stop a heritage steam locomotive
- operating procedures for a heritage steam locomotive
- principles, purpose and location of controls, monitoring devices, braking, power source and traction systems
- procedures for adjusting controls to optimise the operation of a heritage steam locomotive
- procedures for checking fuel and fluid levels and carrying out lubrication processes on a heritage steam locomotive
- procedures for identifying equipment defects, assessing and reporting for appropriate action
- procedures for lighting fire and raising steam on a heritage steam locomotive
- procedures for managing and controlling hazardous situations when preparing and firing up a heritage steam locomotive
- procedures for minor maintenance including cleaning, brake shoe/pad replacement and sand box requirements
- procedures for operating communications equipment in accordance with required protocol
- procedures for starting and operating auxiliary systems on a heritage steam locomotive
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS),

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and environmental procedures and regulations
- requirements for completing relevant documentation when inspecting and preparing a heritage steam locomotive
- typical defects that can occur on a heritage steam locomotive and related action that should be taken.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB4078 Carry out a train roll-by inspection

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out a train roll-by inspection in accordance with organisational policies and procedures, and relevant safeworking requirements.

It includes preparing and conducting a visual roll-by inspection of crossing/passing trains from the ground or on-train to identify equipment, load security or other defects or failure and reporting and/or actioning the inspection results.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for roll-by inspection	1.1 Appropriate documentation is read to confirm inspection requirements
	1.2 Position is taken at planned time to complete roll-by inspection without personal risk
	1.3 Conditions are assessed and necessary actions are taken to ensure roll-by inspection will be effective
2 Conduct roll-by inspection	2.1 Identification and status of train is confirmed with relevant personnel
	2.2 Condition of rolling stock is observed and identified faults are noted
	2.3 Communication is maintained with relevant personnel to ensure safe, efficient and complete roll-by inspection
	2.4 Inspection is conducted in accordance with work health and safety (WHS)/occupational health and safety (OHS), network owner and/or organisational policies and procedures to prevent injury and damage
	2.5 Faults requiring immediate action are noted and appropriate action is taken to stop train
3 Report and action roll-by inspection results	3.1 Appropriate personnel are informed of results of roll-by inspection and any faults or defects requiring rectification
	3.2 Inspection results are recorded, reported and/or filed as required, in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIB4078A Carry out a train roll-by inspection.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB4078 Carry out a train roll-by inspection

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- conducting roll-by inspection of a moving train to identify equipment, load security or other defects or failure
- documenting results of roll-by inspection including faults or defects requiring rectification in accordance with workplace operational procedures
- identifying safe position from which to conduct roll-by inspection
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- communications protocols
- contingency management processes
- relevant information/documents
- relevant legislated rail safety requirements, and codes of practice and/or guidelines
- relevant rail danger zones
- relevant safety, WHS/OHS and environmental protection regulations
- relevant sections of the Australian Dangerous Goods (ADG) Code and regulations
- relevant standards, rules, codes of practice, guidelines and specifications for all items requiring examination
- relevant workplace procedures
- types of roll-by inspection of a moving train.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB4079 Conduct a general train examination

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct a general train examination in accordance with organisational procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes preparing for examination; undertaking a general train examination including rolling stock integrity, components and loading; and reporting examination results.

This unit applies to train drivers required to conduct a general train examination.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for general train examination	1.1 Location of examination and information about items to be examined are obtained and activities are planned
	1.2 Materials, documentation and equipment required for the examination are identified, obtained and prepared for use
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Examination is started at planned time and location to minimise delays to train availability
	1.5 Train identification and status is confirmed and required actions are taken to ensure train remains safe for duration of examination
	1.6 Individual responsibilities required to complete examination are agreed with relevant personnel
	1.7 Conditions are assessed and necessary actions are taken to ensure examination is effective
2 Undertake general train examination	2.1 Examination is undertaken in accordance with organisational procedures
	2.2 Communication is maintained with relevant personnel to ensure safe, efficient and complete examination
	2.3 Condition of rolling stock, couplings and load are examined and dimensions are confirmed appropriate to wagon type and gauge outline requirements
	2.4 Irregularities and load contamination are identified and appropriate action is taken in accordance with organisational and/or network owner policies and procedures
	2.5 Obvious wagon or carriage faults and their locations are reported in accordance with organisational policies and procedures
	2.6 Apparent problems are investigated further and corrected where possible
3 Report examination results	3.1 Conditions requiring urgent action are reported in accordance with organisational policies and procedures, and appropriate action is taken to initiate immediate response
	3.2 Relevant personnel are informed of remedial or other action required prior to completion of examination

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB4079A Conduct a general train examination.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB4079 Conduct a general train examination

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- conducting a general train examination
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with organisational procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and organisational procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) requirements
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- contingency management processes
- emergency procedures
- guidelines relating to equipment capability and limitations
- organisational policies and procedures for conducting a general train examination
- rail industry standards and specifications for all items requiring examination
- relevant legislated rail safety requirements, codes of practice and/or guidelines

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- relevant rail danger zones
- relevant safety, WHS/OHS, and environmental procedures and regulations
- relevant workplace procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations*, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB4080 Identify, diagnose and rectify minor faults on motive power units and rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify, diagnose and rectify minor faults on motive power units and rolling stock in accordance with workplace requirements.

This includes identifying repair requirements, conducting minor repairs, checking and reporting minor repairs.

Work must be carried out in accordance with organisational procedures and regulations, and safeworking codes of practice relevant to fault diagnosis and rectification.

Work involves the application of routine minor fault diagnosis and rectification procedures when maintaining the safety and operation of motive power units and rolling stock across a variety of operational rail transport contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify faults, defects and deficiencies	1.1 Operational capability of rolling stock and/or motive power unit ancillary equipment is evaluated
	1.2 Faulty or damaged components or equipment are identified and assessed
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Impact of faults on work requirements is identified and safe operating capabilities are evaluated
	1.5 Work areas and equipment are made safe for inspection
2 Rectify minor faults	2.1 Minor repairs and/or isolations are carried out in accordance with manufacturer specifications and organisational procedures
	2.2 Equipment, tools and required materials are operated, applied and handled in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements and manufacturer specifications, to prevent injury and damage
3 Check and report minor repairs and/or isolations	3.1 Minor repairs and/or isolations are checked for safety compliance
	3.2 Equipment is checked to ensure it conforms to organisational standards
	3.3 Action taken is reported/recorded in accordance with company procedure
	3.4 Operational capabilities are monitored and further evaluated
	3.5 Communication is maintained with relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB4080A Identify, diagnose and rectify minor faults on motive power units and rolling stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB4080 Identify, diagnose and rectify minor faults on motive power units and rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- carrying out checks of different types of motive power units and rolling stock
- carrying out minor repairs in accordance with workplace procedures
- communicating effectively with others
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- identifying possible faults, defects and deficiencies, and appropriate remedial activities
- implementing contingency plans
- making decisions based on evaluation of faults, defects, deficiencies and operational capabilities
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- operating tools and equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communications protocols
- emergency procedures
- isolation systems

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- operational requirement of rolling stock
- possible faults, defects and deficiencies, and appropriate remedial activities
- relevant rail industry standards and certification requirements
- relevant state/territory regulations, codes of practice and system of safeworking requirements
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- relevant workplace procedures and policies
- tools and equipment required for the task and the procedures and precautions for their care, use and storage
- typical minor repair problems that can occur, and related action that should be taken
- workplace documentation and record requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB4081 Provision a motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provision a motive power unit prior to it entering service.

It includes checking fuel, oil, water and sand levels, and replenishing them as required; restocking consumables; general housekeeping and completing documentation as required.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check and replenish fuel, oil, water and	1.1 Motive power unit is positioned and secured at required service point in accordance with organisational requirements

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sand levels	1.2 Hazards are identified, risks are assessed and risk control measures are implemented
	1.3 Fuel, oil, water and sand levels are checked in accordance with manufacturer and/or organisational procedures
	1.4 Fuel, oil, water and sand levels are replenished as required in accordance with manufacturer and organisational procedures
	1.5 Equipment is used in accordance with manufacturer and organisational procedures
	1.6 Faults and/or deficiencies are identified and reported to relevant personnel
2 Check and restock consumables	2.1 Consumables are checked for availability and serviceability
	2.2 Replacement consumables are acquired in accordance with organisational procedures
	2.3 Faults and/or deficiencies are identified and reported to relevant personnel
3 Carry out general housekeeping	3.1 Rubbish is removed and disposed of in accordance with organisational policies and procedures
	3.2 Relevant areas of motive power unit are cleaned in accordance with organisational policies and procedures
	3.3 Cleaning materials are utilised in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and organisational policies and procedures
	3.4 Faults and/or deficiencies are identified and reported to relevant personnel
	3.5 Documentation is completed in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB4081A Provision a motive power unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB4081 Provision a motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- checking and replenishing consumables in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace operational procedures
- checking logbook and service records
- conducting general housekeeping
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following workplace operational instructions
- reading and interpreting relevant instructions, procedures, information, signs, symbols and diagrams.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- potential faults and/or deficiencies
- relevant motive power unit terminology and layout
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- relevant workplace procedures.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB4082 Set up motive power units in multi-coupled consist

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to set up one or more motive power units in multi-coupled consist in accordance with network owner and rail industry standards, rules, codes of practice and guidelines.

It includes preparing, setting up and conducting post start-up checks of motive power units in power or when being hauled dead or offline for multi-consist operation.

These operations are conducted as part of operating motive power units and may be carried out as part of a team of people working within rail operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare motive power units for coupling	1.1 Identification and location of motive power units to be coupled is confirmed
	1.2 Hazards are identified, risks are assessed and risk control measures are implemented
	1.3 Motive power units are marshalled into desired position and orientation to meet consist requirements in accordance with organisational policies and procedures
2 Set up motive power units for multi-consist operation	2.1 Motive power units are coupled in accordance with manufacturer instructions and/or organisational procedures
	2.2 Relevant hose pipes and electrical connections are made in accordance with manufacturer instructions and/or organisational procedures
	2.3 Fuel lines are coupled as required in accordance with manufacturer instructions and/or organisational procedures
	2.4 Area is checked before pantographs are raised or lowered to ensure safety in accordance with organisational procedures, as required
3 Set up in-cab controls for multi-consist operation	3.1 Motive power unit controls are set up for multi-consist operation in accordance with manufacturer and/or organisational policies and procedures
	3.2 Vigilance and safety controls are set-up as required to ensure they are functioning correctly in multi-consist operation
	3.3 Motive power unit equipment is set up or adjusted for multi-consist operation in accordance with manufacturer and/or organisational policies and procedures
4 Perform post start-up checks	4.1 Post start-up checks are carried out to ensure all motive power units are braking and powering effectively and are safe to move, in accordance with manufacturer and/or organisational policies and procedures
	4.2 Handbrakes on all motive power units are applied/released in accordance with manufacturer and/or organisational policies and procedures
	4.3 Pantographs are raised or lowered in accordance with manufacturer and organisational procedures, as required
5 Haul dead motive	5.1 Motive power unit controls are set up for being hauled dead in motive power unit consist or in-train in accordance with

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power units	manufacturer and/or organisational policies and procedures
	5.2 Vigilance and safety controls are set up as required to ensure they are functioning correctly when being hauled dead in motive power unit consist or in-train
	5.3 Motive power unit equipment is set up or adjusted for being hauled dead in motive power unit consist or in-train in accordance with manufacturer and/or organisational policies and procedures
	5.4 Handbrakes are applied and released in accordance with manufacturer and/or organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB4082A Set up motive power units in multi-coupled consist.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB4082 Set up motive power units in multi-coupled consist

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in motive power units and associated equipment and procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying where systems isolation is required
- implementing isolation where systems isolation is required
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs
- setting up in-cab controls for multi-consist operations
- setting up motive power units for multi-consist operations
- working collaboratively with others inspecting and preparing a motive power unit.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- auxiliary systems on a motive power unit and related checks for correct operation
- braking and safety system procedures for motive power units
- capabilities, compatibilities and types of motive power units
- defects that can occur on motive power units and related action that should be taken
- electrical awareness
- external features of motive power units that must be checked during a visual inspection
- functions of all supervisory indicators and controls, and related checks for correct operation
- inspection procedures for motive power units

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- isolation systems
- purpose and location of controls, monitoring devices, braking, power source and traction systems
- relevant legislated rail safety requirements, codes of practice and/or guidelines
- relevant rail danger zones
- relevant work health and safety (WHS)/occupational health and safety (OHS) legislation, regulations, codes, policies and workplace procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIB5010 Plan and implement maintenance schedules

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and implement maintenance schedules according to relevant regulatory requirements, standards, workplace procedures and codes of practice including the Australian Dangerous Goods (ADG) Code.

It includes establishing maintenance requirements, organising maintenance activities and resources and completing required procedures and documentation.

Work is carried out under general guidance. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within workplace policies and procedures.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.	
1 Establish maintenance requirements	1.1	Equipment specifications, service requirements and workplace procedures are checked for recommended maintenance intervals and processes
	1.2	Special requirements for maintenance of storage zones are identified
	1.3	Comparisons with previous experience, future equipment use, work requirements and standard operating procedures are made to inform the planning process
	1.4	Work plan and work schedule are developed
	1.5	Internal and external contractors and/or maintenance providers are identified
	1.6	Costings for process are identified based on work schedule (equipment/staff off-line), equipment manufacturer recommendations, charges for materials, equipment and consumables and internal/external labour charges
	1.7	Required interruptions, processes and procedures are documented and recorded
	1.8	Clearances for required maintenance costs are obtained
2 Organise maintenance activities	2.1	Work schedules and staff rosters are checked to identify times when maintenance process may be scheduled including optimum timing for any shut down
	2.2	Permission from supervisory personnel is obtained for timing of maintenance to optimise the maintenance process and work
	2.3	Detailed work plans are developed in accordance with work schedules, availability of expertise and resource availability
	2.4	Employees with the required competencies are identified and appropriate training and assessment is facilitated as required
	2.5	Approvals for work schedule, employee work pattern and maintenance schedule adjustments are obtained and work plan is refined to ensure maintenance program will maintain workplace outputs in terms of workplace policy
3 Organise resources	3.1	Required equipment, personnel and consumables are allocated in accordance with workplace procedures

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	3.2	Consumables, equipment and expertise are located and coordinated to meet maintenance work schedule
	3.3	Externally sourced equipment, consumables and expertise are identified and appropriate arrangements are made for procurement
4 Complete maintenance procedures	4.1	Completed work is checked against maintenance schedule and work plan
	4.2	Records of work are completed and forwarded to appropriate personnel noting areas where additional maintenance is required to maintain optimum work output and equipment life

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIB5010A Plan and implement maintenance schedules.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIB5010 Plan and implement maintenance schedules

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when planning and implementing maintenance schedules
- completing documentation related to planning and implementing maintenance schedules
- ensuring the servicing of equipment in terms of maintenance schedule and standard operating procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting instructions, procedures, information and signs relevant to planning and implementing maintenance schedules
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of current competencies within functional activity
- application of relevant Australian and international standards and associated certification requirements
- characteristics and capabilities of equipment, materials and processes used
- contacts and sources of information/documentation needed when planning and implementing maintenance systems
- operational maintenance systems, resources, management and workplace operating systems
- procedures for establishing and/or monitoring suitable maintenance systems
- procedures for identifying and evaluating information needed to plan and implement maintenance schedules
- procedures for identifying and interpreting maintenance requirements
- procedures for liaising with manufacturers and suppliers
- procedures for operating electronic communications equipment
- procedures for reviewing system options for maintenance operations including appropriate risk analysis
- quality and customer service standards, policies and procedures
- relative features and risks of various maintenance systems, their applications and processes, and issues involved in their use
- relevant Australian and international regulations, codes of practice and legislative requirements including local and international freight regulations
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC0001 Operate chemical tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a chemical tanker in accordance with the current Australian Dangerous Goods (ADG) Code, mass and loading regulations, relevant state/territory road traffic authority vehicle licence requirements and regulations for heavy vehicles.

It includes identifying properties and hazards of chemicals being transported, and features of chemical tankers that transport chemicals. It also includes carrying out a pre-trip inspection, positioning the chemical tanker and loading it with chemicals, and transporting and delivering a load safely and efficiently to a customer site.

A chemical tanker is defined as any bulk road transport vehicle authorised to carry placarded chemical loads.

A chemical tanker is operated with limited or minimum supervision, with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify properties and hazards of chemicals being transported and features of chemical tankers that transport chemicals	1.1 UN number, product class, its packing group and any sub-risks of fuel being transported are identified in accordance with emergency response documentation
	1.2 Approved handler and approved filler requirements for chemicals being transported are identified in accordance with regulatory requirements
	1.3 Properties of chemicals being transported are identified in accordance with emergency response documentation
	1.4 Hazards associated with chemicals being transported are identified in accordance with emergency response documentation
	1.5 Hazardous atmosphere zones are identified in accordance with organisational requirements
	1.6 Circumstances in which a chemical tanker may be left unattended are explained in accordance with current ADG Code and company procedures
	1.7 Functions of equipment fitted to a chemical tanker are identified in relation to safe transfer and transport of chemicals
	1.8 Factors that cause static electricity and ways of minimising risks associated with it are identified in accordance with organisational requirements
2 Carry out a pre-trip inspection	2.1 Vehicle is inspected to confirm tanker 5-yearly hydrostatic test is current, is tagged and compliant with current ADG Code, and meets company procedures; and non-compliant vehicles or trailers are repaired or reported in accordance with company procedures
	2.2 Vehicle load transfer equipment is inspected to confirm security and state of repair, and all hoses are tested and tagged in accordance with current ADG Code; and non-compliant equipment is repaired or reported in accordance with company procedures

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	2.3	Safety equipment is inspected to confirm it meets organisational and current ADG Code requirements, is accessible and properly maintained, stowed and secured; and unserviceable items, or items with expired test dates, are replaced or reported in accordance with company procedures
	2.4	Personal protective equipment (PPE) is inspected to confirm it is available, ready for use, and meets current ADG Code requirements
	2.5	Dangerous goods placards are inspected to confirm they are correct for the load being carried and are displayed in accordance with current ADG Code
3 Position chemical tanker and prepare to load	3.1	Vehicle is driven into loading site in accordance with site procedures, using PPE that complies with organisational and regulatory requirements
	3.2	Vehicle is positioned without injury to people or damage to property and in a position that enables loading to be carried out in accordance with site procedures
	3.3	Park brake is applied, engine is turned off and battery is isolated as required
	3.4	Locations of emergency equipment and emergency procedures are identified before loading commences
	3.5	Product type and quantity to be loaded are checked to confirm they are in accordance with delivery documentation and are within safe carrying capacity and gross weight limitations of vehicle, and discrepancies are rectified in accordance with company procedures
	3.6	Product transfer equipment is connected in accordance with organisational requirements
4 Load chemical tanker with chemicals	4.1	Site procedures are implemented for commencement of loading process
	4.2	Products to be loaded are checked for compatibility and correct segregation, also taking account of product sub-risks
	4.3	Products to be loaded are checked to ensure they are compatible with tanker and that tanker is fit for purpose
	4.4	Loading process and fill levels are monitored in accordance with company and site procedures

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	4.5	Vehicle is safely loaded with chemicals using only approved equipment, and in accordance with organisational and regulatory requirements
	4.6	At completion of loading process, all valves on vehicle and load-out facility are closed and where site procedures specify, all transfer equipment is vented and/or depressurised before being disconnected and stowed, with all equipment secured in accordance with site and company procedures
	4.7	Loaded vehicle is confirmed as being within legal weight limitations and in compliance with company and regulatory procedures
	4.8	Loaded vehicle is inspected pre-departure to ensure all hoses, pipes and cables are disconnected and secure, brake interlock is deactivated as required, and obstacles are cleared in accordance with company and site procedures
	4.9	Site is restored to a clean and tidy condition in accordance with site procedures
	4.10	Vehicle is moved from loading area without damage to property or injury to people and in accordance with site procedures
	4.11	Delivery documentation is completed, checked, and secured in vehicle in accordance with regulatory requirements
	4.12	Vehicle and tanker are checked to ensure correct placarding
5 Transport load safely and efficiently to customer site	5.1	Routes are planned to avoid congested areas, tunnels or areas where people may congregate and to maximise efficiency between delivery sites
	5.2	Prescribed routes are followed in accordance with organisational requirements, and courtesy and professionalism is exhibited toward other road users
	5.3	Tanker is driven and manoeuvred in accordance with legal requirements, taking into consideration vehicle stability and prevailing environmental conditions
	5.4	Eco-driving techniques are applied
	5.5	Action is taken to deal with traffic delays and diversions

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	5.6	Legislative and organisational procedures are adhered to in driving, parking and leaving tanker standing, or when tanker breaks down or stops on a road
6 Deliver load of chemicals to customer site	6.1	Pre-delivery assessment is made before entering delivery site, and site features that constitute a hazard and/or prevent delivery are rectified or reported in accordance with organisational and site requirements
	6.2	Site instructions and/or restrictions are complied with
	6.3	Vehicle is manoeuvred and positioned in such a way that product can be delivered efficiently and safely, with park brake applied and engine, unless required for pumping, turned off
	6.4	PPE is used in accordance with organisational and regulatory requirements and steps are taken to apply personal safety measures
	6.5	Worksite is marked with signs and/or cones and vehicle is remained with, and delivery and potential hazards are managed in accordance with organisational and site requirements
	6.6	Visible receiving vessel and/or components are checked for damage, and contents are checked to ensure sufficient ullage exists for delivery, with any deficiencies reported or actioned in accordance with company and site procedures
	6.7	Preparation for delivery is consistent with organisational and site requirements
	6.8	Product type and quantity are confirmed against delivery documents
	6.9	Delivery is undertaken in line with product being delivered, company and site procedures, and special delivery instructions
	6.10	Gauges are checked as required, valves are opened and closed in correct sequence, and hoses and connections are visually checked for leaks
	6.11	At completion of delivery, product transfer equipment is disconnected in accordance with product type, and company and site procedures
	6.12	Site is secured and restored to a clean and tidy condition in

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		accordance with site procedures
	6.13	Delivery documentation is completed to reflect changes in vehicle load and receiving vessel, and distributed in accordance with organisational and regulatory requirements
	6.14	Vehicle is inspected pre-departure in accordance with organisational requirements
	6.15	Vehicle is driven from site safely and in accordance with site and organisational procedures
7 Apply driver emergency procedures in an emergency	7.1	Procedures for emergencies during loading and unloading are implemented in accordance with emergency response documentation and organisational transport emergency response plan (TERP)
	7.2	Procedures for emergencies in transit are identified in accordance with emergency response documentation and organisational TERP
	7.3	Emergency response documentation and organisational requirements are implemented in initial responses to a person exposed to chemicals being transported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Equipment fitted to a chemical tanker must include:	• breakdown triangles • chemical resistant gloves • emergency cones • emergency information holder • emergency shutdown controls • eyewash kit

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	• fire extinguishers • torch
Loading and unloading sites must include at least one of the following:	• customer site • depot • terminal
Emergency response equipment must include:	• emergency shutdown controls • eyewash kit • fire extinguisher • spill kit
Documentation and records must include:	• emergency procedure guides • state/ territory road rules • shipping documentation • TERP

Unit Mapping Information

This unit replaces but is **not** equivalent to TLIC4065A Operate chemical tanker.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC0001 Operate chemical tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- applying correct placarding required for product being loaded
- applying eco-driving techniques when operating chemical tankers
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying techniques for loading and unloading a chemical tanker
- completing documentation relating to operating chemical tankers
- identifying compatibility of tanker with product
- identifying personal protective equipment (PPE) required for product being transported
- identifying product and placarding tanker accordingly
- identifying properties of chemicals to be carried
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- meeting customer requirements when delivering fuel to customer site
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of chemical tanker, its trailers and equipment, and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- planning routes to avoid congested areas, tunnels or areas where people may congregate
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required PPE, conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- causal factors of chemical tanker accidents and incidents
- effects of weight distribution on load behaviour and vehicle stability
- efficient driving techniques and eco-driving considerations
- factors involved in trip preparation
- factors that may cause traffic delays and diversions
- loading and unloading procedures for chemical tankers
- procedures to be followed in a driving emergency and in response to a transport emergency response plan (TERP)
- relevant dangerous goods information for operating chemical tankers
- relevant legislation and workplace procedures for transporting chemicals
- relevant road rules, regulations, permit and licence requirements of relevant state/territory roads and traffic authority
- relevant WHS/OHS and environmental procedures and regulations for chemical tanker operations
- safe delivery of chemicals to customer site
- techniques to continually identify and mitigate environmental risks
- workplace documentation
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations, with the exception of Element 7; due to workplace health and safety risks, assessment of Element 7 must occur using simulations in workplace operational situations.

Practical assessment must be undertaken with a chemical tanker that meets all industry compliance and/or licensing requirements.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

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- eye wash kit, fire extinguisher, torch, chemical resistant gloves, spill kit, and personal protective equipment currently used in industry
- workplace procedures, current Australian Dangerous Goods (ADG) Code, emergency procedure guides, emergency response documentation, shipping documentation, TERP.

A simulator is not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC0002 Operate fuel tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a fuel tanker in accordance with the current Australian Dangerous Goods (ADG) Code, mass and loading regulations, and relevant state/territory road traffic authority vehicle licence requirements and regulations for heavy vehicles.

It includes recognising the characteristics of fuel and fuel tankers to ensure the safe transfer and transport of fuel, conducting pre-trip inspections, performing tanker loading tests and transporting load to customer site. It also includes preparing a site to accept delivery, managing delivery, completing post-delivery activities and following emergency procedures.

A fuel tanker is defined as any bulk road transport vehicle authorised to carry Class 3 flammable liquid and combustible fuel.

Fuel tankers are operated with limited or minimum supervision, and with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

TLILIC0001 Licence to transport dangerous goods by road

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Recognise the characteristics of fuel and fuel tankers to ensure safe transfer and transport of fuel	1.1 Properties of fuel being transported are determined in accordance with emergency response documentation
	1.2 Hazards associated with fuel transport are clarified in accordance with emergency response documentation
	1.3 Hazardous atmosphere zones are identified in accordance with organisational requirements
	1.4 Functions of equipment fitted to a fuel tanker are identified, including work health and safety(WHS)/occupational health and safety (OHS) and emergency response equipment
	1.5 Factors that cause static electricity and ways of minimising associated risks are identified in accordance with organisational requirements
	1.6 Switch loading is identified in accordance with industry procedures
2 Comply with legislative and organisational requirements for safe transfer and transport of fuel	2.1 UN number, product class, packaging group and any sub-risks of fuel being transported are identified in accordance with emergency response documentation
	2.2 Approved handler and approved filler requirements for fuel being transported are identified in accordance with the current ADG Code and Australian Institute of Petroleum (AIP) site requirements
3 Conduct pre-trip inspection	3.1 Tanker is checked for current terminal entry compliance
	3.2 Tanker is checked to ensure dangerous goods (DG) compliance plate is attached to tanker in accordance with current ADG Code requirements
	3.3 Tanker load transfer equipment is checked to confirm security and state of repair, and that all hoses are tested and tagged in accordance with current ADG Code requirements
	3.4 Tanker is checked to ensure safety equipment is accessible, properly maintained, and stowed and secured in accordance with current ADG Code requirements

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	3.5	Tanker is checked to ensure personal protective equipment (PPE) is available, ready for use and meets current ADG Code requirements
	3.6	Tanker is checked to ensure DG placards are correct for the load and are displayed in accordance with current ADG Code requirements
	3.7	Fire extinguisher is checked for current date and pressure gauge
	3.8	Shipping documentation is checked for accuracy and availability of emergency information in accordance with current ADG Code requirements
	3.9	Non-compliant vehicles and equipment are reported in accordance with organisational procedures
4 Perform tanker loading tests	4.1	Tanker is driven into loading site in accordance with site procedures
	4.2	Tanker is positioned to enable loading to be carried out in accordance with site procedures, without injury to people or damage to property
	4.3	Park brake is applied, engine is turned off and battery is isolated as required
	4.4	PPE is used in accordance with site and organisational procedures
	4.5	Transfer equipment is checked for compatibility
	4.6	Loading activities are controlled within level of responsibility, company regulations and legislative requirements
	4.7	Emergency procedures are followed in a spill or leak during loading
	4.8	Static control measures are applied
5 Transport load to customer site	5.1	Routes are planned to avoid congested areas, tunnels or areas where people may congregate and to maximise efficiency between delivery sites
	5.2	Prescribed routes are followed in accordance with regulatory and organisational requirements, and courtesy and professionalism are exhibited toward other road users

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	5.3	Tanker is driven and manoeuvred in accordance with legal requirements, and vehicle stability and prevailing environmental conditions are considered
	5.4	Eco-driving techniques are applied
	5.5	Action is taken to deal with traffic delays and diversions
	5.6	Legislative and organisational procedures are adhered to when driving, parking and leaving tanker standing, or when a tanker breaks down or stops on a road
6 Prepare site to accept delivery	6.1	Pre-delivery assessment is made before entering delivery site
	6.2	Site features that present a hazard and/or prevent delivery are rectified or reported in accordance with organisational requirements
	6.3	Site instructions and/or restrictions are complied with
	6.4	Tanker is manoeuvred and positioned to ensure product can be delivered safely and efficiently
	6.5	Park brake is applied, and engine is turned off and battery is isolated as required
	6.6	PPE is used in accordance with site and organisational procedures, and steps are taken to apply personal safety measures and to manage potential hazards
	6.7	Discharge area of delivery site is marked with signs and/or cones in accordance with workplace and state/territory legislative requirements
7 Manage delivery	7.1	Static control measures are applied
	7.2	Visible receiving vessel and/or components are checked for damage
	7.3	Contents of receiving vessel/s are checked to ensure sufficient ullage exists for delivery
	7.4	Product type and quantity are confirmed against delivery documents
	7.5	Gauges, valves, hoses and connections are visually checked for serviceability and leaks
	7.6	Vehicle and/or delivery site emergency shut down is identified and checked in accordance with workplace

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		requirements
	7.7	Hoses are connected for discharging to ensure correct product is delivered into correct vessel in correct sequence
	7.8	Product is delivered in accordance with organisational and site procedures, and special delivery instructions are observed
	7.9	Emergency procedures are followed in a spill or leak during delivery
8 Complete post-delivery activities	8.1	Product transfer equipment is disconnected in accordance with product type and organisational procedures
	8.2	After-dip of tank is conducted to ensure product is in correct tanks and load has been fully delivered
	8.3	Site is secured and restored to a clean and tidy condition in accordance with site procedures
	8.4	Delivery documentation is completed in accordance with organisational procedures
	8.5	Shipping documentation is amended to reflect changes in vehicle load
	8.6	Pre-departure inspection of tanker is conducted in accordance with organisational procedures
	8.7	Tanker is driven safely from site in accordance with site procedures
9 Follow emergency procedures	9.1	Incident is reported to police or fire services as soon as possible
	9.2	Incident is reported to nominated person as soon as practicable in accordance with the transport emergency response plan (TERP)
	9.3	Reasonable assistance is provided as required by an authorised officer or officer of the emergency services to deal with the situation
	9.4	Warnings are provided to other vehicles and persons in the vicinity who may be at risk
	9.5	Escape of fuel is prevented or minimised
	9.6	Incident is reported in accordance with legislative

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requirements or as nominated in the TERP

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Sites must include at least one of the following:	• customer site • depot • terminal
WHS/OHS equipment fitted to a fuel tanker must include:	• breakdown triangles • chemical resistant gloves • emergency cones • emergency information holder • emergency shutdown controls • eyewash kit • fire extinguishers • torch
Emergency response equipment must include:	• emergency shutdown controls • eyewash kit • fire extinguisher • spill kit
Documentation must include:	• emergency procedure guides • shipping documentation • state/ territory road rules • TERP

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Unit Mapping Information

This unit replaces but is **not** equivalent to TLIC4066A Operate fuel tanker.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC0002 Operate fuel tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate identified hazards
- communicating effectively with others in the workplace
- completing documentation relating to operating a fuel tanker
- completing post-delivery activities
- correctly positioning a fuel tanker when loading and unloading
- discharging fuel using gravity, pressure and suction methods
- identifying tanker and product compatibility
- identifying product correctly, and placarding fuel tanker accordingly
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- loading fuel
- meeting customer requirements when delivering fuel to customer site
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of tanker, its trailers and its equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with standard operating procedures
- preparing a route to maximise safety and efficiency, and to meet organisational route requirements
- reading and interpreting relevant instructions, procedures, information and signs
- safely unloading fuel at a customer site
- selecting and using required personal protective equipment, conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- undertaking a pre-trip inspection of a fuel tanker
- using eco-driving techniques when operating a fuel tanker
- working collaboratively with others when operating fuel tankers
- working systematically with required attention to detail without injury to self or others, or

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damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- causal factors of fuel tanker accidents and incidents
- effects of weight distribution on load behaviour and vehicle stability
- efficient driving techniques and eco-driving considerations
- factors involved in trip preparation
- factors that may cause traffic delays and diversions, and related action that can be taken
- fatigue management strategies
- how to select and use required personal protective equipment, conforming to industry and WHS/OHS standards
- procedures to be followed in a driving emergency and response to an emergency using a company transport emergency response plan (TERP)
- properties of fuel to be carried
- relevant dangerous goods (DG) information for using fuel tankers
- relevant legislation and industry workplace procedures for transporting fuel
- relevant organisational requirements including policies and procedures
- relevant state/territory roads and traffic authority road rules, regulations, permit and licence requirements
- relevant WHS/OHS and environmental procedures and regulations relating to fuel tanker operations
- techniques and procedures for loading and unloading a fuel tanker safely
- techniques for safe delivery of fuel to a customer site
- techniques to continually identify and mitigate environmental risks
- workplace documentation
- workplace driving and operational instructions
- working at heights procedures for fuel tanker drivers.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations, with the exception of Element 9; due to workplace health and safety risks, assessment of Element 9 must occur using simulations in workplace operational situations.

Practical assessment must be undertaken using a fuel tanker that meets all industry compliance and/or licensing requirements.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- eye wash kit, fire extinguisher, torch, chemical resistant gloves, spill kit, and personal protective equipment currently used in industry
- workplace procedures, current ADG Code, emergency procedure guides, emergency response documentation, shipping documentation, TERP.

A simulator is not suitable for final assessment of this unit of competency.

This unit may be assessed with the following unit/s:

- TLID4048 Top load a dangerous goods tanker
- TLID4049 Bottom load a dangerous goods tanker.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC0003 Operate LP gas tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate an LP gas tanker in accordance with the current Australian Dangerous Goods (ADG) Code, mass and loading regulations, and relevant state/territory road traffic authority vehicle licence requirements and regulations for heavy vehicles.

It includes recognising the characteristics of LP gas and LP gas tankers to ensure safe transfer and transport of LP gas, conducting pre-trip inspections, supervising loading and transporting load to customer site. It also includes preparing a site to accept delivery, managing delivery, completing post-delivery activities and following emergency procedures.

An LP gas tanker is defined as any bulk road transport vehicle authorised to carry Class 2 liquid gases.

An LP gas tanker is operated with limited or minimum supervision, and with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

TLILIC0001 Licence to transport dangerous goods by road

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Recognise the characteristics of LP gas and LP gas tankers to ensure safe transfer and transport of LP gas	1.1 Properties of LP gas being transported are identified in accordance with emergency response documentation
	1.2 Hazards associated with LP gas transport are clarified in accordance with emergency response documentation
	1.3 Hazardous atmosphere zones are determined in accordance with organisational requirements
	1.4 Functions of equipment fitted to an LP gas tanker are identified
	1.5 Factors that cause static electricity and ways of minimising associated risks are identified in accordance with organisational requirements
2 Comply with legislative and organisational requirements for safe transfer and transport of LP gas	2.1 UN number, product class, packaging group and any sub-risks of LP gas being transported are identified in accordance with emergency response documentation
	2.2 Requirements for LP gas being transported are identified in accordance with the current ADG Code and legislative requirements
3 Conduct pre-trip inspection	3.1 Tanker is checked to ensure dangerous goods (DG) compliance plate is attached to tanker in accordance with current ADG Code requirements
	3.2 Tanker load transfer equipment is checked to confirm security and state of repair, and that all hoses are tested and tagged in accordance with current ADG Code requirements
	3.3 Tanker is checked to ensure safety equipment is accessible, properly maintained, and stowed and secured in accordance with current ADG Code requirements
	3.4 Tanker is checked to ensure personal protective equipment (PPE) is available, ready for use and meets current ADG Code requirements
	3.5 Tanker is checked to ensure dangerous goods placards are correct for load and are displayed in accordance with current

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		ADG Code requirements
	3.6	Fire extinguisher is checked for current date and pressure gauge
	3.7	Shipping documentation is checked for accuracy and availability of emergency information in accordance with current ADG Code requirements
	3.8	Non-compliant vehicles and equipment are reported in accordance with organisational procedures
4 Supervise loading	4.1	Tanker is driven into loading site in accordance with site procedures
	4.2	Tanker is positioned to enable loading to be carried out in accordance with site procedures without injury to people or damage to property
	4.3	Park brake is applied, engine is turned off and battery is isolated as required
	4.4	PPE is used in accordance with site and organisational procedures
	4.5	Transfer equipment is checked for compatibility
	4.6	Loading activities are controlled within level of responsibility
	4.7	Emergency procedures are followed in a spill or leak during loading
	4.8	Strategies to minimise risks associated with static electricity are employed in accordance with organisational requirements
5 Transport load to customer site	5.1	Routes are planned to avoid congested areas, tunnels or areas where people may congregate and to maximise efficiency between delivery sites
	5.2	Planned or prescribed routes are followed in accordance with regulatory and organisational requirements
	5.3	Tanker is driven and manoeuvred in accordance with legal requirements, and vehicle stability and prevailing environmental conditions are considered

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	5.4	Eco-driving techniques are applied, and courtesy and professionalism are exhibited toward other road users
	5.5	Action is taken to deal with traffic delays and diversions
	5.6	Legislative and organisational procedures are adhered to when driving, parking and leaving tanker standing, or when tanker breaks down or stops on a road
6 Prepare site to accept delivery	6.1	Pre-delivery assessment is made before entering delivery site
	6.2	Site features that present a hazard and/or prevent delivery are rectified or reported in accordance with organisational requirements
	6.3	Site instructions and/or restrictions are complied with
	6.4	Tanker is manoeuvred and positioned to ensure product can be delivered safely and efficiently
	6.5	Park brake is applied, engine is turned off and battery is isolated as required
	6.6	PPE is used in accordance with site and organisational procedures, and steps are taken to apply personal safety measures and to manage potential hazards
	6.7	Discharge area of delivery site is marked with signs and/or cones in accordance with workplace and state/territory legislative requirements
7 Manage delivery	7.1	Visible receiving vessel and/or components are checked for damage
	7.2	Contents of receiving vessel/s are checked to ensure sufficient ullage exists for delivery
	7.3	Product type and quantity are confirmed against delivery documents
	7.4	Pressure gauges, valves, hoses and connections are visually checked for serviceability and leaks
	7.5	Vehicle and/or delivery site emergency shutdown is identified and checked in accordance with workplace requirements

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	7.6	Hoses are connected for discharging to ensure correct product is delivered into correct vessel in correct sequence
	7.7	Product is delivered in accordance with organisational and site procedures, and special delivery instructions are observed
	7.8	Emergency procedures are followed in a leak during delivery
	7.9	Strategies to minimise risks associated with static electricity are employed in accordance with organisational requirements
8 Complete post-delivery operations	8.1	Product transfer equipment is disconnected in accordance with product type and organisational procedures
	8.2	Site is secured and restored to a clean and tidy condition in accordance with site procedures
	8.3	Delivery documentation is completed in accordance with organisational procedures
	8.4	Shipping documentation is amended to reflect changes in vehicle load
	8.5	Pre-departure inspection of tanker is conducted in accordance with organisational procedures
	8.6	Tanker is driven safely from site in accordance with site procedures
9 Follow emergency procedures	9.1	Incident is reported to police or fire services as soon as possible
	9.2	Incident is reported to nominated person as soon as practicable in accordance with transport emergency response plan (TERP)
	9.3	Reasonable assistance with load content is provided to authorised officer and emergency management supervisor (EMS)
	9.4	Warnings are provided to other vehicles and persons in the vicinity who may be at risk
	9.5	Escape of gas is prevented or minimised
	9.6	Incident is reported in accordance within legislative requirements or as nominated in the TERP

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Equipment fitted to an LP gas tanker must include:	• breakdown triangles • chemical resistant gloves • deluge system • emergency cones • emergency information holder • emergency shutdown controls • evacuation procedures • eyewash facility • fire alarm • fire extinguishers • torch
Loading and unloading sites must include at least one of the following:	• customer site • depot • terminal
Documentation must include:	• emergency procedure guides • shipping documentation • state/territory road rules • TERP

Unit Mapping Information

This unit replaces but is **not** to TLIC4067A Operate LP gas tanker.

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Links

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Assessment Requirements for TLIC0003 Operate LP gas tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- applying correct placarding for product being loaded
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying techniques for loading and unloading an LP gas tanker
- communicating effectively with others
- completing relevant documentation
- identifying eco-driving techniques
- identifying volume of goods
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- making accurate estimates of product volume in loading and unloading situations
- meeting customer requirements when delivering LP gas to customer site
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle, its trailers and its equipment, and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment, conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- causal factors of LP gas tanker accidents and incidents
- effects of weight distribution on load behaviour and vehicle stability
- efficient driving techniques and eco-driving considerations
- factors involved in trip preparation
- factors that may cause traffic delays and diversions, and related action that can be taken
- fatigue management strategies
- procedures to be followed in a driving emergency and in response to an emergency using a company transport emergency response plan (TERP)
- relevant dangerous goods information for operating an LP gas tanker
- relevant legislation and workplace procedures for transporting LP gas
- relevant state/territory roads and traffic authority road rules, regulations, permit and licence requirements
- relevant WHS/OHS and environmental procedures
- safe delivery of LP gas to a customer site
- techniques and procedures for loading and unloading an LP gas tanker safely
- techniques to continually identify and mitigate environmental risks
- workplace documentation
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations, with the exception of Element 9; due to workplace health and safety risks, assessment of Element 9 must occur using simulations in workplace operational situations.

Practical assessment must be undertaken with an LP gas tanker that meets all industry compliance and/or licensing requirements

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- eye wash kit, fire extinguisher, torch, chemical resistant gloves, and personal protective equipment currently used in industry
- workplace procedures, current ADG Code, emergency procedure guides, emergency response documentation, shipping documentation, TERP.

A simulator is not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC0004 Operate a tip truck

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct tip truck operations in the transport and logistics industry.

This unit is appropriate for those working in tip truck driving roles.

It includes planning and preparing for tip truck operations, conducting tip truck pre-operational checks and driving a tip truck. It also includes loading, transporting and tipping materials, shutting down a vehicle and cleaning up vehicle, tools, equipment and work area.

Work is performed with limited or no supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

Vehicle must be operated in accordance with relevant state/territory licencing authority vehicle licence requirements and regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for tip truck operations	1.1 Vehicle haulage documentation is accessed, interpreted and applied to ensure work activity is compliant
	1.2 Work requirements are obtained, confirmed and applied.
	1.3 Signage requirements are identified, obtained and implemented in accordance with project traffic management plan
	1.4 Appropriate vehicle, tools, equipment and personal protective equipment (PPE) are selected
	1.5 Tools, equipment and PPE are checked for serviceability and faults are rectified or reported
	1.6 Environmental protection requirements are identified, confirmed and applied in accordance with project environmental management plan
2 Conduct tip truck pre-operational checks	2.1 Pre-start, start-up, park and shutdown checks are carried out
	2.2 Tip truck controls and functions, including tray, body, steering, brakes and manoeuvrability are checked for serviceability and faults are rectified or reported
3 Drive tip truck	3.1 Site operating hazards and risks are identified and managed, and safe operating techniques are applied
	3.2 Engine power is managed to ensure efficiency of truck movements, and to minimise strain on engine, drive line and gears
	3.3 Engine power is coordinated with gear selection to ensure smooth transition and operation within torque range
	3.4 Tip truck is operated in accordance with work instructions and manufacturer instructions
	3.5 Road/traffic conditions, traffic flow, distance, load and appropriate speed are monitored and considered to ensure safety of people, property, equipment, loads and facilities
	3.6 Vehicle is stopped smoothly, using engine retarder, gears and

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			brakes
4	**Load, transport and tip materials**	4.1	Tip truck is positioned at load and discharge points with a minimum of manoeuvre
		4.2	Tip truck movements are carried out in a smooth and controlled manner including raising and lowering tray body
		4.3	Weight and distribution of load is assessed, and type of material and size of vehicle are considered to ensure it is within vehicle capacity
		4.4	Safety and security of load is maintained from loading site to discharge site, including load cover requirements
		4.5	Load is safely discharged in accordance with fill site conditions and work instructions
		4.6	Tip truck body is lowered, excess material is cleared and tray body is secured before leaving site
5	**Shut down and clean up**	5.1	Tip truck is safely parked and prepared for operator maintenance and shutdown
		5.2	Visual and physical inspections are conducted and faults are recorded
		5.3	Vehicle records are maintained/updated and submitted
		5.4	Work area is cleared and materials are disposed of, or recycled in accordance with workplace requirements
		5.5	Vehicle, tools and equipment are cleaned, checked, maintained and stored

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Fill site conditions must include one or more of the following:	• over face • slopes
Work requirements must include one or more of the following:	• handover details • operational details • permit conditions • plans • quality requirements • shift briefings • specifications • work orders

Unit Mapping Information

This is a new unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC0004 Operate a tip truck

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include:

- completing tip truck operations safely, effectively and efficiently, and meeting all required outcomes on a minimum of three (3) separate occasions including:
  - applying load cover
  - carrying out inspections and identifying faults
  - carrying out log-on, pre-start, start-up, park-up and shutdown procedures
  - obtaining and applying signage requirements
  - operating, steering, manoeuvring and positioning tip truck
  - organising work activities to comply with site standards
  - processing written records and reports
  - raising and lowering tray smoothly
  - safely discharging load according to site conditions and work instructions
  - stopping and parking tip truck
- locating and applying relevant documentation, policies and procedures on at least one (1) occasion
- working effectively with others to undertake and complete tip truck operations to meet all required outcomes on at least one (1) occasion including:
  - communicating clearly and concisely with others to receive and clarify work instructions
  - preparing for and organising work activities to meet all task requirements
  - using a range of communication techniques and aids to advise others of work activity and exclusion zones.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- load quantity calculations

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- operational, maintenance and basic diagnostic procedures
- permit conditions including where and when they apply
- recording and reporting procedures
- reporting faults in vehicles and ancillary equipment
- safety data sheet (SDS)/material safety data sheet (MSDS) and materials handling methods
- safety requirements
- site isolation and traffic control responsibilities and authorities
- start up and shutdown procedures
- tip truck types, characteristics, technical capabilities, limitations and suitability
- vehicle specifications and limitations including:
  - mass
  - dimensions
  - volumes
  - axle weights.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical driving aspects must be assessed in a tip truck vehicle typical of that used in industry.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation such as legislation, regulations, codes of practice, workplace procedures and operation manuals
- relevant materials, tools, equipment, machinery, materials and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC0073 Conduct tram/light rail track cleaning operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct tram/light rail track cleaning operations in accordance with rail industry standards, safeworking, regulatory requirements and organisational procedures.

It includes preparing vehicle for operations, operating cleaning vehicle, cleaning rail track and points, disposing of waste and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated tram/rail/road safety requirements and to comply with relevant rules, codes of practice and/or guidelines.

Operators must hold a medium-rigid vehicle licence.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for operations	1.1 Vehicle logbook is checked in accordance with organisational requirements
	1.2 Pre-operational vehicle checks are conducted
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Identified faults or defects are recorded in accordance with organisational requirements
	1.5 Worn brushes are replaced
2 Operate cleaning vehicle on track	2.1 Vehicle is driven to cleaning location and hazard warning equipment is operated in accordance with organisational policies and procedures
	2.2 Fleet operations are notified when on site and ready to begin cleaning operations
	2.3 Vehicle is correctly aligned with track and trolley is lowered in accordance with organisational and/or manufacturer requirements
	2.4 Brushes are switched on for operation in accordance with organisational requirements
	2.5 Vehicle is driven along the track and brushes are monitored for effective operation
3 Operate cleaning vehicle to clean points	3.1 Correct alignment of points is verified before starting cleaning operations
	3.2 At least 25 metres of track prior to automatic points are cleaned in accordance with organisational policies and procedures
	3.3 Visual contact with assistant is maintained at all times when cleaning points
	3.4 Cleaning vehicle is driven through points and, when points have been changed, reversed back through the points
4 Dispose of waste	4.1 Collected waste is recycled or disposed of in accordance with organisational policies and procedures

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	4.2 Waste collection container/s and surrounding area of vehicle are cleaned
5 Complete documentation	5.1 Required documentation procedures and processes are confirmed
	5.2 Documentation is filled in legibly and proofread
	5.3 Documentation is processed in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC0073A Conduct tram/light rail track cleaning operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC0073 Conduct tram/light rail track cleaning operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant road rules, rail safeworking system and workplace procedures
- cleaning straight track and points to required workplace procedures
- communicating effectively with others when cleaning rail and points
- completing pre-work checks in accordance with manufacturers specification and operating procedures
- correcting operation when positioning the cleaning vehicle
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions and manuals
- replacing brushes in accordance with workplace procedures
- reporting and/or rectifying identified problems, faults or malfunctions in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record keeping requirements
- hazards that may exist when cleaning rail and points and ways of controlling the risks involved
- problems that may occur when cleaning rail and points and action that can be taken to report or resolve these problems
- relevant communications systems and procedures
- relevant rail danger zones
- relevant Australian road rules
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures for cleaning tram/light rail track and points.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the tram/light rail workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, road rules, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC0079 Operate a motive power unit within defined limits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate and monitor a motive power unit within defined limits in accordance with relevant workplace practices, rail regulations and codes of practice.

It includes operating the controls of the motive power unit and monitoring its performance. It also includes working collaboratively with other train crew and relevant personnel.

Defined limits are considered to be yards, terminals or sidings.

This unit is not intended to be used as a qualification for operation of a motive power unit on a main line.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate motive power unit	1.1 Motive power unit is operated at low speed within the defined limits of operation
	1.2 Motive power unit handling techniques are interpreted and applied to eliminate or minimise risk of injury to personnel or damage to equipment and/or rolling stock
	1.3 Acceleration and braking techniques are applied safely to take into account track, road and weather conditions within the defined limits of operation
	1.4 Motive power unit is moved in a way that ensures all rolling stock is positioned safely in accordance with relevant codes of practice, yard or siding operating systems and related requirements
2 Work collaboratively	2.1 Safe operation of motive power unit is maintained in collaboration with relevant workplace personnel in accordance with operational requirements of the defined limits
	2.2 Constant communication is maintained with relevant personnel when operating a motive power unit within the defined limits, in accordance with organisational procedures and regulatory requirements
	2.3 Relevant personnel are advised of any changed/degraded conditions and/or emergency situations
	2.4 Directions provided by relevant personnel to the limited operation of the motive power unit are interpreted and applied to driving activities, in accordance with workplace procedures and applicable regulatory requirements
3 Follow all applicable rail regulatory requirements	3.1 Workplace procedures to operate a motive power unit within the defined limits are used
	3.2 Rail regulatory requirements applicable to operating a motive power unit within the defined limits of the track or road concerned are accessed, interpreted, clarified as required and applied

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC0079A Operate a motive power unit within defined limits.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC0079 Operate a motive power unit within defined limits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- identifying and assessing motive power unit defects and deficiencies, and taking appropriate action to report, isolate, repair or replace identified defective equipment in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- operating electronic communications equipment to required protocol
- operating a motive power unit within defined limits
- reading and interpreting relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency procedures
- motive power unit controls, instruments and indicators, and their purpose, location and use
- procedures for managing safety and hazardous situations
- procedures for operating and monitoring a motive power unit within defined limits
- procedures for operating and monitoring ancillary equipment on a motive power unit
- rail transport operator defined limits within the rail corridor
- relevant rail danger zones
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations

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- relevant sections of applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- requirements for communicating and working collaboratively with relevant personnel
- speed and load limits for a motive power unit within the defined limits
- workplace procedures and operating requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation with terminology as defined by the relevant rail transport operator safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC0083 Access rail track to travel track vehicle under a proceed authority

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to safely access the rail track to travel track machines under an Occupancy Authority in accordance with Rail Infrastructure Manager, legislative and regulatory requirements.

It includes accessing rail track, travelling track vehicle on track, and removing track vehicle from track.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety but does not include the implementation of worksite protection.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access rail track	1.1 Permission to occupy rail track is requested from Network Control Officer
	1.2 Permission to occupy rail track is documented in accordance with Occupancy Authority requirements
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Appropriate personal protective equipment (PPE) is used conforming to Rail Infrastructure Manager requirements
	1.5 Limits of travel are determined and agreed with Network Control Officer
	1.6 Points are operated as required to gain access to the track as authorised by Network Control Officer
	1.7 Situational awareness is maintained to identify local conditions and changed circumstances
	1.8 Communication with Network Control Officer is maintained using communications rules and procedures
2 Travel track vehicle on track	2.1 Speed limit is observed for type and classification of track vehicle and type of track
	2.2 Speed is varied in accordance with local conditions
	2.3 Permission is obtained to pass signals at STOP in accordance with workplace procedures
	2.4 Position of points are identified and operated as required to establish correct direction as authorised by Network Control Officer
	2.5 Signals are identified and obeyed
	2.6 Level crossing protection equipment is operated for the safe passage of track vehicle/s in accordance with workplace procedures
	2.7 Vigilance system is operated, as required in accordance with

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		workplace procedures
	2.8	Unsafe situations and/or emergencies are identified, and appropriate action is taken in accordance with workplace procedures
3 Remove track vehicle from track	3.1	Network Control Officer is informed when track vehicle is off and clear of track
	3.2	Occupancy Authority is correctly cancelled or fulfilled

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC0083A Access rail track to travel track vehicle under a proceed authority.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC0083 Access rail track to travel track vehicle under a proceed authority

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with network control officers, individuals and work groups
- explaining passing signals in accordance with safeworking rules and procedures
- explaining how to determine limits of travel
- following workplace policies, safeworking procedures and protocols
- identifying and obeying signals in accordance with safeworking and workplace procedures
- identifying appropriate response to typical unsafe situations and/or emergencies
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- travelling the track vehicle on track
- using appropriate personal protective equipment (PPE) conforming to Rail Infrastructure Manager requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- operational communications protocols and systems
- operational vigilance control system
- Rail Infrastructure Manager emergency management plan, procedures and protocols
- Rail Infrastructure Manager and organisational policies, procedures, safeworking rules and protocols
- rail terminology as defined by the relevant Rail Infrastructure Manager system
- recognition of points, signals and location features
- relevant rail danger zones
- safeworking authorities as they relate to accessing rail track to travel track vehicle.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC0084 Access rail track to travel track vehicles under manual block working conditions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to travel a track vehicle or convoy of track vehicles under manual block working conditions in accordance with Rail Infrastructure Manager, legislative and regulatory requirements.

It includes planning for travel movements, accessing track, travelling track vehicle/s on track to worksite, and clearing limit of travel.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety but does not include the implementation of worksite protection.

All activities are performed under established rules and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan for travel movements	1.1 Travel requirements are established and application for approval is initiated
	1.2 Movements are confirmed with Network Control Officer prior to travel
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Pre-start briefing is conducted with track vehicle operators to clarify travel movements and their responsibilities, in accordance with advertised approval and workplace procedures
2 Access track	2.1 Permission to occupy track is requested from Network Control Officer and documented as required
	2.2 Appropriate personal protective equipment (PPE) is used in accordance with Rail Infrastructure Manager requirements
	2.3 Limits of travel are identified and protection of the route by Network Control Officer is confirmed
	2.4 Stand alone signalling control equipment is identified and points are operated as required to gain access to the track as authorised by Network Control Officer
	2.5 Changed local conditions are identified
	2.6 Communications with Network Control Officer is maintained using appropriate communications protocols and systems, in accordance with Rail Infrastructure Manager requirements and workplace procedures
3 Travel track vehicle/s on track to worksite	3.1 Communications protocols and systems are used to coordinate the convoy as required
	3.2 Speed limit is maintained for type of vehicle/s and track conditions
	3.3 Speed limit is varied in accordance with local conditions
	3.4 Permission is obtained to pass signals at STOP in accordance with workplace procedures

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	3.5 Track vehicle is managed to be able to stop short of other track vehicles or obstruction on track
	3.6 Stand alone signalling control equipment is identified and points are operated as required, to establish correct direction as authorised by Network Control Officer
	3.7 Signals are identified and obeyed
	3.8 Level crossing protection equipment is operated as required, for the safe passage of track vehicle/s in accordance with workplace procedures
	3.9 Unsafe situations and/or emergencies are identified and appropriate action is taken in accordance with workplace procedures
4 Clear limit of travel	4.1 Network Control Officer is informed when track vehicle/s has arrived and is clear of limit of travel
	4.2 Stand alone signalling control equipment is identified and points are operated as required
	4.3 Authority to travel is recorded in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC0084A Access rail track to travel track vehicles under manual block working conditions.

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Assessment Requirements for TLIC0084 Access rail track to travel track vehicles under manual block working conditions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with Network Control Officer, individuals and work groups
- explaining appropriate response to unsafe situations and/or emergencies
- following workplace policies, safeworking procedures and protocols
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying unsafe situations and emergencies
- planning travel movements and identifying limits of travel
- travelling track vehicle on track to worksite
- using appropriate personal protective equipment (PPE) that conforms to Rail Infrastructure Manager requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational communications protocols and systems
- Rail Infrastructure Manager safeworking system and organisational requirements, rules, policies, workplace procedures and protocols
- Rail Infrastructure Manager policies, procedures and protocols for identified unsafe situations or emergencies relevant to accessing rail track to travel track vehicles under manual block working conditions
- rail terminology as defined by the Rail Infrastructure Manager safeworking system
- recognition of points, signals and location features
- relevant rail danger zones.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC1013 Ride courier/delivery bicycle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to ride a courier or delivery bicycle while safely carrying loads.

It includes carrying out pre-operational checks of the bicycle; systematically, safely and efficiently controlling all functions; and effectively managing hazardous situations.

Work is generally performed with limited or minimum supervision, with full accountability and responsibility for self in achieving the prescribed outcome.

Work must be carried out in accordance with the regulations/permit requirements of the relevant state/territory roads and traffic authority pertaining to the riding of the bicycle on public roads.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Inspect bicycle for operational capability**	1.1 Work area is checked to ensure operational checks of bicycle may be conducted safely
		1.2 Bicycle is checked prior to operation to ensure it is free from damage that may limit operational capability, in accordance with manufacturer safety checks, specifications and workplace procedures
		1.3 Component operation is tested in accordance with manufacturer specifications and workplace procedures
		1.4 Warning systems are checked for operational effectiveness
		1.5 Air pressure and lubrication are checked against specifications
		1.6 Appropriate products are used to maintain specified levels as required
		1.7 Faults are identified and assessments are made of their potential affect on the operation of the bicycle for the required work, and are reported to appropriate personnel for rectification
		1.8 Personal protective equipment is identified, worn and adjusted to meet recommended Australian Standards, legislative, regulatory and policy requirements
2	**Ride bicycle**	2.1 Road area is checked for hazards prior to and during journey
		2.2 Bicycle is steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturer instructions and workplace policy
		2.3 Gears are managed to ensure efficiency and performance, and to minimise gear damage and fatigue
		2.4 Hazards are identified and/or anticipated and avoided or controlled through defensive riding
		2.5 Bicycle is parked and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
		2.6 Bicycle is securely loaded and manoeuvred in accordance with required precautions related to characteristics of the load and/or relevant government regulations pertaining to special loads

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		2.7	Required signs or indicators are fixed to the bicycle
3	**Monitor traffic and road conditions**	3.1	Most efficient route of travel is taken through monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
		3.2	Traffic and road conditions are constantly monitored and acted upon to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
4	**Monitor and maintain bicycle performance**	4.1	Performance of bicycle operation is monitored during use
		4.2	Defective or irregular performance or malfunctions are reported to appropriate authority
		4.3	Records are maintained/updated and information is processed in accordance with workplace procedures
		4.4	Clear reference in reports is made to items that may affect future efficient use and/or safety of equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC1013A Ride courier/delivery bicycle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC1013 Ride courier/delivery bicycle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- controlling all functions of the courier delivery bicycle
- completing relevant documentation
- monitoring bicycle and equipment performance and taking appropriate action as required
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems that may arise, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- bicycle handling procedures
- cycling hazards and related defensive riding techniques
- emergency procedures
- factors that may cause traffic delays and diversions, and related action that can be taken by a courier or delivery cyclist
- map reading and road navigation techniques
- pre-operational checks carried out on bicycle and related action
- procedures and policies identifying, accepting and carrying of dangerous/hazardous goods
- relevant state/territory road traffic authority road rules, regulations, permit and licence

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requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- requirements of courier or delivery work systems/operations and relevant equipment
- workplace operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards *for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical riding aspects must be assessed on a courier or delivery bicycle typical of that used in industry Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC1051 Operate commercial vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain the safety of and to operate, a commercial vehicle across a variety of job roles.

It includes monitoring traffic and associated equipment, managing vehicle condition and performance, and effectively managing hazardous situations.

Driving must be carried out in accordance with relevant state/territory roads and traffic authority licence requirements and regulations.

Driving is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

Licensing, legislative, regulatory or certification requirements are applicable to this unit. Provisional car licence must be held prior to commencement of this unit of competency.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Operate commercial vehicle**	1.1 Engine power is managed to ensure efficiency and performance and to minimise engine and transmission damage
		1.2 Driving hazards are identified and/or anticipated and avoided
		1.3 Vehicle lights and indicators are used in accordance with traffic regulations and manufacturer instructions
		1.4 Vehicle is secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
		1.5 Appropriate procedures are followed in a driving emergency
		1.6 Appropriate low-risk driving behaviour is displayed towards other road users in accordance with workplace procedures
		1.7 Vehicle is positioning and moved conveniently and safely for loading and unloading in accordance with regulatory and workplace instruction
		1.8 All associated equipment is operated in accordance with manufacturer and workplace instructions
2	**Monitor traffic and road conditions**	2.1 Most efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
		2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
3	**Monitor and maintain vehicle performance**	3.1 Vehicle performance and safety is maintained through vehicle pre-operational inspections and
		3.2 Performance and efficiency of vehicle operation is monitored during use
		3.3 Vehicle is driven in a manner that incorporates eco driving principles
		3.4 Defective or irregular performance or malfunctions are repaired as a minor repair or reported to appropriate authority
		3.5 Vehicle records are maintained/updated and information is processed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC1051A Operate commercial vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC1051 Operate commercial vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes
- completing relevant documentation
- demonstrating low-risk driving behaviours
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle and taking appropriate action
- operating a commercial vehicle and its associated equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs .

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions, and related action that can be taken
- fatigue management strategies including on-road techniques

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- lifestyles that promote effective long-term fatigue management
- low-risk driving behaviours
- map reading and road navigation techniques
- pre-operational checks carried out on vehicle and related action
- principles of stress management when driving a vehicle
- procedures to be followed in a driving emergency
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental/emissions procedures and regulations
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- vehicle controls, instruments and indicators and their use
- vehicle handling procedures
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

A simulator/online assessment is not suitable for the final assessment of this unit of competency.

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Links

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TLIC2002 Drive light rigid vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a light rigid vehicle safely, in accordance with relevant state/territory roads and traffic authority licence requirements and regulations for light rigid vehicles.

It includes systematic and efficient control of all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Driving is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

Driving involves the application of routine vehicle driving principles and procedures to maintain the safety and operation of a commercial light rigid vehicle across a variety of driving contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive light rigid vehicle	1.1 Light rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer instructions
	1.2 Engine power is managed to ensure efficiency and performance and to minimise engine and transmission damage
	1.3 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.4 Light rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.5 Light rigid vehicle is parked, shut down and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
	1.6 Appropriate procedures are followed in a driving emergency
2 Monitor traffic and road conditions	2.1 Most efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
	2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
3 Monitor and maintain vehicle performance	3.1 Vehicle performance is maintained through vehicle pre-operational inspections and checks
	3.2 Performance and efficiency of vehicle operation is monitored during use
	3.3 Defective or irregular performance or malfunctions are reported to appropriate authority
	3.4 Vehicle records are maintained/updated and information is processed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2002A Drive light rigid vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2002 Drive light rigid vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- carrying out pre-operational checks on vehicle
- completing relevant documentation
- demonstrating low-risk driving behaviours
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions and related action that can be taken
- fatigue management strategies including on-road techniques
- lifestyles that promote effective long-term fatigue management

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- light rigid vehicle controls, instruments and indicators and their use
- light rigid vehicle handling procedures
- map reading and road navigation techniques including using a global positioning system (GPS) device as required
- pre-operational checks carried out on vehicle and related action
- principles of stress management when driving a vehicle
- procedures to be followed in a driving emergency
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory road traffic authority.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2009 Drive taxi

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a taxi safely across a variety of driving contexts, in compliance with relevant state/territory roads and traffic authority licence requirements and regulations for a commercial taxi.

It includes maintaining systematic and efficient control of all taxi functions, monitoring traffic and road conditions, managing taxi condition and performance, and effectively managing hazardous situations.

Driving is performed with limited or no supervision, and with full accountability and responsibility for self and others in achieving the prescribed outcomes.

This unit meets part of the certification requirements for obtaining taxi driver accreditation. As requirements may vary between states and territories, people seeking taxi accreditation should contact their state or territory taxi regulator.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive taxi	1.1 Taxi is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer specifications
	1.2 Engine power is managed to ensure safe and smooth driving performance, and to minimise engine and transmission damage
	1.3 Driving hazards are identified, and anticipated and avoided or controlled through safe driving techniques
	1.4 Taxi is driven in reverse, maintaining visibility and achieving accurate positioning
	1.5 Taxi is parked, shut down and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
	1.6 Taximeter is used in accordance with government regulations, manufacturer specifications and workplace policy
	1.7 Appropriate procedures and work health and safety (WHS)/occupational health and safety (OHS) policies are followed
2 Monitor traffic and road conditions	2.1 Most efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
	2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
3 Monitor and maintain taxi performance	3.1 Taxi performance is monitored through taxi pre-operational inspections and checks
	3.2 Taxi is monitored in accordance with workplace standards
	3.3 Performance and efficiency of taxi operation is monitored during use
	3.4 Defective or irregular performance or malfunctions are

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	reported in accordance with workplace procedures
3.5	Taxi records are maintained/updated and information is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2009A Drive taxicab.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2009 Drive taxi

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying map reading and road navigation techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation, work health and safety (WHS)/occupational health and safety (OHS) practices and workplace procedures
- applying safe driving techniques to avoid potential hazards
- checking and replenishing fluids, and refuelling and carrying out lubrication processes during work activities
- completing relevant documentation
- driving a taxi, including:
  - driving in reverse
  - managing engine power
  - parking, shutting down and securing taxi
  - positioning taxi
  - starting taxi
  - steering and manoeuvring taxi
  - stopping taxi
- driving in typical road transport situations including:
  - on a private road
  - on the open road
  - typical weather conditions
  - while at a depot or base
  - while at a customer workplace or worksite
- driving taxi in accordance with traffic regulations and manufacturer specifications
- monitoring and prioritising work activities
- monitoring performance of taxi and its equipment and taking appropriate action as required
- reading and interpreting instructions, procedures, information and signs relevant to driving a taxi
- reporting and/or addressing identified problems, security incidents, faults or malfunctions

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promptly, in accordance with regulatory requirements and workplace procedures
- using taxi controls and equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- differences between transmission types
- driving hazards and related safe driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that may cause traffic delays and diversions and related action that can be taken
- pre-operational checks carried out on taxi and related action
- procedures to be followed in an emergency or breakdown
- relevant state/territory road traffic/taxi control authority road rules, regulations, permit and licence requirements taxi handling procedures
- relevant WHS/OHS and environmental procedures and regulations
- taxi security procedures and precautions
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical driving aspects must be assessed in a vehicle typical of that used in industry, be roadworthy and driven on typical road transport conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

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- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2012 Ride courier/delivery motorcycle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to ride a courier/delivery motorcycle while safely carrying loads, in accordance with relevant state/territory roads and traffic authority regulations/permit requirements for riding a motorcycle on public roads.

It includes making motorcycle pre-operational checks; systematically, safely and efficiently controlling all functions; and effectively managing hazardous situations.

Driving involves the application of routine procedures to pick up and deliver products, documents and materials from and to customers across a variety of operational contexts.

Work is generally performed with limited supervision, and with duty of care responsibility for self in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Ride courier motorcycle	1.1 Motorcycle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturer instructions and workplace procedures
	1.2 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage
	1.3 Driving hazards are identified and/or anticipated, and avoided or controlled through defensive driving
	1.4 Motorcycle is parked, shut down and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
	1.5 Motorcycles carrying dangerous goods are driven along designated routes in accordance with current Australian Dangerous Goods (ADG) Code, relevant government regulations and workplace policies and procedures
	1.6 Load is checked to confirm accordance with motorcycle load limit
	1.7 Load is secured, transported and motorcycle is manoeuvred with due consideration to any required precautions related to load characteristics and/or relevant government regulations for special loads
	1.8 Required signs or indicators are fixed to motorcycle
	1.9 Personal protective equipment and clothing is identified, worn and adjusted to meet legislative, regulatory and policy requirements
2 Monitor traffic and road conditions	2.1 Most efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
	2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
3 Monitor and maintain motorcycle performance	3.1 Motorcycle performance is maintained through pre-operational inspections and motorcycle checks
	3.2 Performance and efficiency of motorcycle operation is monitored during use

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3.3 Defective or irregular performance or malfunctions are reported to appropriate authority

3.4 Motorcycle records are maintained/updated and information is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2012A Ride courier/delivery motorcycle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2012 Ride courier/delivery motorcycle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- completing relevant documentation
- demonstrating low-risk riding behaviours
- monitoring performance of motorcycle and taking appropriate action
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- factors that may cause traffic delays and diversions and related action that can be taken
- map reading and road navigation techniques
- motorcycle handling procedures
- motorcycling hazards and related defensive riding techniques
- pre-operational checks carried out on motorcycle and related action
- procedures and policies for identifying, accepting and carrying dangerous/hazardous goods
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- relevant WHS/OHS and environmental procedures and regulations

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- workplace operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical riding aspects must be assessed on a motorcycle suitable for courier-delivery work as currently used in industry.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current Australian Dangerous Goods (ADG) Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2025 Operate four wheel drive vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a four wheel drive vehicle safely in a range of conditions in accordance with the relevant state/territory legislated roads and traffic licence requirements.

It includes driving a four wheel drive vehicle on roads, traversing gradients, ascending and descending steep gradients, and operating in rugged terrain. It also includes using vehicle equipment/controls and completing pre- and post-operational checks.

Recognised driver's licence or provisional car licence must be held prior to commencing this unit of competency.

Driving involves the application of four wheel drive vehicle operating principles and procedures to maintain the safety and operation of a four wheel drive vehicle across a variety of on-road and off-road contexts.

Driving is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate four wheel drive vehicles on roads	1.1 Pre-start checks of vehicle and equipment are carried out in accordance with manufacturer specifications and roadworthy requirements
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Tyres are checked for pressure suitable for terrain and/or changed in accordance with manufacturer and workplace procedures
	1.4 Vehicle fuel, water and any ancillary equipment are checked before starting vehicle journey in accordance with manufacturer and workplace procedures
	1.5 Loads are secured in accordance with workplace and legislative requirements
	1.6 Vehicle is driven on-road and off-road in accordance with legislative and workplace requirements, at appropriate operating speeds for road or track conditions and hazards
	1.7 Vehicle equipment/controls are set and operated in accordance with manufacturer instructions for operation in surrounding terrain
	1.8 Road conditions are constantly monitored, negotiated and appropriate operations and control techniques are used to ensure safe vehicle operation and no injury to people or damage to vehicle, tracks or loads is sustained
	1.9 Vehicle is parked and shut down in accordance with workplace and manufacturer requirements
2 Operate vehicle on, or across a gradient	2.1 Intended vehicle path is inspected prior to negotiating **gradient**
	2.2 Loads are secured in accordance with workplace and legislative requirements
	2.3 Appropriate gear and/or range are selected and engine revolutions are maintained to ensure constant traction

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	2.4	Vehicle is driven on-road and off-road in accordance with legislative and workplace requirements at appropriate speeds for conditions and gradient hazards
	2.5	Vehicle equipment/controls are set and operated in accordance with manufacturer instructions for operation in, on or across a gradient
	2.6	Gradient conditions are constantly monitored, and appropriate operations and control techniques are used to ensure safe vehicle operation and no injury to people or damage to vehicle, tracks or loads is sustained
3 Operate vehicle ascending a steep gradient	3.1	Intended vehicle path is inspected prior to negotiating ascent
	3.2	Appropriate gear and/or range are selected to ascend grade, and engine revolutions are maintained to ensure constant traction
	3.3	Vehicle equipment/controls are set and operated in accordance with manufacturer instructions for operation while ascending a steep gradient
	3.4	Stall recovery techniques are applied in accordance with manufacturer and workplace procedures
	3.5	Ascent conditions are constantly monitored, and appropriate operations and control techniques are used to ensure safe vehicle operation and no injury to people or damage to vehicle, tracks or loads is sustained
4 Operate vehicle descending a steep gradient	4.1	Intended vehicle path is inspected prior to negotiating gradient
	4.2	Appropriate gear and/or range are selected to descend grade, and engine revolutions are maintained to ensure constant traction
	4.3	Vehicle equipment/controls are set and operated in accordance with manufacturer instructions for operation while descending a steep gradient
	4.4	Stall recovery techniques are applied in accordance with manufacturer and workplace procedures
	4.5	Descent conditions are constantly monitored, and appropriate operations and control techniques are used to ensure safe vehicle operation and no injury to people or damage to vehicle, tracks or loads is sustained

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5 Operate vehicle in rugged terrain	5.1	Intended vehicle path is inspected prior to negotiating rugged terrain
	5.2	Appropriate gear and/or range are selected to negotiate rugged terrain and engine revolutions are maintained to ensure constant traction
	5.3	Vehicle equipment/controls are set and operated in accordance with manufacturer instructions for operation in surrounding terrain
	5.4	Vehicle chains are fitted in accordance with manufacturer instructions and environmental conditions, as required
	5.5	Vehicle load is inspected, positioned and secured to maximise traction for four wheel driving
	5.6	Rugged conditions are constantly monitored, and appropriate operations and control techniques are used to ensure safe vehicle operation and no injury to people or damage to vehicle, tracks or loads is sustained
6 Complete operations	6.1	Vehicle is parked and shut down in accordance with workplace and manufacturer requirements
	6.2	Faults or malfunctions are corrected and/or reported in accordance with manufacturer and workplace requirements
	6.3	Vehicle and equipment are cleaned and stored after use in accordance with workplace requirements
	6.4	Documentation and journey reports are completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIC2025A Operate four wheel drive vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2025 Operate four wheel drive vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- cleaning and storing vehicles and equipment
- communicating effectively with others
- completing relevant documentation
- conducting pre-start checks
- demonstrating low-risk driving behaviours
- identifying and correcting minor operational faults
- identifying job hazards and taking required action
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- using and adjusting vehicle equipment/controls as required:
  - brakes
  - electronic traction control
  - freewheeling hubs
  - gears/range
  - heating and cooling systems
  - jacks
  - tyres
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and record keeping requirements
- effect of hard surface driving (such as transmission wind up) on a 4x4 system
- effect of loads while negotiating a gradient
- effect on centre of gravity of changing fluid loads
- efficient driving techniques and safe driving strategies
- environmental impact of 4x4 driving
- hazards and risks associated with traversing cross gradients
- hazards that may exist when operating a four wheel drive vehicle in on-road and off-road situations, and action to minimise, control or eliminate identified hazards
- low risk driving behaviours:
  - creating and maintaining crash avoidance space
  - protecting crash avoidance space
  - road rules and directions
  - space and time management
- pre- and post-operational checks and related action
- problems that may occur when operating a four wheel drive vehicle, and action that can be taken to report or resolve the problems
- relevant land management procedures and regulations
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- vehicle equipment/controls, instruments and indicators, and their use
- vehicle handling procedures and techniques for a range of road and track conditions
- workplace procedures for operating a four wheel drive vehicle in both on-road and off-road situations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions in a four wheel drive vehicle typical of that used in industry.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

A simulator/online assessment is not suitable for the final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2040 Provide wheelchair accessible taxi services to passengers with disabilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate wheelchair accessible taxis used to transport people with disabilities, in varying driving contexts.

It includes carrying out pre-operational checks of the taxi and its ancillary equipment, communicating effectively with passengers, securing passengers and ancillary/mobility equipment, providing appropriate support to passengers during their journey, and manoeuvring the taxi with due consideration of the passenger's disability.

This unit applies to all taxi drivers who are authorised to drive a wheelchair accessible taxi. Work involves transferring passengers and applying the aid of equipment/appliances to do this.

Driving is performed with limited or no supervision, and with full accountability and responsibility for self and others in achieving the prescribed outcomes.

This unit meets part of the certification requirements for obtaining taxi driver accreditation. As requirements may vary between states and territories, people seeking taxi accreditation should contact their state or territory taxi regulator.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Carry out pre-operational checks on taxi	1.1 Pre-operational checks for taxi and its associated ancillary equipment are carried out in accordance with manufacturer requirements, government regulations and workplace policies and procedures
	1.2 All faults and defects identified during checks are repaired or reported in accordance with workplace procedures
2 Communicate effectively with passengers	2.1 Appropriate communication methods are selected and used to meet the requirements of passengers with disabilities
	2.2 Appropriate and effective verbal and non-verbal communication skills are used including appropriate body language and language style
	2.3 Effective listening skills are applied
	2.4 Questions are used to gain appropriate information
3 Assist passengers into and out of a taxi in a manner suited to their disability	3.1 Passenger characteristics are identified and taken into account when determining appropriate assistance into and out of a taxi
	3.2 Hazards are identified, risks are assessed and control measures are implemented
	3.3 Compatibility of passenger mobility device with taxi loading, anchoring and carrying equipment is assessed in accordance with regulations
	3.4 Passengers are assisted into and out of a taxi, in accordance with regulations and workplace safety requirements
	3.5 Passengers and their mobility device/wheelchair are secured safely in accordance with taxi and equipment specifications and regulations
	3.6 Taxi equipment is operated and stowed in accordance with company procedures and manufacturer instructions
	3.7 Ancillary equipment is stowed safely in taxi in accordance with relevant regulations

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	3.8	Passengers are picked up and set down in a safe and efficient manner, taking into account suitable locations and safe use of equipment
	3.9	Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and passenger welfare are considered
4 Drive a taxi used by passengers with disabilities	4.1	Ongoing support is provided to passengers to maximise their travelling comfort
	4.2	Taxi is driven safely in accordance with regulations for the class of vehicle involved
	4.3	Taxi is driven in accordance with road and traffic conditions and with due consideration to any required precautions related to passenger disability and relevant government regulations
	4.4	Signs or indicators are fixed to taxi as required
	4.5	Documentation/transactions relevant to providing the taxi subsidy scheme is completed
5 Plan and organise daily work activities	5.1	Workload is assessed and prioritised
	5.2	Daily routine is planned to take into account work schedules and network/communication bookings
	5.3	Clarification of requirements of tasks is sought as required
	5.4	Achievable time and other performance measures are agreed
	5.5	Tasks are completed and variations to plan are identified and reported
6 Apply ethical behaviour	6.1	Ethical behaviour is applied to ensure any form of sexual harassment, physical or mental abuse, intimidation towards passengers with disabilities or fraudulent behaviour does not occur
	6.2	Behaviour is applied that does not allow for any form of discrimination

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2040A Provide wheelchair accessible taxi services to passengers with disabilities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2040 Provide wheelchair accessible taxi services to passengers with disabilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying procedures for taxi subsidy scheme bookings and payments
- applying relevant codes of practice and legislative requirements
- applying techniques for manoeuvring and driving a wheelchair accessible taxi, including:
  - accelerating and braking
  - reversing a taxi
  - managing taxi blind spots and height restrictions
  - operating taxi controls and equipment
  - using safe driving techniques
- assessing risks and hazards when assisting passengers with disabilities into and out of a taxi
- assisting passengers into and out of a taxi in accordance with workplace procedures
- carrying out pre-operational checks on taxi and ancillary equipment used by passengers with disabilities and taking related action in accordance workplace procedures
- communicating and working effectively with others
- completing relevant workplace documentation
- exercising all required safety precautions and procedures during loading, unloading and driving operations
- following safe handling procedures for taxis used by passengers with disabilities
- following work health and safety (WHS)/occupational health and safety (OHS) regulations and legislation
- identifying driving hazards and using appropriate safe driving techniques
- implementing contingency plans
- implementing emergency procedures
- maintaining the comfort and dignity of passengers with disabilities
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities
- monitoring performance of taxi and its equipment and taking appropriate action as required

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- monitoring traffic and road conditions
- operating and adapting to differences in equipment in accordance with operating procedures
- participating in a range of interactions with passengers with disabilities
- reading, interpreting and following relevant instructions, procedures, information and signs
- recognising and applying ethical behaviour that avoids any form of sexual harassment, or physical or mental abuse, or intimidation towards passengers with special needs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- reporting and/or rectifying identified vehicle faults or malfunctions in accordance with manufacturer instructions and workplace procedures
- responding appropriately to cultural differences in the workplace
- securing passengers for safe transport in accordance with relevant taxi industry standards and operating procedures
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- taking precautions to control risk when assisting passengers with disabilities into and out of a taxi
- taxi handling procedures including:

  starting a taxi

  steering and manoeuvring a taxi

  managing engine performance and its effect on the environment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- alternate transport modes if mobility aids cannot be safely secured in a wheelchair accessible taxi
- duty of care responsibilities when transporting passengers with disabilities
- equal opportunity/anti-discrimination legislation
- etiquette/protocols for interacting with passengers with disabilities
- general characteristics of various permanent/temporary and multiple disabilities including intellectual, physical, congenital and acquired disabilities
- methods of securing a range of wheelchair/mobility devices and passengers with various disabilities
- passengers who cannot be seated in or on certain mobility aids while in transit

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- procedures and protocols for providing wheelchair accessible taxi services to passengers
- procedures to be followed in a driving emergency
- relevant state/territory road traffic authority road rules, regulations and licence requirements including the need to give priority to wheelchair passengers
- relevant WHS/OHS and environmental procedures and regulations
- sources of information and documentation when providing wheelchair accessible taxi services to passengers
- taxi transport subsidy scheme bookings and fare concessions
- typical problems that can occur when providing wheelchair accessible taxi services to passengers, and related appropriate action that can be taken to prevent or solve these problems
- various types of mobility aids that cannot be secured safety in wheelchair accessible taxis
- vehicle and ancillary equipment controls, instructions and indicators and their use
- workplace, company and customer service policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical assessment must occur using a wheelchair accessible taxi or taxi approved by state/territory regulations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2049 Operate heavy vehicle on unsealed roads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a heavy vehicle on unsealed roads safely, in accordance with relevant state/territory roads and traffic authority licence requirements and regulations for heavy vehicles.

It includes maintaining systematic and efficient control of all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations while operating a heavy vehicle on unsealed surfaces.

Operation of a heavy vehicle on unsealed roads involves the application of routine vehicle driving principles and procedures to maintain the safety and operation of a heavy vehicle across a variety of driving contexts and job roles.

Operation of a heavy vehicle on unsealed roads is performed with limited or minimum supervision, and with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Anticipate and transfer from sealed to unsealed road surfaces	1.1 Unsealed road surfaces are identified by sight
	1.2 Adjustments are made to driving techniques before unsealed surface is encountered
	1.3 Vehicle speed and line are adjusted for smooth transition from sealed to unsealed surfaces
	1.4 Control of vehicle is maintained throughout transition
	1.5 Appropriate signage and lights are checked for operational effectiveness on exiting sealed surfaces
	1.6 While entering unsealed surfaces, heavy vehicle is managed and operated to ensure effective vehicle control
2 Operate heavy vehicle on unsealed surfaces	2.1 Engine power is managed to ensure efficiency and performance and to minimise engine and transmission damage when operating on unsealed surfaces
	2.2 Braking system of heavy vehicle is managed and operated to ensure effective vehicle control while operating on unsealed surfaces
	2.3 Driving hazards on unsealed surfaces are identified and/or anticipated and avoided or controlled through defensive driving techniques
	2.4 Appropriate procedures are followed in a driving emergency
	2.5 Surrounding environmental sensitivity is considered when operating heavy vehicle on unsealed roads
3 Anticipate and transfer from unsealed to sealed road surfaces	3.1 Sealed road surfaces are identified by sight
	3.2 Adjustments are made to driving techniques before sealed surface is encountered
	3.3 Vehicle speed and line are adjusted for smooth transition from unsealed to sealed surfaces
	3.4 Control of vehicle is maintained throughout transition

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3.5 Appropriate signage and lights are checked for operational effectiveness on exiting unsealed surfaces

3.6 While exiting unsealed and sealed surfaces, heavy vehicle is managed and operated to ensure effective vehicle control

3.7 Heavy vehicle is inspected and cleared of road debris prior to re-entering sealed surfaces

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2049A Operate heavy vehicle on unsealed roads.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2049 Operate heavy vehicle on unsealed roads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- demonstrating low-risk driving behaviours
- identifying awareness of environmental sensitivities when driving on unsealed roads
- identifying techniques for entering and exiting sealed and unsealed road surfaces
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle, its trailers and its equipment and taking appropriate action as required
- reading and interpreting instructions, procedures, information and signs relevant to the driving of a heavy vehicle on unsealed roads.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- heavy vehicle handling procedures
- principles of operation of air brakes and procedures for their use

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- relevant road-bridge classification of unsealed roads
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical driving aspects must be assessed in a vehicle typical of one of the following classes:

- medium rigid
- heavy rigid
- heavy combination
- multi-combination.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

A simulator/online assessment is not suitable for the final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2050 Operate a terminal tractor

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to safely operate a terminal tractor and associated equipment.

It includes operating a terminal tractor, and monitoring and maintaining vehicle performance.

Operation is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate a terminal	1.1 Job hazards are identified and required action is taken to

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tractor		minimise, control or eliminate identified hazards
	1.2	Vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturer instructions and workplace procedures
	1.3	Engine power is managed to ensure efficiency and performance, and to minimise engine and transmission damage
	1.4	Vehicle is safely driven in reverse, maintaining visibility and achieving accurate positioning for coupling to a trailer
	1.5	Trailer is coupled, tug test is performed, legs are sufficiently raised from the ground, and air and electrical leads are connected in preparation for manoeuvring, in accordance with manufacturer instructions and relevant workplace policies and procedures
	1.6	Clear travel path is identified and coupled vehicle is moved and positioned in a manner safe for loading, unloading or parking, in accordance with workplace procedures
	1.7	Trailer legs are lowered sufficiently for unhitching, air and electrical leads are disconnected, turntable is released for uncoupling and vehicle is safely manoeuvred from underneath trailer
	1.8	Vehicle lights and indicators are used in accordance with traffic regulations, manufacturer instructions and workplace procedures
	1.9	Vehicle is parked, shut down and secured in accordance with manufacturer specifications and workplace procedures
	1.10	Vehicle positioning and movement are made convenient and safe for loading and unloading in accordance with workplace procedures
	1.11	Associated equipment is operated in accordance with manufacturer and workplace procedures
2 Monitor and maintain vehicle performance	2.1	Vehicle performance is safely maintained through pre-operational inspections and vehicle checks
	2.2	Performance and efficiency of vehicle operation is monitored during use
	2.3	Vehicle is driven in a manner that incorporates eco driving

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principles

2.4 Defective or irregular performance or malfunctions are repaired as a minor repair or reported to appropriate authority

2.5 Vehicle records are maintained/updated and information is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2050A Operate a terminal tractor.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2050 Operate a terminal tractor

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes during work activities
- communicating effectively with others
- completing relevant documentation
- demonstrating low-risk driving behaviours
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring vehicle performance and taking appropriate action as required
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- differences between transmission types
- driving hazards and related defensive operating techniques
- efficient driving techniques
- engine power management and safe operating strategies

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- pre-operational checks carried out on vehicle and related action
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements terminal tractor associated equipment
- relevant work health safety(WHS)/occupational health and safety (OHS) and environmental/emissions procedures and regulations
- vehicle controls, instruments and indicators, and their use
- vehicle handling procedures
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical driving aspects must be assessed in a terminal tractor, tug or prime mover typical of that used in industry

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

A simulator/online assessment is not suitable for the final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2054 Access rail track to run track vehicle within defined worksite

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to safely access the rail track to run a track vehicle within a defined worksite on a rail network during rail work activities.

It includes accessing defined worksites, running track vehicle within defined worksite and exiting defined worksite.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager safeworking system rules, procedures and protocols for rail safety.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access defined worksite	1.1 Authority to enter the defined worksite is confirmed with protection officer
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Appropriate personal protective equipment (PPE) is used in accordance with Rail Infrastructure Manager requirements
	1.4 Limits of defined worksite and type of track protection provided are identified and confirmed
	1.5 Communication with protection officer is maintained in accordance with workplace procedures
2 Run track vehicle within defined worksite	2.1 Permission for all rail movements within worksite is obtained from protection officer
	2.2 Speed limit is observed for type or classification of track vehicle and type of track
	2.3 Speed limit is varied to meet local conditions
	2.4 Track vehicle is managed to be able to stop short of any workers or obstruction on track
	2.5 Unsafe situations and/or emergencies are identified, and appropriate action is taken in accordance with workplace procedures
3 Exit defined worksite	3.1 Protection Officer is notified when clear of the defined worksite
	3.2 Communications with Network Control Officer is maintained using appropriate communications protocols and systems, in accordance with Rail Infrastructure Manager requirements and workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2054B Access rail track to run track vehicle within defined worksite.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2054 Access rail track to run track vehicle within defined worksite

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with individuals and work groups
- explaining appropriate response to identified unsafe situations and/or emergencies
- explaining how to safely access defined worksite
- explaining how to safely exit defined worksite
- following workplace procedures and protocols
- identifying changed conditions
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- observing speed limit appropriate for type of vehicle, type of track and local conditions
- operating under track protection rules
- using required personal protective equipment (PPE) that conforms to Rail Infrastructure Manager requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational communications protocols and systems
- points and signals recognition
- Rail Infrastructure Manager and organisational rules, policies, procedures and protocols
- Rail Infrastructure Manager policies, procedures and protocols for identified unsafe situations or emergencies within workplace role
- rail terminology as defined by relevant Rail Infrastructure Manager safeworking system
- safeworking systems and track protection.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2058 Travel medium or heavy self-propelled on-track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to travel a medium or heavy self-propelled track vehicle on a rail network in accordance with the rail network owner policies and procedures.

It includes performing pre-operating checks, obtaining appropriate authority to travel, stabling medium or heavy self-propelled track vehicle, performing post-operational procedures and completing documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines to operate each individual piece of equipment.

This unit involves the application of Rail Infrastructure Manager operational procedures to travel a medium or heavy self-propelled track vehicle, as part of workplace activities across a variety of operational contexts.

Medium or heavy self-propelled track vehicles may include:

- ballast cleaner
- ballast regulator
- dynamic stabiliser
- inserter/remover (TR10)
- rail crane
- rail grinder
- spot tamper
- tamper
- track layer
- track recorder.

Operators will need to have fulfilled licence and certification requirements for the type of equipment being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Perform pre-operational checks	1.1 Hazards are identified, risks are assessed and control measures are implemented
	1.2 Detailed pre-operational checks are conducted in accordance with manufacturer specifications and organisational procedures
	1.3 Logbooks are checked and completed in accordance with organisational requirements and manufacturer specifications
	1.4 Problems are identified and rectified in accordance with organisational procedures
	1.5 Identified problems are reported and documented in accordance with organisational procedures
2 Obtain appropriate authority to travel	2.1 Authority is obtained from appropriate person to travel from siding or on/off tracking location to designated location in accordance with Rail Infrastructure Manager procedures
	2.2 Communications with Network Control Officer is maintained using appropriate communications protocols and systems, in accordance with Rail Infrastructure

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	Manager requirements and workplace procedures
	2.3 Authority to travel is recorded in accordance with organisational procedures
3 Travel vehicle	3.1 Vehicle is travelled in a safe and efficient manner in accordance with relevant codes of practice, safeworking systems, manufacturer specifications, and organisational and Rail Infrastructure Manager procedures
	3.2 Contingencies are responded to appropriately
4 Stable medium or heavy self-propelled track vehicle	4.1 Approval is requested from appropriate person to stable self-propelled track vehicle
	4.2 Nominated stabling location and timing is confirmed
	4.3 Vehicle is moved to nominated stabling location
	4.4 Appropriate person is contacted and informed that vehicle is at nominated location and intact
	4.5 Vehicle is stabled as directed and left in appropriate manner to ensure security and protection of vehicle and ancillary equipment
5 Perform post-operational procedures	5.1 Post-operational checks are conducted in accordance with manufacturer specifications and organisational procedures, to identify defects and maintenance requirements
	5.2 Identified problems are reported in accordance with organisational procedures
	5.3 Post-operational service schedules are conducted in accordance with organisational procedures
6 Complete documentation	6.1 Required documentation procedures and processes are confirmed
	6.2 Documentation is filled in legibly and proofread
	6.3 Documentation is processed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2058A Travel medium or heavy self-propelled on-track equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2058 Travel medium or heavy self-propelled on-track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least three** separate occasions and include:

- applying relevant safeworking and workplace procedures
- communicating effectively with others when travelling medium or heavy self-propelled track vehicles
- following operational instructions
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- reporting and rectifying within limits of own role, identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when travelling medium or heavy self-propelled track vehicles.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management plans and procedures
- hazards that may exist when travelling medium or heavy self-propelled track vehicles, and ways of controlling the risks involved
- organisational procedures for travelling medium or heavy self-propelled track vehicles
- problems that may occur when travelling medium or heavy self-propelled track vehicles, and action that can be taken to report or resolve these problems
- Rail Infrastructure Manager rules and regulations applicable to track protection
- relevant rail danger zones

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- relevant rail safety work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur on medium or heavy self-propelled on-track equipment in an appropriate range of situations in the workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2059 Propel and operate light on-track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to propel and operate light on-track equipment as part of workplace activities across a variety of rail operational contexts.

It includes performing pre-operational equipment checks, obtaining approval to place equipment on track, operating light equipment on track and stabling or moving equipment off track.

Light on-track equipment is considered to be less than 10 tonnes that may be lifted on or off track mechanically and may include:

- ballast scarifiers
- dog screw setters/drivers
- joint lifters
- multi-spindle borers
- power track jacks
- profile grinders
- rail-mounted compressors
- small sleeper spacers
- spike drivers
- spike pullers (ride on)
- various fastening applicators.

Light on-track equipment requires a basic operator skill level in manipulation, coordination, alignment and functional activity, with little complexity or variance in overall activity. This typically covers equipment carrying out basic repetitive and alignment type activities.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements, to comply with relevant codes of practice and/or guidelines, and to meet organisational requirements to operate each individual piece of equipment.

Operators will need to have fulfilled licence and/or certification requirements for the type of equipment being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Perform pre-operational equipment checks	1.1 Hazards are identified, risks are assessed and control measures are implemented
	1.2 Detailed pre-operational equipment checks are conducted in accordance with manufacturer specifications and organisational procedures
	1.3 Logbooks are checked and accurately completed as required, in accordance with organisational requirements and manufacturer specification
	1.4 Problems with equipment are identified and rectified in accordance with workplace procedures
	1.5 Identified problems are reported and documented in accordance with organisational procedures
2 Obtain approval to place equipment on track	2.1 Protection officer or person in charge of work (PICOW) is contacted to obtain approval to place light on-track equipment on track and to move it to designated location in accordance with network owner's procedures
	2.2 Communications with Network Control Officer is maintained using appropriate communications systems, in accordance with network owner procedures

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	2.3 Approval is recorded in accordance with organisational procedures
3 Operate light equipment on track	3.1 Equipment is travelled to designated location in accordance with network owner's procedures
	3.2 Equipment is prepared for work
	3.3 Equipment is operated in a safe and efficient manner in accordance with relevant codes of practice, safeworking systems, manufacturer and organisational procedures
	3.4 Equipment is operated to meet organisational standards and specifications
	3.5 Warning systems are monitored and appropriately responded to as required during operation
4 Stable or off track equipment	4.1 Protection officer or PICOW is contacted to direct where and when to stable or off track equipment
	4.2 Equipment is propelled to nominated stabling or off-track location
	4.3 Equipment is stabled or off tracked as directed
	4.4 Protection officer or PICOW is contacted and informed when light on-track equipment is stabled or off tracked
	4.5 Equipment is left stored in appropriate manner and location to ensure security and protection of equipment
5 Perform post-operational equipment procedures	5.1 Post-operational equipment checks are conducted in accordance with manufacturer specifications and organisational procedures to identify defects and maintenance requirements
	5.2 Identified problems are reported in accordance with organisational procedures
	5.3 Post-operating service schedules are conducted in accordance with organisational procedures
6 Complete documentation	6.1 Logbooks are checked and completed as required
	6.2 Documentation is completed and processed in accordance with organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2059A Propel and operate light on-track equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2059 Propel and operate light on-track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least three** separate occasions and include:

- applying relevant safeworking and workplace procedures
- communicating effectively with others when operating light on-track equipment
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- reporting and rectifying identified problems, faults and malfunctions when operating light on-track equipment in accordance with workplace procedures
- using appropriate numeric functions when operating light on-track equipment
- working collaboratively with others when operating light on-track equipment
- working with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management plans and procedures
- hazards that may exist when operating light on-track equipment and ways of controlling the risks involved
- Rail Infrastructure Manager rules and regulations applicable to operating light on-track equipment
- organisational procedures for operating light on-track equipment
- problems that may occur when operating light on-track equipment and action that can be taken to report or resolve these problems

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- relevant rail danger zones
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2074 Couple and uncouple track maintenance vehicles

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to safely couple/uncouple track vehicles in accordance with safeworking and organisational, policies and procedures.

It includes preparing to couple track maintenance vehicles, coupling track maintenance vehicles, and uncoupling and securing track maintenance vehicles.

This unit is intended for all types of track maintenance vehicles required to be coupled and uncoupled as part of operational requirements. Track maintenance vehicles may include:

- overhead wiring maintenance vehicle
- road/rail vehicles
- shunting tractors
- track inspection vehicles
- track machines
- wagon.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to couple track maintenance vehicles	1.1 Coupling instructions are interpreted and confirmed as meeting minimum operating standards
	1.2 Location of vehicles and required movements are identified
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Communication methods to be used are agreed and confirmed
	1.5 Vehicle/s to be coupled are secured in accordance with organisational procedures
2 Couple track maintenance vehicles	2.1 Setting of route and having correct authority in place is ensured prior to movement of track vehicles
	2.2 Warning is given before vehicle is moved
	2.3 Vehicle is moved in a controlled manner to enable safe coupling and prevent damage
	2.4 Coupling mechanisms are checked to ensure they are correctly engaged
	2.5 Connecting brake hoses and/or electrical couplings are connected as required, in accordance with organisational procedures and/or manufacturer specifications
	2.6 Securing devices are released/removed in accordance with organisational procedures
3 Uncouple and secure track maintenance vehicles	3.1 Hazards are identified, risks are assessed and control measures are implemented
	3.2 Vehicles are positioned to meet uncoupling requirements in accordance with organisational procedures
	3.3 Securing devices are applied/attached in accordance with organisational procedures
	3.4 Brake hoses and/or electrical couplings are disconnected in accordance with organisational procedures and/or

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manufacturer specifications

3.5 Coupling devices are correctly disengaged

3.6 Warning is given before vehicle is moved

3.7 Vehicles are separated in a controlled manner to enable safe uncoupling and prevent damage

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2074A Couple and uncouple track maintenance vehicles.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2074 Couple and uncouple track maintenance vehicles

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking and workplace procedures
- communicating effectively with others
- coupling and uncoupling track maintenance vehicles
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- securing vehicles in accordance with manufacturer specifications, before coupling and after uncoupling has been completed
- using correct communications methods
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communications protocols
- operating requirements for coupling and uncoupling track maintenance vehicles
- principles of operation of protective devices, air and electrical couplings, handbrakes, derailers and coupling equipment

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- relevant manufacturer specifications for coupling and uncoupling of track maintenance vehicles
- relevant rail danger zones
- relevant state/territory legislated work health and safety (WHS)/occupational health and safety (OHS) and rail safety requirements, codes of practice, guidelines and manufacturer specifications.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2075 Drive and monitor medium or heavy self-propelled on-track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive and monitor medium/heavy self-propelled on-track equipment in accordance with safeworking requirements, network owner and/or organisational policies and procedures.

It includes driving and monitoring medium/heavy self-propelled on-track equipment, controlling and monitoring medium/heavy self-propelled on-track equipment, and responding to changed operating factors.

Medium/heavy on-track equipment generally weighs more than 10 tonnes and is permanently railed. Medium/heavy self-propelled track vehicles may include:

- ballast cleaner
- ballast regulator
- dynamic stabiliser
- inserter/remover (TR10)
- rail crane
- rail grinder
- spot tamper
- tamper
- track layer
- track recorder.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with any codes of practice and/or guidelines as they apply to driving and monitoring medium or heavy self-propelled on-track equipment.

This unit does not cover operating medium/heavy self-propelled on-track equipment to complete work activities. This must be covered by individual assessments for the equipment concerned.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive and monitor medium/heavy self-propelled on-track equipment	1.1 Authority is obtained from relevant personnel to travel vehicle in accordance with network owner procedures
	1.2 Vehicle is driven in accordance with manufacturer instructions and organisational procedures
	1.3 Vehicle handling techniques are applied to eliminate or minimise risk of injury to personnel or damage to equipment
	1.4 Vehicle is monitored and faults, defects and inefficiencies are identified to maintain optimum running conditions
	1.5 Appropriate action is taken in response to identified faults, defects and inefficiencies to ensure safe operation of vehicle
2 Control and monitor medium/heavy self-propelled on-track equipment	2.1 Events and circumstances affecting planned running schedule are communicated to relevant personnel in accordance with organisational procedures
	2.2 Instructions received from relevant personnel are interpreted and applied to ensure safe and effective control of vehicle
	2.3 Communications are maintained with relevant personnel during train journey in accordance with relevant safeworking systems, network requirements and

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	organisational procedures
	2.4 Instructions concerning vehicle operation are given to relevant personnel to ensure safe and efficient running
3 Respond to changed operating factors	3.1 Temporary signs and/or signals, hand signals and verbal movement commands are interpreted and followed, in accordance with safeworking systems, network owner requirements and organisational procedures
	3.2 Hazardous/emergency situations are recognised and appropriate actions are taken in accordance with safeworking systems, network owner requirements and organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2075A Drive and monitor medium or heavy self-propelled on-track equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2075 Drive and monitor medium or heavy self-propelled on-track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking and organisational procedures
- communicating effectively with others
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring medium or heavy self-propelled on-track equipment in accordance with manufacturer instructions and organisational procedures
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting instructions, procedures and information relevant to vehicle operations
- responding to trackside signs and signals in accordance with safeworking systems and workplace procedures
- using correct communications protocols
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management plans and procedures

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- relevant medium or heavy self-propelled on-track equipment manufacturer specifications and organisational procedures
- relevant rail danger zones and safeworking system
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant sections of state/territory legislated rail safety requirements, codes of practice and guidelines
- use of communications equipment in accordance with operational procedures and rail safeworking systems .

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur on a medium/heavy self-propelled on-track vehicle in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Vehicles may include:

- attached rolling stock
- single medium/heavy self-propelled on-track equipment
- vehicles coupled together.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2076 Establish and operate braking system on medium/heavy self-propelled on-track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to establish, test and operate the braking system on a medium or heavy self-propelled on-track maintenance vehicle and to deal with brake system faults and failures.

It includes identifying and establishing track maintenance vehicle braking system; testing, operating and monitoring track maintenance vehicle braking system; and identifying and rectifying track maintenance vehicle braking system faults in transit.

Medium or heavy on-track equipment generally weighs more than 10 tonnes and is permanently railed.

This unit is intended for rail safety workers who will drive medium/heavy self-propelled on-track equipment to ensure the braking system is suitable for operation prior to the on-track equipment being driven and to identify any faults when in transit. Depending on the type of test being used this activity may require the assistance of a second person.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and establish track maintenance vehicle braking system	1.1 Brake system and type to be used are identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Correct coupling of vehicle braking system is established and/or confirmed as required in accordance with organisational procedures
	1.4 Air brake system is charged to required pressures in accordance with organisational procedures
2 Test, operate and monitor track maintenance vehicle braking system	2.1 Relevant brake system tests are conducted in accordance with organisational procedures
	2.2 Vehicle brakes are applied and released under normal operational conditions in accordance with correct handling and organisational procedures
	2.3 Vehicle brakes are applied and released under emergency conditions in accordance with correct handling and organisational procedures
	2.4 Vehicle brake system is monitored in accordance with organisational and/or operational requirements
3 Identify and rectify track maintenance vehicle braking system faults in transit	3.1 Braking system faults are identified while in transit
	3.2 Suitable location to bring vehicle to a stand is identified in accordance with vehicle handling and organisational procedures
	3.3 Vehicle brake system fault is located and rectified or isolated in accordance with manufacturer and/or organisational procedures
	3.4 Relevant brake system tests are conducted as required, in accordance with organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2076A Establish and operate braking system on medium/heavy self-propelled on-track equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2076 Establish and operate braking system on medium/heavy self-propelled on-track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- assessing brake system defects
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying possible brake faults that may occur
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in brakes and related equipment in accordance with operating procedures
- operating brake systems when driving on-track vehicle
- reading and interpreting relevant instructions, procedures, information and signs
- reporting identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate state/territory legislated rail safety requirements, rail industry standards, relevant codes of practice and/or guidelines
- brake systems, their components and operation

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- manufacturer specifications and workplace procedures for medium/heavy self-propelled on-track equipment
- relevant rail danger zones and safeworking systems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- types of brake system tests and their purpose.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur on medium/heavy self-propelled on-track equipment, in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2078 Identify and respond to signals and trackside signs

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify, interpret and respond to fixed signals and trackside signs in accordance with network owner and/or organisational policies and procedures.

It includes identifying and responding to running signals, indicators, shunting signals and subsidiary signals; interpreting and responding to trackside signs; and reporting defective or irregular signals or trackside signs.

This unit is suitable for rail safety workers who are required to identify and respond to trackside signals and signs as part of their job role. They may be working within a rail operational or infrastructure environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify and respond to running signals and indicators	1.1 Types and functions of running signal and indicators are identified in accordance with network owner procedures
	1.2 Indications and aspects displayed by running signals and indicators are identified and interpreted
	1.3 Hand signals and/or track warning signals are interpreted and followed, in accordance with safeworking systems, network owner requirements and organisational procedures
	1.4 Rail traffic speed and movement is controlled appropriate to the indication displayed by the running signal or indicator
	1.5 Illegal or irregular indications or aspects displayed by running signals or indicators are identified and appropriate action is taken
2 Identify and respond to shunting signals and subsidiary signals	2.1 Types and functions of shunting signals and subsidiary signals are identified in accordance with network owner procedures
	2.2 Indications displayed by shunting signals and subsidiary signals are identified and interpreted
	2.3 Rail traffic speed and movement is controlled appropriate to the indication displayed by the shunting signal
	2.4 Illegal or irregular indications displayed by shunting signals are identified and appropriate action is taken
3 Interpret and respond to trackside signs	3.1 Permanent trackside signs are interpreted and followed, in accordance with safeworking systems, network owner requirements and organisational procedures
	3.2 Temporary trackside signs are interpreted and followed, in accordance with safeworking systems, network owner requirements and organisational procedures
4 Respond to and report defective or irregular signals or trackside signs	4.1 Defective or irregular signals and trackside signs are responded to in accordance with safeworking systems, network owner requirements and organisational procedures
	4.2 Defective or irregular signals and trackside signs are reported and recorded in accordance with safeworking systems, network owner requirements and organisational

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procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2078A Identify and respond to signals and trackside signs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2078 Identify and respond to signals and trackside signs

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- completing required documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures and information (including numerical information)
- responding to different indications and aspects displayed by fixed signals in rail networks
- responding to different trackside signs in rail networks
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant sections of applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines

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- signalling system for each network
- types of fixed signals used in rail networks
- types of trackside signs used in rail networks
- use of communications equipment
- workplace procedure for responding to illegal or irregular indications displayed by running signals or shunting signals.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, safeworking system, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2080 Start up, shut down and stable medium/heavy self-propelled on-track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to start up, prepare, shut down and stable a medium/heavy self-propelled on-track vehicle on a rail network in accordance with network owner policies and procedures.

It includes inspecting and preparing track vehicle, starting up track vehicle, conducting in-cab check, stabling medium heavy self-propelled track vehicle, shutting down track vehicle and performing post operational procedures.

Medium or heavy on-track equipment generally weighs more than 10 tonnes and is permanently railed.

Medium or heavy self-propelled on-track vehicles may include:

- ballast cleaner
- ballast regulator
- dynamic stabiliser
- inserter/remover (TR10)
- rail crane
- rail grinder
- spot tamper
- tamper
- track layer
- track recorder.

This unit is suitable for rail safety workers required to start up and prepare a medium/heavy self-propelled on-track vehicle prior to leaving a stabling location. It also covers stabling a medium/heavy self-propelled track vehicle, including shutting the vehicle down and securing it.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Inspect and prepare track vehicle	1.1 Identification and location of track vehicle is confirmed
	1.2 Logbook and track vehicle are checked for out of service indications and to confirm serviceability and logbook is completed accurately in accordance with organisational requirements or manufacturer specification
	1.3 Track vehicle kit and equipment are checked and defects and deficiencies are recorded and rectified, isolated, tagged or reported in accordance with organisational procedures, as applicable
	1.4 Consumables are checked and replenished as required
	1.5 External visual checks are conducted in accordance with manufacturer and/or organisational procedures
	1.6 Problems are identified and rectified in accordance with organisational procedures
	1.7 Identified problems are reported and/or documented in accordance with organisational procedures
2 Start up track vehicle	2.1 Track vehicle is started in accordance with manufacturer instructions and/or organisational procedures
	2.2 Operating faults are identified, diagnosed, rectified and/or reported and recorded in accordance with organisational

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	procedures
	2.3 Appropriate instruments and gauges are observed and readings are interpreted to confirm effective operation in accordance with manufacturer and/or organisational procedures
	2.4 Fluid levels are rechecked after starting and appropriate action is taken as required
3 Conduct in-cab checks	3.1 Track vehicle in-cab checks are conducted in accordance with manufacturer and/or organisational procedures
	3.2 Driver safety systems are checked to ensure they are functioning correctly and appropriate action is taken if they are not
	3.3 Communications equipment is checked to ensure it is functioning correctly and appropriate action is taken if it is not
	3.4 Auxiliary and emergency equipment is checked and confirmed to be operational in accordance with operating requirements
	3.5 Documentation concerning inspecting track vehicle is completed and processed as required in accordance with organisational procedures
4 Stable medium/heavy self-propelled track vehicle	4.1 Approval is requested from appropriate person to direct when and where to stable self-propelled track vehicle
	4.2 Track vehicle is moved to nominated stabling location
	4.3 Appropriate person is contacted and informed that track vehicle is at nominated location and intact
	4.4 Track vehicle is stabled as directed
	4.5 Track vehicle is left in appropriate manner to ensure security and protection of vehicle and ancillary equipment
5 Shut down track vehicle	5.1 Track vehicle is shut down in accordance with manufacturer and/or organisational procedures
	5.2 Track vehicle is secured in accordance with organisational procedures
	5.3 Control/isolation equipment and cab are secured in accordance with organisational procedures

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6 Perform post-operational procedures	6.1 Post-operational checks are conducted in accordance with manufacturer specifications and/or organisational procedures to identify defects and maintenance requirements
	6.2 Identified problems are reported in accordance with organisational procedures
	6.3 Post-operating service schedules are conducted in accordance with organisational procedures
	6.4 Documentation is completed and processed as required, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2080A Start up, shut down and stable medium/heavy self-propelled on-track equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2080 Start up, shut down and stable medium/heavy self-propelled on-track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least three** separate occasions and include:

- applying relevant workplace procedures
- communicating effectively with others
- following operational instructions
- identifying correct shut-down procedures in accordance with manufacturer instructions and workplace procedures
- identifying correct start-up procedures in accordance with manufacturer instructions and workplace procedures
- modifying activities depending on operational contingencies, risk situations and environments
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- securing vehicles in accordance with manufacturer instructions and workplace procedures, when stabling on-track equipment
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management plans and procedures
- hazards that may exist during start up and shut down of medium/heavy self-propelled track vehicles and ways of controlling the risks involved
- network owner rules and regulations applicable to starting up, shutting down and stabling medium/heavy self-propelled on-track equipment
- organisational procedures for starting up and shutting down medium/heavy self-propelled

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on-track equipment
- problems that may occur when preparing and stabling medium/heavy self-propelled on-track equipment and action that can be taken to report or resolve these problems
- relevant documentation concerning inspecting on-track equipment
- relevant manufacturer specifications and workplace procedures for medium/heavy self-propelled on-track equipment
- relevant rail danger zones and safeworking systems
- relevant rail safety work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur on medium/heavy self-propelled on-track equipment, in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice, manufacturer specifications and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2081 Pilot rail traffic within work on track authority limits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to pilot rail traffic within Work On Track Authority limits, in accordance with Rail Infrastructure Manager, legislative and regulatory requirements. It includes entering and exiting work on track authority limits.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to demonstrate

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essential outcomes.	achievement of the element.
1 Enter Work On Track Authority limits	1.1 Protection officers /possession protection officers are informed that rail traffic has arrived at the Work On Track Authority limits and confirmation that it is safe to enter is sought and obtained
	1.2 Communication with Network Control Officer is maintained using appropriate communications systems, in accordance with Rail Infrastructure Manager requirements and workplace procedures
	1.3 Permission to enter Work On Track Authority limits is documented in accordance with Rail Infrastructure Manager and/or organisational requirements
	1.4 Authority to enter track protection is provided to rail traffic driver
	1.5 Hazards are identified, risks are assessed and control measures are implemented
	1.6 Rail traffic is piloted into the Work On Track Authority limit
	1.7 Advice regarding operating restrictions and conditions is given to rail traffic crew
2 Exit Work On Track Authority limits	2.1 Rail traffic is piloted to limit of the Work On Track Authority limits
	2.2 Permission is obtained from Network Control Officer for rail traffic to exit Work On Track Authority limits
	2.3 Advice regarding operating restrictions and conditions is given to rail traffic crew

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIC2081A Pilot rail traffic within work on track authority limits.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2081 Pilot rail traffic within work on track authority limits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying safeworking procedures
- communicating effectively with individuals and work groups
- explaining procedures for granting permission for rail traffic to enter Work On Track Authority limit
- following safeworking workplace policies, procedures, rules and protocols
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying unsafe situations and emergencies.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Rail Infrastructure Manager safeworking system policies, procedures, rules and protocols
- Rail Infrastructure Manager emergency management procedures and protocols for identified unsafe situations or emergencies
- rail terminology as defined by the relevant Rail Infrastructure Manager system
- worksite protection plan.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3003 Drive medium rigid vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a medium rigid vehicle safely in accordance with the licence requirements and regulations of the relevant state/territory roads and traffic authority pertaining to medium rigid vehicles.

It includes systematically and efficiently controlling vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Types of vehicles include all medium rigid vehicles, for example any 2-axle rigid vehicle, including trucks and buses greater than 8 tonnes gross vehicle mass (GVM).

Driving is performed with limited or minimum supervision, within duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive medium rigid vehicle	1.1 Medium rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer instructions
	1.2 Engine power is managed to ensure efficiency and performance and to minimise engine and transmission damage
	1.3 Engine operation is maintained within manufacturer specified torque range and temperature, through effective transmission use
	1.4 Braking system of medium rigid vehicle is managed and operated to ensure effective control of vehicle under all conditions
	1.5 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.6 Medium rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.7 Medium rigid vehicle is parked, shut down and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
	1.8 Appropriate procedures are followed in a driving emergency
2 Monitor traffic and road conditions	2.1 Most efficient travel route is taken through monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
	2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
3 Monitor and maintain vehicle performance	3.1 Vehicle performance is maintained through pre-operational vehicle inspections and checks
	3.2 Performance and efficiency of vehicle operation is monitored during use
	3.3 Defective or irregular performance or malfunctions are reported to appropriate authority
	3.4 Vehicle records are maintained/updated and information is

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processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3003A Drive medium rigid vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3003 Drive medium rigid vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- carrying out pre-operational checks
- checking and replenishing fluids and carry out lubrication processes
- completing relevant documentation
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring equipment performance
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions, and related action that can be taken by a driver
- fatigue management strategies including on-road techniques

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- lifestyles that promote effective long-term management of fatigue
- map reading and road navigation techniques including the use of a global positioning system (GPS) device
- medium rigid vehicle controls, instruments and indicators, and their use
- medium rigid vehicle handling procedures
- pre-operational checks carried out on vehicle and related action
- principles of operation of air brakes and procedures for their use
- principles of stress management when driving a vehicle
- procedures to be followed in a driving emergency
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory road traffic authority.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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TLIC3004 Drive heavy rigid vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a heavy rigid vehicle safely, in compliance with relevant state/territory roads and traffic authority licence requirements and regulations for heavy rigid vehicles.

It includes maintaining systematic and efficient control of all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Driving is performed with limited or minimum supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.	
1	**Drive heavy rigid vehicle**	1.1 Heavy rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer instructions
		1.2 Engine power is managed, to ensure efficiency and performance, and to minimise engine and gear damage
		1.3 Engine operation is maintained within manufacturer specified torque range and temperature, through effective gear selection and smooth transition in gear changes
		1.4 Heavy rigid vehicle braking system is managed and operated to ensure effective vehicle control under all conditions
		1.5 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
		1.6 Heavy rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
		1.7 Heavy rigid vehicle is parked, shut down and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
		1.8 Over width and overweight permit applications are completed and submitted in accordance with relevant regulatory requirements as required
		1.9 Appropriate procedures are followed in a driving emergency
2	**Monitor traffic and road conditions**	2.1 Most efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
		2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment loads and facilities
3	**Monitor and maintain vehicle performance**	3.1 Vehicle performance is maintained through pre-operational inspections and vehicle checks
		3.2 Performance and efficiency of vehicle operation is monitored during use
		3.3 Defective or irregular performance or malfunctions are reported to appropriate authority
		3.4 Vehicle records are maintained/updated and information is

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processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3004A Drive heavy rigid vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3004 Drive heavy rigid vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- carrying out pre-operational checks
- completing relevant documentation
- demonstrating low-risk driving behaviours
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle and its equipment, and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions, and related action that can be taken
- fatigue management strategies and on-road techniques
- heavy rigid vehicle controls, instruments and indicators, and their use

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- heavy rigid vehicle handling procedures
- lifestyles that promote the effective long-term fatigue management
- pre-operational checks carried out on heavy rigid vehicle and related action
- principles of operation of air brakes and procedures for their use
- principles of stress management when driving a vehicle
- procedures to be followed in a driving emergency
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory road traffic authority.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3005 Drive heavy combination vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a heavy combination vehicle safely.

It includes maintaining systematic and efficient control of all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, coupling and uncoupling a trailer, and effectively managing hazardous situations.

Driving must be carried out in accordance with relevant state/territory roads and traffic authority licence requirements and regulations for heavy combination vehicles.

Driving is performed with limited supervision, and duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Drive heavy combination vehicle	1.1	Heavy combination vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer instructions
	1.2	Engine power is managed to ensure efficiency and performance, and to minimise engine and gear damage
	1.3	Engine operation is maintained within the manufacturer specified torque range and temperature, through effective gear selection and smooth transition in gear changes
	1.4	Heavy combination vehicle braking system is managed and operated to ensure effective vehicle control under all conditions
	1.5	Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.6	Heavy combination vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.7	Heavy combination vehicle is parked, uncoupled, shut down and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
	1.8	Over width and overweight permit applications are completed and submitted in accordance with relevant regulatory requirements as required
	1.9	Appropriate signage and lights are checked for operational effectiveness and for conformity to prescribed traffic regulations
	1.10	Appropriate procedures are followed in a driving emergency
2 Monitor traffic and road conditions	2.1	Most efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
	2.2	Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment loads and facilities
3 Monitor and maintain vehicle	3.1	Vehicle performance is maintained through pre-operational inspections and vehicle checks

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performance	3.2	Prime mover and trailer are aligned and coupled in accordance with manufacturer instructions and workplace procedures
	3.3	Coupled vehicle is checked and tested to ensure it is correctly secured and to confirm it is fully operational
	3.4	Performance and efficiency of vehicle operation is monitored during use
	3.5	Defective or irregular performance or malfunctions are reported to appropriate authority
	3.6	Vehicle records are maintained/updated and information is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3005A Drive heavy combination vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3005 Drive heavy combination vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying map reading and road navigation techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- checking and replenishing fluids and carrying out lubrication processes
- completing relevant documentation
- demonstrating low-risk driving behaviours
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle, its trailers and its equipment, and taking appropriate action as required
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions, and related action that can be taken
- fatigue management strategies including on-road techniques

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- heavy combination vehicle controls, instruments and indicators, and their use
- heavy combination vehicle handling procedures
- lifestyles that promote effective long-term fatigue management
- map reading and navigation of vehicle and related action
- pre-operational checks carried out on heavy combination vehicle and related action
- principles of operation of air brakes and procedures for their use
- principles of stress management when driving a vehicle
- procedures to be followed in a driving emergency
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment of this unit may be undertaken within a licensing examination conducted, by or under the authority of, the relevant state/territory road traffic authority.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry

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TLIC3010 Pilot or escort oversized and/or overmassed loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake pilot or escort activities in the movement of oversized and/or overmassed loads.

Work must be carried out in accordance with National Heavy Vehicle Regulator (NHVR) regulations for piloting and escorting oversized and overmassed loads, and relevant state/territory roads and traffic authority licence/permit requirements.

It includes preparing for pilot/escort operation, carrying out communications regarding pilot/escort operation, and fulfilling all functions related to piloting and escorting vehicles carrying oversized and overmassed loads.

Work is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for pilot or escort operation	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Maintenance needs of pilot and/or escort vehicles and associated equipment are identified in accordance with maintenance schedule or fault reports
	1.3 Pilot and/or escort vehicles and associated equipment are prepared for operation in accordance with manufacturer specifications, workplace procedures and government regulations
	1.4 Minor vehicle maintenance is carried out in accordance with workplace procedures and manufacturer specifications
	1.5 Post-maintenance inspections and tests of pilot and/or escort vehicles and associated equipment are completed
	1.6 Inspections outcomes, identified faults and repairs are recorded in accordance with workplace procedures
2 Carry out communications regarding pilot or escort operation	2.1 Transport companies whose vehicles are scheduled for escort are consulted to confirm requirements for escort operation
	2.2 Escort permit is verified for completeness and accuracy, and convoy is checked to ensure accordance with permit, government rules, regulations and policy
	2.3 Permit holder is advised of the results of the permit check
	2.4 Convoy is briefed and given instructions and directions about escort operation in accordance with workplace procedures
3 Conduct pilot and/or escort operation	3.1 Required vehicle positioning, traffic warning and directional signalling procedures are implemented to enable safe passage of load
	3.2 Safety equipment is operated and roadside obstacles are positioned to ensure safe passage of load in accordance with government rules and regulations, and workplace procedures
	3.3 Precautions are taken to ensure convoy personnel are aware of road and other conditions that may impact on load and

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	vehicle security
3.4	All required liaison with relevant authorities is undertaken
3.5	Documentation is completed and proofread in accordance with government rules and regulations, and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3010A Pilot or escort oversized and/or overmassed loads.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3010 Pilot or escort oversized and/or overmassed loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation requirements for piloting and escorting oversized/overmassed loads
- driving hazards and related defensive driving techniques
- efficient driving techniques
- factors that may cause traffic delays and diversions and related action that can be taken
- low-risk driving behaviours
- map reading and road navigation techniques
- National Heavy Vehicle Regulator (NHVR) rules, regulations and guidelines
- pre-operational checks carried out on vehicle and related action
- principles of stress management when carrying out pilot/escort functions
- procedures to be followed in a driving/piloting/escorting emergency
- relevant Australian Road Rules and state/territory roads and traffic authority road rules, regulations, permit and licence requirements for piloting and escorting oversized and overmassed loads
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, Australian road rules, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3011 Transport passengers with disabilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate vehicles used for the transport of people who have a disability, in accordance with relevant state/territory road and traffic authority licence requirements and regulations.

It includes undertaking pre-operational vehicle checks and vehicle ancillary equipment; assisting passengers to use restraints and ancillary equipment; providing appropriate support to passengers during their journey; and manoeuvring the vehicle with due consideration of passengers' disabilities and the requirements of relevant government regulations.

Work is performed with limited or minimum supervision, and within duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Carry out pre-operational checks on vehicles	1.1 Pre-operational checks for vehicle and its associated ancillary equipment are carried out in accordance with manufacturer requirements, government regulations and workplace policies and procedures
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Faults and defects identified during checks are repaired and/or reported in accordance with workplace procedures
2 Drive a vehicle used by passengers who have a disability	2.1 Passengers are assisted in a courteous manner, sensitive to the specific needs of their disability
	2.2 Passengers are assisted to use restraints and ancillary equipment that accompanies them as required
	2.3 Ongoing support is provided to passengers to maximise their travelling comfort
	2.4 Ancillary equipment is stowed safely in vehicle in accordance with relevant regulations
	2.5 Vehicle is manoeuvred in accordance with the regulations for the class of vehicle involved
	2.6 Vehicle is manoeuvred with due consideration to required precautions related to the disability of the passenger in accordance with relevant government regulations pertaining to the special load
	2.7 Signs or indicators are fixed to vehicle as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3011A Transport passengers with disabilities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3011 Transport passengers with disabilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- controlling all functions of the vehicle
- interacting appropriately with passengers who have a disability
- reading, interpreting and following relevant instructions, procedures, information and signs
- responding appropriately to cultural requirements when interacting with others
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- duty of care responsibilities when driving vehicles used by passengers who have a disability
- pre-operational checks carried out on vehicle, and ancillary equipment and related action
- procedures for operating ancillary equipment
- relevant anti-discrimination legislation
- relevant state/territory road traffic authority road rules, regulations and licence requirements of the relevant
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations

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- techniques for driving vehicles used by passengers who have a disability
- vehicle and ancillary equipment controls, instruments and indicators, and their use
- vehicle handling procedures
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical driving aspects must be assessed in a vehicle designed to transport passengers who have a disability.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3017 Shunt rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to safely shunt rolling stock in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes controlling and directing the physical movement of rolling stock and operating relevant equipment to carry out planned shunting strategy.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when carrying out shunting activities as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for shunting operation	1.1 Shunting requirements are interpreted and clarified, and vehicles and equipment are obtained and prepared in accordance with shunting strategy
	1.2 Rolling stock movements, availability and locations are established to determine appropriate siding and/or track locations for vehicle placement
	1.3 Relevant work health and safety (WHS)/occupational health and safety (OHS) legislation, codes of practice, organisational policies and procedures, and safeworking systems and requirements related to shunting are identified
2 Carry out shunting control procedures	2.1 Points, levers, switches, signals and line of sight communications are used to assist the control of rolling stock movement
	2.2 Uniform hand signals, light and radio shunting commands that conform with operational rules and statutory requirements are used
	2.3 Relevant WHS/OHS requirements are followed to prevent injury and damage
	2.4 Wagon cards are checked and wagons are obtained and sorted to comply with shunting requirements
	2.5 Shunting control techniques are applied to prevent damage of rolling stock and loads/contents
3 Shunt rolling stock	3.1 Workplace procedures for shunting are identified and applied
	3.2 Rolling stock is positioned to meet shunting requirements
	3.3 Coupling systems are identified and applied to attach and detach rolling stock
	3.4 Connecting brake hoses, electrical couplings and hand brakes are connected/disconnected and applied/released in accordance with operational and WHS/OHS requirements
	3.5 Rolling stock is shunted with the minimum of necessary moves within governing safety requirements and limitations

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4 Finalise train consist	4.1 Train consists are made up in accordance with operational procedures and timetabling requirements
	4.2 Irregularities and defects with rolling stock equipment are reported in accordance with operational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3017A Shunt rolling stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3017 Shunt rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- checking draw gear, vehicle and equipment in terms of service schedule and operating procedures
- communicating effectively with others
- completing relevant documentation
- displaying and correctly interpreting hand, light and radio signals in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritise work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring condition and performance of equipment and taking appropriate action as required
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- characteristics and features of wagons and other rolling stock
- defects that can occur on a shunting gear and equipment and related action that should be taken
- draw gear capacities and related operating procedures
- emergency procedures
- loading and unloading procedures
- location and operation of signals and points
- principles of operation of protective devices, air brakes, handbrakes, derailers
- procedures for coupling and uncoupling rolling stock
- procedures for identifying and reporting hazards
- procedures for operating points and signals
- radio communications protocol
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations including codes of practice
- safeworking systems and rule requirements
- shunting plan and instructions
- shunting signals and commands and line of sight communications systems
- track and signal layouts and features in yard.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations

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- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, rules, regulations, Australian Dangerous Goods (ADG) Code, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3018 Operate on-train remote control system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate an on-train remote control system in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes positioning equipment and motive power units, operating the system and shutting it down after operation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed without supervision, generally within a team environment.

On-train remote control equipment is any mechanism and operating system that allows the control of one motive power unit, which is part of a train, from another unit that is part of the same train.

It involves the application of routine operational principles and procedures when operating the on-train remote control system, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Position equipment and motive power unit/s	1.1 Remote control equipment and motive power units are positioned in required locations
	1.2 Brake test is conducted on each train section with assistance from appropriate personnel
	1.3 Front and rear train consists are coupled together to form one train, in accordance with safeworking techniques
	1.4 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are followed to prevent injury and damage
	1.5 Relevant codes of practice, and safeworking systems and requirements are followed
2 Monitor and operate remote control equipment	2.1 Motive power units and control system set-up are checked to ensure safe operational status
	2.2 Remote control equipment is operated and monitored in accordance with operational requirements during train movements to provide safe train handling and control
	2.3 Operational difficulties encountered are addressed by re-establishing control of the motive power unit/s with minimum risk to personnel and equipment
3 Shut down remote control equipment	3.1 Shut-down procedures of lead and remote control equipment are followed to ensure train security and de-activation of the system
	3.2 Equipment indicators or functions are operated to ensure shut-down process is correct and complete

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3018A Operate on-train remote control system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3018 Operate on-train remote control system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of equipment and taking appropriate action as required
- monitoring train speeds and movements and taking appropriate action as required
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- shutting down remote control system in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- braking and safety system procedures
- motive power operating techniques
- on-train remote control unit controls, instruments and indicators, and their purpose, location and use
- operational instructions
- positioning procedures
- possible operating difficulties that may occur during the operation using remote control
- procedures for controlling motive power units
- procedures for identifying equipment defects in remote control units and assessing for appropriate action including compatible coupling, braking and drive equipment, ancillary systems and signalling systems
- procedures for managing hazardous situations involving online remote control systems
- procedures for operating remote control units
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- shut-down workplace procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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TLIC3027 Stable a motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to stable a motive power unit in accordance with relevant workplace procedures, rail regulations and codes of practice.

It includes determining the required stabling location, shunting and securing the train, stabling and securing the motive power unit, carrying out all required post-operational checks and completing post-operational paperwork.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed without supervision, generally within a team environment. It involves the application of routine operational principles and procedures when stabling and securing a motive power unit, across a variety of operational contexts in the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine stabling location	1.1 Contact is made with appropriate personnel to determine planned location for stabling train and/or motive power unit
	1.2 Location is identified and confirmed with appropriate personnel
	1.3 Directions from appropriate personnel are interpreted and followed
2 Stable motive power unit	2.1 Train is shunted and secured to prevent roll away in accordance with directions and workplace procedures
	2.2 Motive power unit is stabled as directed
	2.3 Motive power unit is secured to prevent roll away, in accordance with directions and workplace procedures
	2.4 Motive power unit is shut down in accordance with manufacturer instructions and workplace procedures
	2.5 Cab is secured in accordance with workplace procedures
	2.6 Derailers are set in place in accordance with workplace procedures as required
3 Carry out post-operational checks	3.1 Fuel and fluid levels are checked and required action is taken to replenish consumables
	3.2 Inspection is made of motive power unit in accordance with workplace procedures
	3.3 Identified faults and defects are fixed and/or reported and recorded in accordance with workplace procedures
	3.4 Faulty and defective equipment that presents a safety risk is isolated and tagged in accordance with workplace procedures and rail regulations
	3.5 Outcomes of post-operational checks are recorded in accordance with workplace procedures
	3.6 Equipment is returned and stowed in accordance with workplace requirements

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3.7 Required safeworking and post-operational documentation is completed in accordance with workplace procedures and rail regulations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3027A Stable a motive power unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3027 Stable a motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in motive power units and associated equipment and procedures
- carrying out post-operational checks on a range of motive power units in accordance with workplace procedures
- communicating effectively with others
- conducting a visual inspection of a motive power unit
- documenting outcomes of motive power unit inspection
- identifying and assessing motive power unit defects and deficiencies and taking appropriate action to report, isolate, repair or replace identified defective equipment in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures and information
- recognising problems that may arise when stabling a motive power unit and taking appropriate action.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- braking and safety system procedures
- emergency procedures
- motive power unit controls, instruments and indicators, and their purpose, location and use
- operating controls to start, accelerate, decelerate and stop a motive power unit
- procedure for completing relevant documentation when stabling a motive power unit
- procedures and required protocol for operating electronic communications equipment
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing hazardous situations when operating and stabling a motive power unit
- procedures for minor maintenance, cleaning, lubricating and servicing a motive power unit
- procedures for operating and shutting down auxiliary systems
- procedures for securing a motive power unit to prevent roll away
- procedures for stabling a motive power unit
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- relevant sections of applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- relevant workplace procedures and operating requirements
- speed and load limit compliance requirements
- typical defects that can occur on a motive power unit and related action that should be taken.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

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TLIC3028 Operate and monitor a heritage motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate and monitor a heritage motive power unit in accordance with relevant workplace procedures, rail regulations and codes of practice.

It includes operating the controls of a heritage motive power unit, monitoring its performance and maintaining its operational condition during a journey. It also includes working collaboratively with other train crew and relevant personnel.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when maintaining the safety and operation of a heritage motive power unit across a variety of operational contexts in the Australian heritage rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate heritage motive power unit	1.1 Motive power unit handling techniques, and track and road knowledge are applied to eliminate or minimise risk of injury to personnel or damage to equipment, rolling stock and load
	1.2 Acceleration and braking techniques are applied safely within track, road and weather conditions
	1.3 Heritage motive power unit and rolling stock movement between sections is monitored and vehicles are positioned safely in accordance with relevant codes of practice, safeworking systems and related requirements
2 Operate and monitor on-board equipment	2.1 Motive power unit equipment is monitored and operated to maintain optimum running conditions and to identify faults, defects and deficiencies
	2.2 Appropriate action is taken in response to identified faults, defects and deficiencies to ensure safe operation of motive power unit, including communications with operations controller as required
	2.3 Faults, defects and deficiencies are assessed to determine risk of damage to equipment or injury to personnel
3 Respond effectively to external operating factors	3.1 Instructions are verified, as required, interpreted and followed, in accordance with relevant codes of practice, rail regulatory requirements and organisational policies and procedures, to ensure actions taken are appropriate and safe
	3.2 Fixed and hand signals, and verbal movement commands are interpreted and followed, in accordance with relevant codes of practice, safeworking systems and organisational policies and procedures, to ensure actions taken are appropriate and safe
	3.3 Hazardous situations are recognised and interpreted, and appropriate initiatives and action are taken to minimise risk to personnel and equipment, in accordance with workplace procedures and applicable regulatory requirements
4 Work collaboratively	4.1 Safe operation and monitoring of motive power unit is maintained in collaboration with other train crew, network control officers and relevant personnel in accordance with workplace requirements and rail resource management

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	principles
	4.2 Potential or actual conflicts or grievances with other train crew, network control officers or relevant personnel when operating a motive power unit are recognised and resolved, in accordance with workplace procedures and rail resource management principles
	4.3 Regular communication is maintained with train crew, network control officers, drivers of other trains and relevant personnel when operating a motive power unit in accordance with workplace procedures and regulatory requirements
	4.4 Train crew, network control officers, drivers of other trains and relevant personnel are advised of operational problems, delays, safety incidents and emergency situations
	4.5 Information provided by train crew, network control officers, drivers of other trains and relevant personnel about the ongoing operation of the motive power unit is interpreted and applied to driving activities in accordance with workplace procedures and applicable regulatory requirements
5 Follow all applicable rail regulatory requirements	5.1 Rail regulatory requirements applicable to operating a motive power unit, and the train and track or road concerned, are accessed, clarified as required and interpreted
	5.2 Relevant rail regulatory requirements are applied and followed when operating a motive power unit
	5.3 Rail resource management principles are applied in all rail operations involving a motive power unit in accordance with workplace procedures and applicable rail regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3028A Operate and monitor a heritage motive power unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3028 Operate and monitor a heritage motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in heritage motive power units and associated equipment and procedures
- communicating effectively with other train crews and relevant personnel
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring heritage motive power unit performance
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- recognising problems that may arise when operating and monitoring a heritage motive power unit and taking appropriate action
- selecting and using required personal protective equipment conforming to rail industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines, and local rail regulations as they relate to heritage railway operations
- braking and safety system procedures
- emergency procedures
- heritage motive power unit controls, instruments and indicators, and their purpose, location and use
- heritage motive power unit monitoring devices, braking and drive equipment, ancillary systems and signalling systems
- operating controls to start, accelerate, decelerate and stop a heritage motive power unit
- procedures and required protocol for operating electronic communications equipment
- procedures for adjusting controls to maximise efficient and safe running
- procedures for checking battery and fluid levels and/or lubrication of a heritage motive power unit, in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedures
- procedures for identifying equipment defects and assessing them for appropriate action
- procedures for managing safety incidents and hazardous situations that may arise when operating and monitoring a heritage motive power unit
- procedures for minor maintenance, cleaning, lubricating and servicing of a heritage motive power unit
- procedures for operating and monitoring a heritage motive power unit
- procedures for operating and monitoring ancillary equipment on a heritage motive power unit
- relevant safety, WHS/OHS, and environmental procedures and regulations
- requirements for completing relevant documentation during and after operating and monitoring a heritage motive power unit
- speed and load limits for a heritage motive power unit
- track/bridge limitations, speed limitations, gauge limitations, curves and gradients, curfews, location of signals and crossings, emergency crossovers and operation of a turntable
- typical faults that can occur on a heritage motive power unit and related action that should be taken when repairing, isolating, replacing, reporting and recording faulty equipment
- workplace procedures and operating requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in

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simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3029 Stable a heritage motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to stable a motive power unit in accordance with relevant workplace procedures, rail regulations and codes of practice.

It includes determining the required stabling location, shunting and securing a motive power unit, carrying out all required post-operational checks and completing post-operational paperwork.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when stabling and securing a motive power unit across a variety of operational contexts in the Australian heritage rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine stabling location	1.1 Contact is made with network control officer and yard staff to determine planned location for stabling a motive power unit
	1.2 Directions of network control officer and yard staff are interpreted and followed
	1.3 Care is taken to keep clear of other roads
2 Stable heritage motive power unit	2.1 Hazards are identified, risks are assessed and risk control measures are implemented
	2.2 Train is shunted and secured in accordance with directions, workplace procedures and rail regulations
	2.3 Motive power unit is stabled as directed
	2.4 Derailers are set in place in accordance with workplace procedures and rail regulations
	2.5 Handbrakes are applied
	2.6 Power brakes are applied
	2.7 Motive power unit is shut down in accordance with manufacturer instructions and workplace procedures
	2.8 Cab is secured in accordance with workplace procedures
3 Carry out post-operational checks	3.1 Fuel and fluid levels are checked and required action is taken to replenish them
	3.2 Inspection is made of motive power unit in accordance with workplace procedures
	3.3 Identified faults and defects are fixed or reported and recorded in accordance with workplace procedures
	3.4 Faulty and defective equipment that presents a safety risk is isolated and tagged in accordance with workplace procedures and rail regulations
	3.5 Outcomes of post-operational checks are recorded in

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	accordance with workplace procedures
4 Complete post-operational paperwork	4.1 Required safeworking documentation is completed in accordance with workplace procedures and rail regulations
	4.2 Equipment is returned and stowed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3029A Stable a heritage motive power unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3029 Stable a heritage motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in heritage motive power units and associated equipment and procedures
- checking and replenishing fluids and carrying out lubrication requirements on a heritage motive power unit
- communicating effectively with others
- conducting a visual inspection of a heritage motive power unit
- documenting outcomes of inspecting a heritage motive power unit
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating controls to start, accelerate, decelerate and stop a heritage motive power unit
- reading and interpreting relevant instructions, procedures and information
- recognising problems that may arise when stabling a heritage motive power unit and taking appropriate action
- working collaboratively with others as part of a train crew.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines

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- braking and safety system procedures
- emergency procedures
- heritage motive power unit controls, instruments and indicators, and their purpose, location and use
- procedure for completing relevant documentation
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing hazardous situations when operating and stabling a heritage motive power unit
- procedures for minor maintenance, cleaning, lubricating and servicing a heritage motive power unit
- procedures for operating and shutting down auxiliary systems
- procedures for stabling a heritage motive power unit
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- speed and load limit compliance requirements
- typical defects that can occur on a heritage motive power unit and related action that should be taken.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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TLIC3030 Operate and monitor a heritage steam locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate and monitor a heritage steam locomotive in accordance with relevant workplace procedures, rail regulations and codes of practice.

It includes operating heritage steam locomotive controls, monitoring its performance and maintaining its operational condition during a journey. It also includes working collaboratively with other train crew and relevant personnel.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when maintaining the safety and operation of a heritage steam locomotive, across a variety of operational contexts in the Australian heritage rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate heritage steam locomotive	1.1 Steam locomotive handling techniques, and track and road knowledge are interpreted and applied to eliminate or minimise risk of injury to personnel or damage to equipment, rolling stock and load
	1.2 Acceleration and braking techniques are applied safely within track, road and weather conditions
	1.3 Steam locomotive and rolling stock movement between sections is monitored and vehicles are positioned safely in accordance with relevant codes of practice, safeworking systems and related requirements
2 Operate and monitor on-board equipment	2.1 Steam locomotive equipment is monitored and operated to maintain optimum running conditions and to identify faults, defects and deficiencies
	2.2 Appropriate action is taken in response to identified faults, defects and deficiencies to ensure safe operation of steam locomotive, including communications with operations controller as required
	2.3 Faults, defects and deficiencies are assessed to determine risk of damage to equipment or injury to personnel
3 Respond effectively to external operating factors	3.1 Instructions are verified, as required, interpreted and followed, in accordance with relevant codes of practice, rail regulatory requirements and organisational policies and procedures, to ensure actions taken are appropriate and safe
	3.2 Fixed and hand signals, and verbal movement commands are interpreted and followed, in accordance with relevant rail regulations, codes of practice and workplace policies and procedures, to ensure actions taken are appropriate and safe
	3.3 Hazardous situations are recognised and interpreted, and appropriate initiatives and action are taken to minimise risk to personnel and equipment, in accordance with workplace procedures and applicable regulatory requirements
4 Work collaboratively	4.1 Safe operation and monitoring of steam locomotive is maintained in collaboration with train crew, Network Control Officer and relevant personnel in accordance with workplace

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	requirements and rail resource management principles
	4.2 Potential or actual conflicts or grievances with other train crew, Network Control Officer and relevant personnel when operating a steam locomotive are recognised and resolved, in accordance with workplace procedures and rail resource management principles
	4.3 Regular communication is maintained with train crew, Network Control Officer, drivers of other trains and relevant personnel when operating a steam locomotive in accordance with workplace procedures and regulatory requirements
	4.4 Train crew, Network Control Officer, drivers of other trains and relevant personnel are advised of operational problems, delays, safety incidents and emergency situations
	4.5 Information provided by train crew, Network Control Officer, drivers of other trains and other relevant personnel about the ongoing operation of steam locomotive is interpreted and applied to driving activities in accordance with workplace procedures and applicable regulatory requirements
5 Follow all applicable rail regulatory requirements	5.1 Rail regulatory requirements applicable to operating a steam locomotive and the train and track or road concerned, are accessed, clarified as required and interpreted
	5.2 Relevant rail regulatory requirements are applied and followed when operating a steam locomotive
	5.3 Rail resource management principles are applied in all rail operations involving a steam locomotive in accordance with workplace procedures and applicable rail regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3030A Operate and monitor a heritage steam locomotive.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3030 Operate and monitor a heritage steam locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in heritage steam locomotives and associated equipment and procedures
- checking and replenishing fluids and carrying out lubrication processes on a heritage steam locomotive
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring heritage steam locomotive performance
- reading and interpreting relevant instructions, procedures, information and signs relevant
- recognising problems that may arise when operating and monitoring a heritage steam locomotive and taking appropriate action
- working collaboratively with others as part of a train crew.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines and local rail regulations
- braking and safety system procedures
- emergency procedures
- heritage steam locomotive controls, instruments and indicators and their purpose, location and use
- operating controls to start, accelerate, decelerate and stop a heritage steam locomotive
- procedures for adjusting controls to maximise efficient and safe running
- procedures for identifying equipment defects and assessing them for appropriate action
- procedures for managing safety incidents and hazardous situations that may arise when operating and monitoring heritage steam locomotive performance
- procedures for minor maintenance, cleaning, lubricating and servicing a heritage steam locomotive
- procedures for operating and monitoring the performance of ancillary equipment on a heritage steam locomotive
- procedures for operating and monitoring a heritage steam locomotive
- rail resource management principles as they apply to operating and monitoring heritage steam locomotive performance
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- relevant workplace procedures and operating requirements
- requirements for communicating and working collaboratively with train crew, Network Control Officer and other relevant personnel
- requirements for completing relevant documentation when operating and monitoring steam locomotive performance
- speed and load limits for a heritage steam locomotive
- steam engine operation principles, monitoring devices, braking equipment, ancillary systems and signalling systems
- track and bridge limitations, speed limitations, gauge limitations, curves and gradients, curfews, location of signals and crossings, emergency crossovers and operation of a turntable
- train schedules, heritage steam locomotive allocation and operational instructions
- typical faults that can occur on a heritage steam locomotive and related action that should be taken when repairing, isolating, replacing, reporting and recording faulty equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3031 Stable a heritage steam locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to stable a heritage steam locomotive in accordance with relevant workplace procedures, rail regulations and codes of practice.

It includes determining the required stabling location, shunting and securing train, stabling and securing a heritage steam locomotive, carrying out all required post-operational checks and completing post-operational paperwork.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when stabling and securing a heritage steam locomotive across a variety of operational contexts in the Australian heritage rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine stabling location	1.1 Contact is made with Network Control Officer and yard staff to determine planned location for stabling a steam locomotive
	1.2 Directions of Network Control Officer and yard staff are interpreted and followed
	1.3 Care is taken to keep clear of other roads
2 Stable and shut down heritage steam locomotive	2.1 Hazards are identified, risks are assessed and risk control measures are implemented
	2.2 Carriages or vehicles are shunted and secured in accordance with directions, workplace procedures and rail regulations
	2.3 Steam locomotive is stabled in correct location as directed
	2.4 Derailers are set in place in accordance with workplace procedures and rail regulations
	2.5 Handbrakes are applied
	2.6 Park brakes are secured
	2.7 Steam locomotive is stabled in accordance with operator instructions and workplace procedures
	2.8 Cab is secured in accordance with workplace procedures
3 Carry out post-operational checks	3.1 Fluid and fuel levels are checked and any required action is taken to top up levels
	3.2 Visual check is made of steam locomotive in accordance with workplace procedures
	3.3 Identified faults and defects are fixed or reported and recorded in accordance with workplace procedures

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	3.4 Faulty and defective equipment that presents a safety risk is isolated and tagged in accordance with workplace procedures and rail regulations
	3.5 Outcomes of post-operational checks are recorded in accordance with workplace procedures
4 Complete post-operational paperwork	4.1 Timesheet or other work record is completed
	4.2 Roster is checked for future work allocation
	4.3 Issues and variations are discussed and resolved with roster clerk
	4.4 Required safeworking documentation and actions are completed in accordance with workplace procedures and rail regulations
	4.5 Equipment is returned and stowed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3031A Stable a heritage steam locomotive.

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Links

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Assessment Requirements for TLIC3031 Stable a heritage steam locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in heritage steam locomotives and associated equipment and procedures
- checking and replenishing fluids and fuel and carrying out lubrication requirements on a heritage steam locomotive
- communicating effectively with others
- completing relevant documentation
- conducting post-operational inspection of a heritage steam locomotive
- determining heritage steam locomotive stabling location
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- managing contingencies in accordance with workplace procedures
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures and information
- recognising problems that may arise when stabling a heritage steam locomotive and taking appropriate action.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines

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- braking and safety system procedures
- emergency procedures
- heritage steam locomotive controls, instruments and indicators and their purpose, location and use
- monitoring devices; braking and power equipment, auxiliary systems, and signalling systems
- operating controls to start, accelerate, decelerate and stop a heritage steam locomotive
- procedure for completing relevant documentation
- procedures for identifying equipment defects, assessing and reporting for appropriate action
- procedures for managing hazardous situations
- procedures for minor maintenance, cleaning, lubricating and servicing heritage steam locomotives
- procedures for operating and shutting down ancillary systems
- procedures for operating and stabling a heritage steam locomotive
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- speed and load limits
- typical defects that can occur on a heritage steam locomotive and related action that should be taken.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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TLIC3032 Operate and monitor a passenger electric tram

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate and monitor a passenger electric tram in accordance with relevant workplace practices, tramway regulations and codes of practice.

It includes planning and preparing a tram for passenger service, operating a passenger electric tram, operating a revenue collection system, monitoring passenger electric tram performance during service, and communicating effectively with other personnel.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines, as well as relevant state/territory road rules and tramway regulatory requirements.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when operating and monitoring a passenger electric tram across a variety of operational contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare passenger electric tram for operations	1.1 Driving requirement is identified and confirmed from roster, shift card or other authorised documentation
	1.2 Sign-on/log-on procedures at the depot are completed and tram to be driven is correctly identified and located
	1.3 Resources are identified and obtained, including documentation
	1.4 Hazards are identified, risks are assessed and risk control measures are implemented
	1.5 Procedures for reporting incidents and the cancellation and non-operation of services are identified and followed
2 Operate passenger electric tram	2.1 Tram is operated within specifications and organisational requirements to meet required schedules, routes, timetables and special services
	2.2 On-board equipment is confirmed as being serviceable, and is operated in accordance with specifications and organisational requirements
	2.3 Warning devices and gauges are monitored and responded to in accordance with organisational requirements
	2.4 Operational restrictions established by the organisation and relevant legislation are observed
	2.5 Tram is stopped in designated and approved locations and within limitations, to permit safe embarkation and alighting of all kinds of passengers
	2.6 Destination signs are adjusted in accordance with work schedules
	2.7 Wheelchair equipment where provided is operated when required in accordance with workplace procedures
3 Respond effectively to external operating factors	3.1 Instructions are verified as required, interpreted and followed, in accordance with relevant regulatory requirements and organisational policies and procedures, to ensure actions taken are appropriate and safe

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	3.2 Fixed traffic and hand signals and verbal movement commands are interpreted and followed, in accordance with regulatory requirements and organisational policies and procedures, to ensure that actions taken are appropriate and safe
	3.3 Hazardous situations are recognised and appropriate action is taken to minimise risk to personnel and equipment
	3.4 Defensive driving practices are employed at all times
4 Operate revenue collection systems	4.1 Start-up check is completed in accordance with workplace procedures
	4.2 Ticketing system is activated, operated and updated in accordance with workplace procedures
	4.3 Ticketing system defects are reported in accordance with workplace procedures
	4.4 Ticketing system is closed down, in accordance with authorised organisation procedures
5 Operate and monitor on-board equipment	5.1 Electric tram equipment is monitored and operated to maintain optimum running conditions and to identify faults, defects and deficiencies
	5.2 Appropriate action is taken in response to identified faults, defects and deficiencies to ensure safe operation of tram, including communications with operations controller as required
	5.3 Faults, defects and deficiencies are assessed to determine risk of damage to equipment or injury to personnel
	5.4 Defects are reported and/or recorded
6 Work collaboratively	6.1 Safe operation and monitoring of tram is maintained in collaboration with tram crew, tram controllers and other relevant personnel in accordance with workplace requirements
	6.2 Potential or actual conflicts or grievances with tram crew, tram controllers and other relevant personnel when operating a tram, are recognised and resolved in accordance with workplace procedures
	6.3 Regular communication is maintained with tram crew, drivers of other passenger electric trams and other relevant

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	personnel when operating a tram, in accordance with workplace procedures and regulatory requirements
	6.4 Tram crew, tram controllers, drivers of other passenger electric trams and other relevant personnel are advised of operational problems, delays, safety incidents and emergency situations
	6.5 Relevant information provided by tram crew, drivers of other passenger electric trams and other relevant personnel is interpreted and applied to driving activities in accordance with workplace procedures and applicable regulatory requirements
7 Follow all applicable tramway regulatory requirements	7.1 Tramway regulatory requirements applicable to the operation of the tram and the track or road concerned are accessed, clarified as required and interpreted
	7.2 Relevant tramway regulatory requirements are applied and followed when operating a tram

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3032A Operate and monitor a passenger electric tram.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3032 Operate and monitor a passenger electric tram

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in passenger electric trams and associated equipment and procedures
- checking and refilling sand boxes and carrying out sand system testing processes as required on a passenger electric tram
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring devices, braking and drive equipment, ancillary systems and signalling systems
- monitoring journey schedule
- reading and interpreting relevant instructions, procedures, information and signs
- recognising problems that may arise when operating and monitoring a passenger electric tram and taking appropriate action
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- emergency procedures
- passenger electric tram controls, instruments and indicators and their purpose, location and use including controls to start, accelerate, decelerate and stop a passenger electric tram
- passenger electric tram operating characteristics, capabilities and limitations
- principles of defensive driving
- procedures and required protocol for operating electronic communications equipment
- procedures for adjusting controls to maximise efficient and safe running
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing safety incidents and hazardous situations that may arise when operating and monitoring a passenger electric tram
- procedures for operating and monitoring a passenger electric tram
- procedures for operating and monitoring ancillary equipment on the tram
- relevant Australian road rules and traffic authority
- relevant state/territory road and traffic authority and tramway operating procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- speed and load limits for a tram
- track, road and route
- typical defects that can occur on a passenger electric tram and related action that should be taken
- workplace operational instructions.
-

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the workplace.

A simulator assessment is not suitable for the final assessment of this unit of competency

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in the tram industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3033 Drive an electric tram to operational requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive an electric tram to operational requirements in accordance with relevant regulations and workplace practices.

It includes operating a tram efficiently and effectively, driving a tram, completing a journey and responding effectively to external factors and emergencies.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines, as well as relevant Australian road rules and applicable state/territory tramway regulatory requirements.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when driving an electric tram as part of workplace activities across a variety of operational contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate tram efficiently and effectively	1.1 Electric tram is operated in accordance with relevant codes of practice, workplace procedures and instructions
	1.2 Electric tram is operated safely in accordance with traffic regulations
	1.3 Electric tram is operated with due care of the vehicle
	1.4 Movements are made within limits of vehicle and road dimensions, in accordance with specifications
	1.5 Smooth and controlled movements are made
	1.6 Electric tram performance is monitored to maintain optimum running condition and to identify faults, defects and efficiencies in accordance with organisational requirements
2 Drive tram	2.1 Traffic flows are anticipated and appropriate defensive action is taken to maintain the efficiency of tram operation
	2.2 Electric tram is constantly monitored for malfunctions or factors that may affect tram performance
3 Complete tram journey	3.1 Tram documentation is received, interpreted and followed
	3.2 Electric tram is operated and manoeuvred in accordance with tram documentation and procedures
	3.3 Events and circumstances affecting planned running schedule are communicated to relevant personnel en route
	3.4 Tram control and other instructions are received, interpreted and applied to ensure safe and effective control of the tram
	3.5 Communications are maintained with tram controllers during tram journey in accordance with relevant organisational requirements
	3.6 Instructions concerning tram operation are given to relevant personnel to ensure safe and efficient running
4 Respond effectively to	4.1 Instructions are verified as required, interpreted and followed, in accordance with relevant regulatory requirements and

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external operating factors	organisational policies and procedures, to ensure that actions taken are appropriate and safe
	4.2 Fixed traffic and hand signals, and verbal movement commands are interpreted and followed, in accordance with regulatory requirements and organisational policies and procedures, to ensure actions taken are appropriate and safe
	4.3 Hazardous situations are recognised and appropriate action is taken to minimise risk to personnel and equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3033A Drive an electric tram to operational requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3033 Drive an electric tram to operational requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in electric trams, associated trams and ancillary equipment
- applying track and road knowledge
- communicating effectively with others
- completing relevant documentation
- driving defensively, applying precautions and required action to minimise, control or eliminate hazards that may exist when driving an electric tram in accordance with operational requirements
- identifying and assessing tram defects and deficiencies and taking appropriate action to report, isolate, repair or replace identified defective equipment in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring journey schedule
- operating an electric tram and monitoring its performance to facilitate optimum safe operation
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- recognising problems that may arise when driving an electric tram and taking appropriate action
- working collaboratively with others.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- braking and safety system procedures
- defensive driving principles
- electric tram controls, instruments and indicators and their purpose, location and use including controls to start, accelerate, decelerate and stop a tram
- electric tram monitoring devices, braking and drive equipment, ancillary systems and signalling systems
- electric tram operating characteristics, capabilities and limitations
- emergency procedures
- procedures for adjusting controls to maximise efficient and safe running
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing safety incidents and hazardous situations
- procedures for operating and monitoring an electric tram
- relevant driver identification procedures, licences and authorities required to drive an electric tram
- relevant state/territory road and traffic authority and tramway operating procedures
- relevant state/territory road and traffic authority road rules
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track, road and route knowledge
- tram speed limits
- typical defects that can occur on an electric tram and related action that should be taken.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the workplace.

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A simulator assessment is not suitable for the final assessment of this unit of competency

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3034 Berth and shut down an electric tram

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to berth and shut down an electric tram.

It includes determining a required berthing location; berthing, shutting down and securing a tram; carrying out all required post-operational activities; and completing post-operational paperwork.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines, as well as relevant tramway regulatory requirements.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when berthing and shutting down an electric tram, as part of workplace activities across a variety of operational contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine berthing location	1.1 Contact is made with tram controller and depot staff, or information is obtained from an information board, to determine planned location for berthing tram
	1.2 Directions of tram controller and depot staff are interpreted and followed
2 Berth and shut down an electric tram	2.1 Hazards are identified, risks are assessed and risk control measures are implemented
	2.2 Electric tram is berthed in accordance with organisational and site requirements
	2.3 Shut-down procedures are carried out in accordance with specifications and organisational requirements
3 Carry out post-operational checks	3.1 Visual and other checks are made of tram in accordance with workplace procedures
	3.2 Identified faults and defects are fixed or reported and recorded in accordance with workplace procedures
	3.3 Faulty and defective equipment that presents a safety risk is reported in accordance with workplace procedures and relevant regulations
	3.4 Outcomes of post-operational checks are recorded in accordance with workplace procedures
4 Secure an electric tram	4.1 Brakes are applied in accordance with workplace procedures
	4.2 Electric tram is secured in accordance with depot requirements
5 Complete post-operational paperwork	5.1 Timesheet or other work record is completed
	5.2 Roster is checked for future work allocation
	5.3 Issues and variations are discussed and resolved with roster clerk
	5.4 All required documentation is completed in accordance with workplace procedures

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5.5 All equipment is returned and stowed in accordance with workplace requirements

5.6 Electric tram records are completed in accordance with workplace procedures and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3034A Berth and shut down an electric tram.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3034 Berth and shut down an electric tram

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in trams and associated equipment and procedures
- communicating effectively with others
- conducting a visual inspection of an electric tram
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures and information
- recognising problems that may arise and taking appropriate action
- shutting down an electric tram after service
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- braking and safety system procedures
- electric tram controls, instruments and indicators and their purpose, location and use
- emergency procedures
- monitoring devices; braking and power equipment; safety systems, ancillary systems; and signalling systems
- operating controls to start, accelerate, decelerate and stop an electric tram

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- procedure for completing relevant documentation when berthing and shutting down an electric tram
- procedures and required protocol for operating electronic communications equipment
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing hazardous situations
- procedures for operating and shutting down ancillary systems
- procedures for operating, berthing and shutting down an electric tram
- relevant state/territory road and traffic authority and tramway operating procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- speed and load limit compliance requirements
- typical defects that can occur on an electric tram and related action that should be taken.
-

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations*, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate tram workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3035 Manage the operation of a tow truck

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage tow truck operations.

It includes carrying out pre-operational checks on a tow truck, driving a tow truck carrying/towing a load, operating ancillary equipment and completing documentation.

Persons achieving competence in this unit will need to fulfil the applicable legislation and relevant regulations covering the operation of a tow truck and related equipment, including tow truck regulations, road rules, load restraint regulations, work health and safety (WHS)/occupational health and safety (OHS) regulations and environmental protection requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Carry out pre-operational tow truck checks	1.1 Pre-operational tow truck checks are carried out in accordance with government regulations, manufacturer requirements, and workplace policies and procedures
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Faults and defects identified during checks are repaired or reported in accordance with workplace procedures
	1.4 Checks are made to ensure vehicle or load being towed or carried is secured in accordance with tow truck operational practice and regulatory requirements
2 Drive a tow truck carrying or towing a vehicle or other load	2.1 Tow truck is manoeuvred in accordance with established towing practices, regulations/permit requirements for vehicle class involved, and vehicle being towed or load being carried
	2.2 Appropriate defensive driving techniques are applied for prevailing road, traffic and weather conditions
	2.3 Tow truck is driven along appropriate routes in accordance with relevant codes, government regulations and workplace policies
	2.4 Vehicle or load is transported and vehicle is manoeuvred in accordance with required precautions relating to unusual/special characteristics of load and/or relevant government special load regulations
	2.5 Signs or indicators are fixed to vehicle as required
	2.6 In a driving emergency, appropriate procedures are followed taking into account vehicle being towed or load being carried
	2.7 Symptoms of fatigue are recognised and appropriate fatigue management strategies are applied during towing operations
3 Operate ancillary tow truck equipment	3.1 Visual check of internal and external condition of tow truck ancillary equipment is carried out in accordance with workplace procedures
	3.2 Towing equipment is tested to ensure it functions correctly in accordance with manufacturer specifications
	3.3 Towing equipment is operated in accordance with manufacturer specifications and regulatory requirements

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	3.4	Towing operation attachment points and weight of vehicle being towed or load being carried are checked to ensure they are consistent with established towing practice, regulatory requirements and permissible safe working loads for tow truck and its associated towing equipment
4 Complete documentation	4.1	Records of tow truck operations and related maintenance of tow truck and ancillary equipment are kept in accordance with workplace procedures
	4.2	All forms and official record requirements for towing operations are completed in accordance with regulatory requirements and company procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3035A Manage the operation of a tow truck.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3035 Manage the operation of a tow truck

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- modifying activities and taking appropriate initiative depending on towing contexts, risk situations and environments
- providing information on towing services and their features
- reading and interpreting relevant instructions, procedures, regulations, signs, charts, maps and labels
- recognising problems and taking appropriate action
- recognising symptoms of fatigue and taking appropriate action
- using required personal protective equipment correctly, including operating portable fire extinguishers
- working safely and collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- causes and effects of fatigue on drivers
- differences between transmission types on various types of tow trucks and the implications for driving techniques
- driving hazards and related defensive driving techniques
- efficient driving techniques
- emergency procedures for operating a tow truck including using portable fire extinguishers
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions and related action that can be taken by a driver
- lifestyles that promote effective long-term fatigue management
- map reading and road navigation techniques relevant for area of tow truck operations
- pre-operational checks carried out on a tow truck and its towing equipment and related action that should be taken
- principles of stress management when driving a tow truck
- records and documentation requirements for tow truck operations and procedures for their completion
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant state/territory road traffic authority road rules and related regulations relevant state/territory road traffic authority towing permit and licence requirements
- strategies and techniques to manage on-road fatigue
- tow truck controls, instruments and indicators, and their use
- tow truck handling procedures with and without a tow or load
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

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- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3036 Apply safe car driving behaviours

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required for higher-order safe driving. This unit applies to driving instructors required to apply safe driving behaviours.

This includes higher-order skills involving broad cognitive, technical, communication and vehicle management. It also requires knowledge about hazard perception, risk control and safe driving behaviour, judgement, decision making and multi-tasking, that builds on driver licence requirements across a range of vehicles and driving situations.

Safe car driving behaviours are applied without supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Apply relevant legislation applicable to safe car driving	1.1 Current road rules and regulations are identified, interpreted and applied
	1.2 Road signs, signals and markings are identified and complied with in safe car driving activities
	1.3 Purpose of road rules and traffic safety laws in ensuring safe and efficient regulation of traffic flow, is interpreted and applied when driving a vehicle
2 Apply safe car driving behaviours	2.1 Requirements for safe car driving are applied
	2.2 Importance of attitude in complying with road rules in relation to level of risk faced by a driver, is applied when driving a car
	2.3 Importance of road sharing principles are applied when driving a car
	2.4 Importance of motivation to drive safely is interpreted and explained
	2.5 Principles of proactive driving methods, that maintain one's driving at a low risk, are identified and applied
	2.6 Contributing risk factors to potential crash risks, are identified and are taken into consideration
3 Apply low-risk driving strategies	3.1 Contributing risk factors to forming opinions and beliefs about low-risk driving are applied
	3.2 Human factors that can influence low-risk driving behaviour are outlined
	3.3 Low-risk driving strategies are applied and their rationale is explained
4 Explain risk factors that contribute to accidents when driving a car	4.1 Contributing risk factors to accidents are recognised
	4.2 External factors that could lead to accidents are outlined
	4.3 Internal factors that could lead to accidents are outlined
	4.4 Consequences of accidents in relation to relevant traffic laws and physical, financial and psychological costs to the individual and society, are explained
	4.5 Functions of vehicle operations and controls, and how to

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			recover control of a vehicle are explained
5	**Apply operation and car control skills**	5.1	Appropriate action is taken to respond to hazardous situations
		5.2	Principles of braking are applied to a high level of technical competence
		5.3	Principles of steering are applied to a high level of technical competence
		5.4	Slow speed manoeuvres are carried out to a high level of technical competence
		5.5	Vehicle is operated and controlled to a high level of technical competence

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3036A Apply safe car driving behaviours.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3036 Apply safe car driving behaviours

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in vehicles, including their operations, controls and safety devices
- applying correct selection and application of a braking system
- applying correct steering control techniques in a variety of driving conditions
- applying high-level road craft skills
- applying road rules
- carrying out pre-operational checks and related action on vehicles
- complying with relevant legislative, regulatory and workplace procedures
- dealing with adverse road conditions while driving a vehicle
- evaluating risk and consequences of own driving actions
- following operational instructions
- identifying, monitoring and anticipating traffic hazards and taking appropriate and timely action
- identifying risk factors that might impact on driving behaviours and implementing appropriate low-risk driving response measures
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) requirements and practices when:
  - conducting prestart-up checks
  - identifying hazards
  - minimising, controlling or eliminating hazards
  - observing and interpreting driver behaviour that may put people at risk
- maintaining situational awareness
- making necessary adjustments to suit driving environment
- managing speed and space while driving a vehicle
- manoeuvring a vehicle at slow speed
- monitoring traffic and road conditions and reacting appropriately
- monitoring vehicle performance and taking appropriate action as required

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- negotiating complex traffic and road conditions
- reading and interpreting relevant instructions, road rules, procedures, jurisdictional requirements, information and signs
- selecting and using vehicle operations, controls and safety devices to enable safe car driving
- working collaboratively with other road users when driving a vehicle.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- cognitive factors that may influence performance in car driving activities
- consequences of vehicle accidents
- correct application of braking techniques
- critical factors underpinning high-level driving technical competence
- factors contributing to accidents:
  - age, experience, drugs, alcohol, medication, road conditions, fatigue and time of day
  - driver values, emotions, limitations and personal needs
  - emotional factors, driver's own behaviours and driver's operation at high levels of risk
  - speed, space, vision, road conditions, vehicle condition and environmental conditions
- low-risk driving behaviours including:
  - creating and maintaining crash avoidance space
  - protecting crash avoidance space
  - obeying road rules, safety information and directions
- observation and scanning techniques
- procedures for identifying and responding to hazards
- purpose and benefits of road rules enforcement for safe car driving
- rationale for ongoing development of traffic regulations to meet changing traffic conditions
- relevant road rules and traffic safety legislation including:
  - alcohol and drugs
  - driver licensing
  - vehicle registration
  - vehicle standards
- relevant laws and penalties for demerit point offences, such as driving while unlicensed, disqualified or under the influence of drugs or alcohol
- road signs, signals and markings
- sources and availability of relevant learning resources and learning materials

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- steering operation and controls
- types of adverse driving conditions commonly encountered during driving activities
- vehicle operation and control including:
  - cabin drill
  - managing accelerator
  - managing brakes
  - managing steering
  - start, move off, shut down and secure.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations in a vehicle typical of that used in industry and on a variety of road conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, Australian Road Rules, codes of practice and operation manuals
- relevant materials, tools and equipment currently used in industry
- suitable vehicle that meets state/territory requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3037 Apply safe heavy vehicle driving behaviours

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required for higher-order safe driving. This unit applies to heavy vehicle drivers required to apply safe driving behaviours.

This includes higher-order skills involving broad cognitive, technical, communication and vehicle management. It also requires knowledge about hazard perception, risk control and safe driving behaviour, judgement, decision making and multi-tasking, that builds on basic driver licence requirements across a nominated heavy vehicle class and driving situations.

Safe heavy vehicle driving behaviours are applied without supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Apply relevant legislation applicable to safe heavy vehicle driving	1.1 Current road rules and regulations are identified, interpreted and applied
	1.2 Road signs, signals and markings are identified and complied with in safe heavy vehicle driving activities
	1.3 Purpose of road rules and traffic safety laws in ensuring safe and efficient regulation of traffic flow, is interpreted and applied when driving a heavy vehicle
2 Inspect vehicle and secure load for safe transportation of goods/cargo	2.1 Visual safety check of internal and external condition of vehicle/trailer is undertaken, in accordance with manufacturer specifications and workplace procedures
	2.2 Internal controls and gauges relating to safe vehicle operation are inspected
	2.3 Pre-operational inspections and checks of vehicle/trailer brake systems, suspension, axles, electrical systems, wheels and tyres, and couplings are undertaken in accordance with national road safety standards as required
	2.4 Associated equipment is tested to ensure it functions correctly in accordance with manufacturer specifications
	2.5 Distribution of vehicle load is checked to ensure it is even, legal, and within safe working capacity and mass management requirements
	2.6 Load is checked to ensure dangerous goods and hazardous substances are appropriately segregated in accordance with the current Australian Dangerous Goods (ADG) Code, as required
	2.7 Load is secured in accordance with load restraint guidelines and protection equipment for different loads, carrying and storage conditions
	2.8 Load is protected in accordance with legal and workplace safety requirements
	2.9 All required goods documentation is completed in accordance with workplace requirements and the current ADG Code, as required
3 Apply safe heavy vehicle driving	3.1 Requirements for safe heavy vehicle driving are applied
	3.2 Importance of attitude in complying with road rules in

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	behaviours		relation to level of risk faced by a driver, is applied when driving a heavy vehicle
		3.3	Importance of road sharing principles is applied when driving a heavy vehicle
		3.4	Importance of motivation to drive safely is interpreted and explained
		3.5	Principles of proactive driving methods, that maintain one's driving at a low-level risk, are identified and applied
		3.6	Contributing risk factors to potential crash risks, are identified and are taken into consideration
4	**Apply low-risk heavy vehicle driving strategies**	4.1	Contributing risk factors to forming opinions and beliefs about low-risk driving are applied
		4.2	Human factors that can influence low-risk driving behaviour are outlined
		4.3	Low-risk driving strategies are applied and their rationale is explained
5	**Explain risk factors that contribute to accidents when driving a heavy vehicle**	5.1	Contributing risk factors to accidents are recognised
		5.2	External factors that could lead to accidents are outlined
		5.3	Internal factors that could lead to accidents are outlined
		5.4	Consequences of accidents in relation to relevant traffic laws and physical, financial and psychological costs to the individual and society, are explained
		5.5	Functions of vehicle operations and control, and how to recover control of a vehicle are explained
6	**Apply heavy vehicle operation and control skills**	6.1	Appropriate action is taken to respond to hazardous situations
		6.2	Principles of braking are applied to a high level of technical competence
		6.3	Principles of steering are applied to a high level of technical competence
		6.4	Slow speed manoeuvres are carried out to a high level of technical competence
		6.5	Vehicle is operated and controlled at a high level of technical

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competence

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is **not** equivalent to TLIC3037A Apply safe heavy vehicle driving behaviours.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3037 Apply safe heavy vehicle driving behaviours

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in heavy vehicles, including their controls and safety devices, and the driving environment
- applying correct selection and application of a braking and gear system
- applying correct steering control techniques in a variety of driving conditions
- applying high-level road craft skills
- applying road rules
- carrying out pre-operational checks and related action on heavy vehicles
- complying with appropriate legislative, regulatory and procedural requirements while driving a heavy vehicle
- dealing with adverse conditions while driving a heavy vehicle
- evaluating risk and consequences of own driving actions
- following operational instructions
- identifying risk factors that might impact on driving behaviours and implementing appropriate low-risk driving response measures
- identifying, monitoring and anticipating traffic hazards and taking appropriate and timely action
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) requirements and practices when:
  - conducting prestart-up checks
  - identifying hazards
  - minimising, controlling or eliminating hazards
  - observing and interpreting driver behaviour that may put people at risk
- maintaining situational awareness
- making necessary adjustments to suit driving environment
- managing speed and space while driving a heavy vehicle
- manoeuvring a heavy vehicle at slow speed
- monitoring and anticipating traffic hazards and taking appropriate and timely action

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- monitoring heavy vehicle performance and taking appropriate action as required
- monitoring traffic and road conditions and reacting appropriately
- negotiating complex traffic and road conditions and making appropriate decisions
- reading and interpreting relevant instructions, road rules, procedures, jurisdictional requirements, information and signs
- selecting and using vehicle controls and safety devices to enable safe heavy vehicle driving
- working collaboratively with other road users when driving a heavy vehicle.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- additional equipment fitted to heavy vehicles
- cognitive factors that may influence performance in heavy vehicle driving
- consequences of heavy vehicle accidents
- critical factors underpinning high-level heavy vehicle driving technical competence
- driving hazards and related low-risk driving techniques
- factors contributing to accidents:
  - age, experience, drugs, alcohol, medication, road conditions, fatigue and time of day
  - driver values, emotions, limitations and personal needs
  - emotional factors, driver's own behaviours and driver's operation at high levels of risk
  - speed, space, vision, road conditions, vehicle condition and environmental conditions
- heavy vehicle braking systems and techniques for use such as maxi brakes, trailer brakes and exhaust brake system
- load restraint guidelines
- low-risk driving behaviours including:
  - creating and maintaining crash avoidance space
  - protecting crash avoidance space
  - obeying road rules, safety information and directions
- observation and scanning techniques
- procedures for identifying and responding to hazards
- purpose and benefits of road rules enforcement for safe heavy vehicle driving
- range of heavy vehicle and or trailer designs and capabilities (in accordance with manufacturer specifications)
- rationale for ongoing development of traffic regulations to meet changing traffic conditions
- relevant laws and penalties for demerit point offences, such as driving while unlicensed,

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disqualified or under the influence of drugs or alcohol
- relevant road rules and traffic safety legislation including:
  - alcohol and drugs
  - driver licensing
  - vehicle registration
  - vehicle standards
- road safety issues including heavy vehicle driver fatigue
- road signs, signals and markings
- sources and availability of relevant learning resources and learning material
- steering operation and control
- types of driving conditions commonly encountered requiring correct selection of appropriate gears to avoid losing control of a heavy vehicle
- types of driving conditions commonly encountered requiring steering operation/control to maintain a heavy vehicle under adverse conditions
- use of pre drive documentation requirements
- vehicle operation and control including:
  - cabin drill
  - start, move off, shut down and secure
  - managing accelerator
  - managing brakes
  - managing steering.

Assessment Conditions

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3038 Apply safe motorcycle riding behaviours

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required for higher-order safe motorcycle riding. This unit applies to motorcycle riders required to apply safe riding behaviours.

This includes higher-order skills involving broad cognitive, technical, communication and motorcycle management. It also requires knowledge about hazard perception, risk control and safe riding behaviour, judgement, decision making and multi-tasking that builds on rider licence requirements across a range of motorcycles and riding situations.

Safe riding behaviours are applied without supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Apply relevant legislation applicable to safe motorcycle riding	1.1 Current road rules and regulations are identified, interpreted and applied
	1.2 Road signs, signals and markings are identified and complied with in safe motorcycle riding activities
	1.3 Purpose of road rules and traffic safety laws in ensuring safe and efficient regulation of traffic flow, is interpreted and applied when riding a motorcycle
2 Apply safe motorcycle riding behaviours	2.1 Requirements for safe motorcycle riding are applied
	2.2 Importance of attitude in complying with road rules in relation to level of risk faced by a rider, is applied when riding a motorcycle
	2.3 Importance of road sharing principles is applied when riding a motorcycle
	2.4 Importance of motivation to ride safely is interpreted and explained
	2.5 Principles of proactive riding methods, that maintain one's riding at a low-level risk, are identified and applied
	2.6 Contributing risk factors to potential crash risks, are identified and are taken into consideration
3 Apply low-risk riding strategies	3.1 Contributing risk factors to forming opinions and beliefs about low-risk riding are applied
	3.2 Human factors that can influence low-risk riding behaviour are outlined
	3.3 Low-risk riding strategies are applied and their rationale is explained
	3.4 Features and benefits of protective clothing are explained and appropriate protective clothing is used as required
4 Explain risk factors that contribute to accidents when riding a motorcycle	4.1 Contributing risk factors to accidents are recognised
	4.2 External factors that could lead to accidents are outlined
	4.3 Internal factors that could lead to accidents are outlined
	4.4 Consequences of accidents in relation to relevant traffic laws and physical, financial and psychological costs to the

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		individual and society, are explained
	4.5	Functions of motorcycle operation and controls and how to recover control of a motorcycle are explained
	4.6	Corrective actions to be taken after an accident, in accordance with workplace procedures and regulatory requirements, are outlined
5 Apply operation and motorcycle control skills	5.1	Appropriate action is taken to respond to hazardous situations
	5.2	Principles of braking are applied to a high level of technical competence
	5.3	Principles of steering and counter-steering are applied to a high level of technical competence
	5.4	Slow speed manoeuvres are carried out to a high level of technical competence
	5.5	Motorcycle is operated and controlled to a high level of technical competence
	5.6	Principles of body weight transfer are applied to a high level of technical competence

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3038A Apply safe motorcycle riding behaviours.

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Links

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Assessment Requirements for TLIC3038 Apply safe motorcycle riding behaviours

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in motorcycles, including their operations, controls and safety devices
- applying correct selection and application of a braking system
- applying correct steering control techniques in a variety of motorcycle riding conditions
- applying high-level road craft skills
- applying road rules
- applying safe motorcycle riding strategies
- appropriate use of protective clothing
- carrying out pre-operational checks and related action on motorcycles
- complying with relevant legislative, regulatory and workplace procedures
- controlling a motorcycle during a variety of slow speed manoeuvres
- dealing with adverse road conditions while riding a motorcycle
- evaluating risk and consequences of own riding actions
- following operational instructions
- identifying risk factors that might impact on riding behaviours and implementing appropriate low-risk riding response measures
- identifying, monitoring and anticipating traffic hazards and taking appropriate and timely action
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) requirements and practices when:
  - conducting prestart-up checks
  - identifying hazards
  - minimising, controlling or eliminating hazards
  - observing and interpreting rider behaviour that may put people at risk
- maintaining situational awareness
- making necessary adjustments to suit riding environment
- managing speed and space while riding a motorcycle

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- monitoring motorcycle performance and taking appropriate action as required
- monitoring traffic and road conditions and reacting appropriately
- negotiating a variety of traffic and road conditions and making appropriate decisions
- reading and interpreting relevant instructions, road rules, procedures, jurisdictional requirements, information and signs
- selecting and using motorcycle operations, controls and safety devices to enable safe motorcycle riding
- taking appropriate evasive action as required
- using body weight to increase traction
- using protective clothing appropriately
- working collaboratively with other road users when riding a motorcycle.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- body weight transfer principles
- cognitive factors that may influence performance when riding a motorcycle
- consequences of motorcycle accidents
- correct application of braking techniques
- critical factors underpinning high-level riding competence
- factors contributing to accidents:
  - age, experience, drugs, alcohol, medication, road conditions, fatigue and time of day
  - emotional factors, rider's own behaviours and rider's operation at high levels of risk
  - rider values, emotions, limitations and personal needs
  - speed, space, vision, road conditions, motorcycle condition and environmental conditions
- features and benefits of protective riding apparel
- low-risk riding behaviours including:
  - creating and maintaining crash avoidance space
  - protecting crash avoidance space
  - obeying road rules, safety information and directions
- minimum legal requirements of protective riding apparel
- motorcycle operation and control including:
  - managing accelerator
  - managing brakes
  - managing steering
  - start, move off, shut down and secure
- observation and scanning techniques

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- procedures for identifying and responding to hazards
- purpose and benefits of road rules enforcement for safe motorcycle riding
- rationale for ongoing development of traffic regulations to meet changing traffic conditions
- relevant road rules and traffic safety legislation including:
  - alcohol and drugs
  - rider licensing
  - motorcycle registration
  - motorcycle standards
- relevant laws and penalties for demerit point offences, such as riding while unlicensed, disqualified or under the influence of drugs or alcohol
- road signs, signals and markings
- sources and availability of relevant learning resources and learning materials
- steering operation and controls
- types of adverse riding conditions commonly encountered during riding activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations on an approved motorcycle for the class typical of that used in industry and on a variety of road conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- a motorcycle for the class typical of that used in industry
- an approved motorcycle helmet and suitable protective clothing
- applicable documentation including workplace procedures, regulations, Australian Road Rules, codes of practice and operation manuals
- relevant materials, tools and equipment currently used in industry.

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Links

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TLIC3039 Operate and monitor a monorail train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate and monitor a monorail train in accordance with relevant workplace practices, regulations and codes of practice.

It includes planning and identifying a monorail train for operations, operating a monorail train, monitoring a monorail train's performance during service, and communicating effectively with Network Control Officer and other personnel.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when operating and monitoring a monorail train across a variety of operational contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for monorail train operations	1.1 Driving requirement is identified and confirmed from roster, shift card or other authorised documentation
	1.2 Sign-on/log-on procedures at the depot are completed and monorail train to be operated is correctly identified
	1.3 Essential equipment is identified and obtained
2 Operate and monitor monorail train in normal operational mode	2.1 Monorail train is operated within specifications and organisational requirements to meet required schedules and special services
	2.2 On-board equipment is confirmed as being serviceable, and is operated in accordance with specifications and organisation requirements
	2.3 Warning devices and gauges are monitored and responded to in accordance with organisational requirements
	2.4 Operational restrictions established by the organisation and relevant legislation are observed
	2.5 Monorail train is stopped in designated and approved locations and within limitations, to permit safe embarkation and alighting of all passengers
3 Operate monorail train in abnormal situations	3.1 In an abnormal situation, Network Control Officer is contacted and their instructions are requested
	3.2 Appropriate mode of operation is selected and implemented when authorised by Network Control Officer
	3.3 All instructions from Network Control Officer are followed
4 Monitor on-board equipment	4.1 Equipment is monitored to maintain optimum running conditions and to identify faults, defects and deficiencies
	4.2 Appropriate action is taken in response to identified faults, defects and deficiencies to ensure safe operation of monorail train, including communications with Network Control Officer as necessary

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	4.3 Faults, defects and deficiencies are assessed as instructed by Network Control Officer, to determine risk of damage to equipment or injury to personnel
	4.4 Defects are reported and/or recorded
5 Communicate with Network Control Officer	5.1 Regular communication is maintained with Network Control Officer when operating monorail train in accordance with workplace procedures and regulatory requirements
	5.2 Network Control Officer is advised of operational problems, delays, safety incidents and emergency situations
	5.3 Relevant information provided by Network Control Officer is interpreted and applied to driving activities in accordance with workplace procedures and applicable regulatory requirements
6 Follow all applicable regulatory requirements	6.1 Regulatory requirements applicable to operating monorail train are accessed and interpreted
	6.2 Relevant regulatory requirements are applied and followed when operating monorail train

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3039A Operate and monitor a monorail train.

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Links

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Assessment Requirements for TLIC3039 Operate and monitor a monorail train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying track and road knowledge when driving a monorail train
- communicating effectively with Network Control Officer
- completing relevant documentation
- identifying and assessing train defects and deficiencies, and taking appropriate action to report identified defective equipment in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following instructions
- reading and interpreting relevant instructions, procedures, information and signs
- recognising problems that may arise and taking appropriate action
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- emergency procedures
- monorail train controls, instruments and indicators and their purpose, location and use including controls to start, accelerate, decelerate and stop the train
- monorail train monitoring devices, braking and drive equipment and ancillary systems
- monorail train operating characteristics, capabilities and limitations including all modes of operation
- procedures for adjusting controls to maximise efficient and safe running
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing safety incidents and hazardous situations
- procedures for operating and monitoring ancillary equipment on the train
- procedures for operating and monitoring monorail train
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track limitations, speed limitations, curves and gradients and location of indicators
- typical defects that can occur on a monorail train and related action that should be taken.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the workplace.

A simulator assessment is not suitable for the final assessment of this unit of competency.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLIC3042 Operate coach/bus

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a passenger coach/bus across a variety of contexts.

It includes maintaining systematic and efficient control of all coach/bus functions, monitoring traffic and road conditions, managing coach/bus condition and performance, and effectively managing hazardous situations.

Operation of a passenger coach/bus is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

This unit meets part of the certification requirements for obtaining coach/bus driver accreditation. As requirements may vary between states and territories, people seeking coach/bus accreditation should contact their state/territory regulatory authority.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Operate coach/bus**	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.2 Coach/bus is started, steered, manoeuvred, positioned and stopped in accordance with manufacturer instructions
		1.3 Engine power is managed to ensure efficiency and performance, and to minimise engine and transmission damage
		1.4 Engine operation is maintained within the manufacturer specified torque range and temperature, by effectively using transmission
		1.5 Coach/bus braking system is managed and operated to ensure effective control of coach/bus under all conditions
		1.6 Road and traffic hazards are identified and/or anticipated and avoided or controlled through defensive driving techniques
		1.7 Coach/bus is driven in reverse, maintaining visibility and achieving accurate positioning in accordance with workplace procedures
		1.8 Coach/bus is parked, shut down and secured in accordance with manufacturer specifications and workplace procedures
		1.9 Low risk driving behaviour is applied towards other road users in accordance with workplace procedures
2	**Monitor and respond to traffic and road conditions**	2.1 Efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
		2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
3	**Monitor and maintain coach/bus performance**	3.1 Coach/bus performance is maintained through pre-operational inspections and checks of coach/bus and ancillary equipment
		3.2 Performance and efficiency of coach/bus operation is monitored during use
		3.3 Defective or irregular performance or malfunctions are repaired or reported to appropriate authority in accordance

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			with workplace procedures
		3.4	Coach/bus records are maintained/updated and information is processed in accordance with workplace procedures
		3.5	Vehicle monitoring devices (such as tachographs) are operated in accordance with workplace procedures
4	**Operate coach/bus safely**	4.1	Passenger positioning and dispersion is undertaken in accordance with manufacturer instructions and workplace procedures
		4.2	Coach/bus doors are operated safely for entry and exit from coach/bus in accordance with manufacturer and workplace procedures
		4.3	Visual checks are conducted on entry to and exit from coach/bus stops in accordance with workplace procedures
		4.4	Vehicle is positioned and moved conveniently and safely for passengers embarking and disembarking, in accordance with regulatory and workplace procedures
5	**Operate coach/bus associated equipment**	5.1	Coach/bus associated equipment is operated in accordance with manufacturer and workplace procedures
		5.2	Faults with coach/bus associated equipment are reported according to manufacturer and workplace procedures
		5.3	Route destination is clearly displayed on vehicle in accordance with workplace procedures
6	**Provide customer service to passengers on coach/bus**	6.1	Comfort and wellbeing of passengers are managed in accordance with workplace instructions
		6.2	Lost property is processed in accordance with workplace procedures
		6.3	Assistance is provided for identified customer specific needs and/or luggage and ancillary equipment requirements in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3042A Operate coach/bus.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3042 Operate coach/bus

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying fatigue management techniques
- applying industry and organisational customer service standards
- applying knowledge of relevant legislation and workplace procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- checking and replenishing fluids and carrying out lubrication processes
- communicating effectively with others
- completing relevant documentation
- implementing responses to changing road conditions
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of coach/bus and its equipment and taking appropriate action
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol including on-board intercom and communications equipment
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- servicing coach/bus and its equipment in terms of maintenance schedule and standard operating procedures
- undertaking pre-operational checks and vehicle handling procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of driver fatigue
- coach/bus controls, instruments and indicators, and their use
- coach/bus handling procedures
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions and related action that can be taken by a driver
- fatigue management strategies including on-road techniques
- lifestyles that promote effective long-term fatigue management
- map reading and road navigation techniques
- pre-operational checks carried out on coaches/buses and related action
- principles of stress management when driving a vehicle
- procedures to be followed in a driving emergency
- relevant state/territory regulations and procedures in relation to bus stops
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3045 Operate road/rail vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate road/rail vehicles on track in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes performing pre-operational and post-operational checks, on tracking and off tracking vehicles, operating equipment, and completing required documentation. It encompasses the operation of all road/rail on-track vehicles.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety and safeworking requirements and to comply with relevant codes of practice and/or guidelines.

Operators of road/rail vehicles may need to have applicable road and/or high risk licence or certification requirements for the type of vehicle being used.

It involves the application of routine operational principles and procedures when operating road/rail vehicles as part of workplace activities across a variety of operational contexts.

A road vehicle fitted with retractable rail guidance wheels (also known as a hi-rail vehicle) and may also involve:

- weed sprayer
- light–medium rigid vehicles
- excavators
- pettibone
- tractors
- four-wheel drives.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Perform pre-operational equipment checks	1.1 Pre-operational equipment checks are conducted in accordance with manufacturer specifications or local maintenance schedules and operational procedures
	1.2 Logbooks are checked and accurately completed as required
	1.3 Deficiencies with equipment are identified and rectified in accordance with workplace procedures
	1.4 Relevant people are notified of problems and/or documentation is completed
2 On track and operate road/rail vehicle	2.1 On-tracking location is identified and appropriate on-track permission/authority is obtained
	2.2 Vehicle is placed on track and set up to operate in accordance with manufacturer specifications and organisational requirements
	2.3 Vehicle is operated in a safe and efficient manner in accordance with relevant codes of practice, safeworking systems, and manufacturer and local working instructions
	2.4 Vehicle is operated in accordance with prevailing operating conditions to ensure safe working and to minimise/eliminate potential hazards or accidents
	2.5 Warning systems are monitored and responded to appropriately during operation to maintain correct functionality of vehicle

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3 Off track road/rail vehicle	3.1 Off-track location is identified and appropriate permissions to off track vehicle are obtained as required
	3.2 Front/rear rail wheels are retracted in accordance with manufacturer specifications
	3.3 Vehicle is driven not less than three metres from running rails, and safety locks are applied to rail wheels
	3.4 Vehicle is confirmed with Network Control Officer as being clear of all running lines
4 Perform post-operational equipment procedures	4.1 Vehicle is left stored in appropriate manner and location to ensure security and protection of equipment
	4.2 Post-operational vehicle checks are conducted in accordance with manufacturer specifications or local maintenance schedules to identify defects and maintenance requirements
	4.3 Deficiencies with equipment are identified and rectified in an appropriate manner to maintain equipment in correct functionality
	4.4 Relevant people are notified of problems and/or documentation is completed in accordance with instructions and relevant codes of practice
	4.5 Required documentation is completed in a timely, accurate and complete manner in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIC3045A Operate road/rail vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3045 Operate road/rail vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and interpreting train movement information
- applying relevant safeworking and workplace procedures
- communicating effectively with relevant personnel
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying, selecting and using tools and equipment
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- obtaining appropriate on-track permission/authorities
- on railing and off railing vehicles in accordance with workplace procedures
- operating and adapting to differences in equipment in accordance with operating procedures
- operating road/rail vehicles for which certificated, licensed or approved
- operating road/rail vehicles on rail in accordance with Rail Infrastructure Manager operational procedures
- performing pre- and post-operational checks in accordance with workplace procedures
- planning and organising work
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- defects that can occur on road/rail vehicles and related action that should be taken
- emergency management plan/procedures
- hazards that may exist when operating road/rail vehicles, and ways of controlling the risks involved
- manufacturer specifications and road/rail vehicle operational requirements
- problems that may occur when on tracking and off tracking road/rail vehicles, and action that can be taken to report or resolve these problems in accordance with workplace procedures
- problems that may occur when operating road/rail vehicles, and action that can be taken to report or resolve these problems in accordance with workplace procedures
- relevant rail danger zones
- relevant safety, work health safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant sections of applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- technical specifications and manuals
- track structure and geometry
- types of road/rail vehicles and their applications
- workplace procedures for operating road/rail vehicles.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

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TLIC3046 Drive and operate electric passenger train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive and operate an electric passenger train to operational requirements in accordance with safeworking and regulatory requirements and workplace procedures.

It includes applying train management techniques to manage the movement of a train, conducting all movements and related activities required to meet operational requirements, changing ends, and handing over a train to a relief crew.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is generally performed without supervision and within a team environment. It involves the application of routine operational principles and procedures when driving electric passenger trains to operational requirements as part of workplace activities across a variety of operational contexts within the Australian rail systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive train efficiently and effectively	1.1 Train is operated in accordance with relevant codes of practice, workplace procedures and instructions
	1.2 Train is operated safely in accordance with track/road characteristics and route conditions
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Train operations are controlled to minimise wear, maximise efficiency and avoid damage
	1.5 Train is operated with due care for passenger comfort and quality of ride
	1.6 Train is safely operated to specified timetable and schedule in accordance with on-time running standards
	1.7 Performance of equipment and rolling stock is monitored to maintain optimum running conditions and to identify faults, defects and efficiencies
	1.8 Relevant codes of practice, work health and safety (WHS)/occupational health safety (OHS) and environmental requirements are followed to prevent injury and damage
2 Operate train in accordance with operating procedures	2.1 Train documentation is received, interpreted and followed
	2.2 Relevant codes of practice, safeworking and signalling requirements are adhered to throughout train operations
	2.3 Network Control Officer instructions and other instructions are received, interpreted and applied to ensure safe and effective control of train
	2.4 Communications are maintained with relevant personnel during train journey in accordance with relevant codes of practice and safeworking systems
	2.5 Instructions about train operation are given to relevant personnel to ensure safe and efficient running
3 Manage	3.1 Passengers are advised of station identification, emergency

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communications	situations and other critical information as required, using train communications system
	3.2 Network Control Officer and other instructions are received, interpreted and applied to ensure safe and effective control of train
	3.3 Communications are maintained with Network Control Officer and other relevant personnel during train journey in accordance with workplace procedures, relevant codes of practice and safeworking systems
	3.4 Instructions about train operation are given to relevant personnel to ensure safe and efficient on-time running
	3.5 Instructions are verified as required, interpreted and followed, in accordance with relevant codes of practice, safeworking systems and requirements, and organisational policies and procedures, to ensure actions taken are appropriate and safe
	3.6 Fixed and hand signals, and verbal movement commands are interpreted and followed, in accordance with relevant codes of practice, safeworking systems and organisational policies and procedures, to ensure actions taken are appropriate and safe
4 Change ends	4.1 Arrival procedures are carried out in accordance with organisational policies and procedures
	4.2 Checks and terminus inspections are carried out in accordance with organisational policies and procedures
	4.3 Departure procedures are carried out in accordance with organisational policies and procedures
5 Carry out in-service inspections	5.1 Train checks are made in accordance with workplace procedures
	5.2 Problems and defects are identified and reported/rectified in accordance with workplace procedures, other regulatory requirements and manufacturer instructions
	5.3 Incidents or unusual occurrences are reported to relevant personnel in accordance with established policies and procedures
6 Handover train to relieving driver	6.1 Identity of relieving driver is checked and confirmed as required

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	6.2 Relieving driver is advised of condition and location of train as required
	6.3 Relieving driver is updated and is made aware of relevant documentation as required
7 Accept train handover as relief driver	7.1 Relieving driver position is taken up at correct time and location in accordance with organisational requirements
	7.2 Identification is presented to train driver being relieved, as required
	7.3 Relevant documentation is identified and referred to in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3046A Drive and operate electric passenger train.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3046 Drive and operate electric passenger train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in trains, associated trains and ancillary equipment
- carrying out train handover in accordance with workplace procedures
- communicating effectively with others
- completing relevant documentation
- driving train efficiently and effectively
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- maintaining on-time running
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring train performance to facilitate optimum safe operation
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- recognising problems that may arise and taking appropriate action
- securing electric passenger train
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others as part of a train crew
- working systematically with required attention to detail without injury to self or others, or damage to vehicles or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- procedures and required protocol for operating electronic communications equipment
- procedures for carrying out in-service checks
- relevant WHS/OHS and environmental procedures and regulations
- requirements for completing relevant documentation
- track and road characteristics including: track limitations, speed limitations, gauge limitation, curves and gradients, location of signals and crossings, crossovers, and yard and siding layouts
- train characteristics
- train equipment and systems including instruments and indicators and their purpose, location and use
- workplace operating procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the workplace.

A simulator assessment is not suitable for the final assessment of this unit of competency

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLIC3047 Stable electric passenger train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to stable an electric passenger train in accordance with workplace procedures.

It includes conducting pre-stabling checks, stabling an electric passenger train and conducting post-stabling checks in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is generally performed without supervision and within a team environment. It involves the application of routine operational principles and procedures when stabling electric passenger trains as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct pre-stabling checks	1.1 Train stabling requirements are confirmed through workplace documents and/or relevant personnel
	1.2 Hazards are identified, risks are assessed and risk control measures are implemented
	1.3 Location safety requirements are identified and followed in accordance with workplace procedures
2 Stable electric passenger train	2.1 Train is shunted and/or stabled in accordance with workplace instructions and procedures
	2.2 Communications protocols are established and performed in accordance with workplace requirements as required
	2.3 On arrival at stabling location, train is secured and brakes are cut out/isolated
	2.4 Visual inspection of train is conducted in accordance with workplace requirements
3 Conduct post-stabling checks	3.1 Post-operational checks of train are conducted in accordance with workplace procedures
	3.2 Problems and defects are identified and reported/rectified in accordance with workplace procedures, regulatory requirements and manufacturer instructions as required
	3.3 Safety devices are activated or put in position to ensure safety of personnel and equipment as required
	3.4 Reporting/documentation is completed in accordance with workplace procedures as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3047A Stable electric passenger train.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3047 Stable electric passenger train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- carrying out required pre-stabling, stabling and post-stabling checks of train
- communicating effectively with others
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities to cater for variations in workplace contexts and environment
- monitoring and anticipating operational hazards and taking appropriate action
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- responding appropriately to abnormal situations, safety incidents and emergencies
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- stabling electric train in more than one location including sidings and depots/yards
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency procedures
- operational instructions including shut-down procedures
- procedures and required protocol for operating electronic communications equipment
- procedures for carrying out terminus checks
- procedures for pre-stabling and post-stabling operational checks
- relevant safety, WHS/OHS and environmental procedures and regulations
- train controls, instruments and indicators and their purpose, location and use
- yard or siding information including layout, entry and exit requirements and emergency procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3048 Shunt, couple and uncouple electric passenger trains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shunt, couple and uncouple an electric passenger train to operational requirements in accordance with safeworking and regulatory requirements, and workplace procedures. This includes planning and preparing for shunting operations, shunting the train, coupling and uncoupling the train, and using a coupling adaptor.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is generally performed without supervision and within a team environment. It involves the application of routine operational principles and procedures when shunting, coupling and uncoupling electric passenger trains to operational requirements, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for shunting operation	1.1 Shunting requirements are confirmed through workplace documents and/or relevant personnel
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Local safety requirements are identified and followed in accordance with workplace procedures
	1.4 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are followed to prevent injury and damage
2 Shunt trains	2.1 Points, levers and/or switches are operated as required in accordance with workplace requirements
	2.2 Audible signals, hand signals and other line of sight communications are used to assist the control of train movements
	2.3 Hand, light and radio shunting commands are responded to in accordance with workplace requirements
	2.4 Pre-movement inspection/tests are carried out prior to moving trains
	2.5 Train is shunted and positioned in accordance with operational/workplace requirements
	2.6 Train is secured after shunt movement in accordance with workplace requirements
3 Couple trains	3.1 Type of connections required are identified prior to coupling
	3.2 Trains to be coupled are positioned in accordance with operating procedures and workplace requirements
	3.3 Trains to be coupled are fully secured
	3.4 Alignment of couplers in the appropriate position for type of connection required is ensured
	3.5 Prior to coupling trains, safety requirements are ensured

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	3.6 Trains are coupled in accordance with operating procedures and workplace requirements
	3.7 Post-coupling inspection/tests are carried out in accordance with operating procedures and workplace requirements
4 Uncouple trains	4.1 Trains to be uncoupled are identified and pre-uncoupling checks and, as required, procedures, are conducted in accordance with operating procedures and workplace requirements
	4.2 Prior to uncoupling trains, safety requirements are ensured
	4.3 Train to remain after uncoupling is fully secured
	4.4 Trains are uncoupled in accordance with operating procedures and workplace requirements
	4.5 Post-uncoupling inspection/tests are carried out in accordance with operating procedures and workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3048B Shunt couple and uncouple electric passenger trains.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3048 Shunt, couple and uncouple electric passenger trains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying rail safety practices and workplace procedures
- assessing shunting, coupling and uncoupling defects
- carrying out pre-shunting checks in accordance with workplace requirements
- communicating effectively with others
- coupling an electric passenger train
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying and assessing electric passenger train defects and deficiencies, and taking appropriate action to report, isolate, repair or replace identified defective equipment, in accordance with workplace procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in trains and related equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable minimum standards and approved compliance codes and/or guidelines
- communications protocols
- coupling systems, their components and their operation
- electric passenger train shunting, coupling and uncoupling diagnostic techniques
- emergency procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations, including codes of practice for manual handling
- shunting procedures and requirements
- types of couplers and their purpose
- types of coupling adaptors, their purpose and use.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3052 Assist with shunting, coupling and uncoupling electric passenger trains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assist a train driver to shunt, couple and uncouple an electric passenger train to operational requirements in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes assisting with: planning and preparing for shunting operations, shunting the train, coupling and uncoupling the train, and using a coupling adaptor.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety and safeworking requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed with minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures to assist with shunting, coupling and uncoupling electric passenger trains to operational requirements as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assist with preparing for shunting operation	1.1 Shunting requirements are confirmed through workplace documents and/or relevant personnel
	1.2 Local safety requirements are identified and followed in accordance with workplace procedures
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are followed to prevent injury and damage
2 Assist with shunting trains	2.1 Points, levers, and/or switches are operated in accordance with workplace requirements as required
	2.2 Audible signals, hand signals and other line of sight communications are used to assist control of train movements
	2.3 Hand, light and radio shunting commands used are responded to in accordance with workplace requirements
	2.4 Pre-movement inspection/tests are carried out prior to moving trains
3 Assist with coupling trains	3.1 Type of connections required are identified prior to coupling
	3.2 Trains to be coupled are positioned in accordance with operating procedures and workplace requirements, to ensure couplers are aligned and in the appropriate position for type of connection required
	3.3 All safety requirements are met prior to coupling trains
	3.4 After trains are coupled, post-coupling inspection/tests are carried out in accordance with operating procedures and workplace requirements
4 Assist with uncoupling trains	4.1 Train to be uncoupled is identified and checks are made to ensure all safety requirements are met prior to uncoupling
	4.2 Train is uncoupled in accordance with operating procedures and workplace requirements

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	4.3 Post-uncoupling inspection/tests are carried out in accordance with operating procedures and workplace requirements
5 Use coupling adaptor	5.1 Situations requiring the use of a coupling adaptor are identified in accordance with workplace procedures
	5.2 Coupling adaptor is accessed and transported to required location for use
	5.3 All safety requirements are met prior to fitting coupling adaptor
	5.4 Coupling adaptor is attached to one of the trains prior to coupling in accordance with workplace procedures
	5.5 Trains are coupled in accordance with workplace procedures and coupling adaptor is secured in place
	5.6 Post-coupling inspection/tests and/or procedures are carried out in accordance with operating procedures and workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3052A Assist with shunting, coupling and uncoupling electric passenger trains.

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Assessment Requirements for TLIC3052 Assist with shunting, coupling and uncoupling electric passenger trains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least two** separate occasions and **in two** separate locations and include:

- applying relevant safeworking and workplace procedures
- assisting with shunting trains in more than one location including sidings and depots/yards
- carrying out pre-shunting checks in accordance with workplace procedures
- communicating effectively with others
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions defects promptly, in accordance with workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- communications protocols
- coupling systems, their components and their operation
- diagnostic techniques relating to shunting, coupling and uncoupling electric passenger trains
- emergency procedures
- relevant rail danger zones
- relevant sections of applicable state/territory legislated rail safety and safeworking requirements, codes of practice and/or guidelines
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations including codes of practice for manual handling
- shunting workplace procedures and requirements
- types of couplers and their purpose
- types of coupling adaptors and their purpose.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

- Resources for assessment include:
- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, safeworking system, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3057 Perform guard duties as part of electric passenger train operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to perform guard duties as part of electric passenger train operations in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes assisting in all movements and related activities required to achieve operational requirements, changing work locations, handing over a train to a relief crew, providing customer service and maintaining customer safety.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety and safeworking requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when performing train guard duties in traffic for an electric passenger train in accordance with operational requirements, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Perform on-train role/duties efficiently and effectively	1.1 On-train duties are performed in accordance with relevant codes of practice, workplace procedures and instructions
	1.2 Right of way activities are performed to ensure train is operated safely within the confines of platform or station limits
	1.3 On-train duties are performed in a manner that provides optimal customer safety and comfort
	1.4 On-train duties are performed to meet specified timetable and schedule in accordance with on-time running standards
	1.5 Train carriages, and equipment performance and operation are monitored to optimise running conditions by identifying faults, defects and deficiencies
	1.6 Relevant workplace procedures, work health and safety (WHS)/occupational health and safety (OHS) and environmental requirements are followed to prevent injury and damage
2 Complete train journey	2.1 Train documentation is received, interpreted and applied in accordance with relevant workplace procedures and safeworking systems
	2.2 Relevant workplace procedures, safeworking and signalling requirements are followed throughout train operations
	2.3 Communications are maintained with relevant personnel during train journey in accordance with relevant workplace procedures and safeworking systems
	2.4 Assistance is provided to customers as required in accordance with workplace requirements
	2.5 Correspondence and/or cash and/or valuables are carried in cooperation with relevant personnel
	2.6 Platform duties are performed in accordance with workplace procedures
3 Manage	3.1 Passengers are advised of station identification, emergency

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communications		situations and other critical information, using train communications system in accordance with workplace procedures
	3.2	Instructions from network control officer and other relevant personnel are received, interpreted and applied to ensure safe and effective control of train
	3.3	Communications are maintained with network control and other relevant personnel during train journey in accordance with workplace rules and procedures, and safeworking systems
	3.4	Instructions concerning train operation are given to relevant personnel to ensure safe and efficient on-time running
	3.5	Instructions are verified as required, interpreted and followed, in accordance with relevant codes of practice, safeworking systems and requirements, and organisational policies and procedures, to ensure actions taken are appropriate and safe
	3.6	Fixed and hand signals, and verbal movement commands are interpreted and followed, in accordance with safeworking systems and organisational policies and procedures
4 Carry out inspections during train journey	4.1	Train visual checks are made in accordance with workplace procedures
	4.2	Identified problems and or defects are reported and/or rectified in accordance with workplace procedures, other regulatory requirements and manufacturer instructions
	4.3	Incidents or unusual occurrences are reported to relevant personnel in accordance with established policies and procedures
	4.4	Safety of train is monitored through on-board surveillance systems
5 Change ends	5.1	Arrival procedures are carried out in accordance with workplace procedures
	5.2	Checks and terminus inspections of train are carried out in accordance with workplace procedures
	5.3	Incidents or unusual occurrences are reported to relevant personnel in accordance with established policies and procedures

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6 Conduct train handover to relieving crew	6.1 Identity of relieving crew is checked and confirmed
	6.2 Relevant personnel are advised of condition and location of train
	6.3 Relieving crew is updated and documentation is completed and/or handed over as required
7 Accept train handover as relief guard	7.1 Relieving guard position is taken up at correct time and location in accordance with organisational requirements
	7.2 Identity of train guard is confirmed
	7.3 Train status and/or other relevant information and/or documentation is received and referred to in accordance with organisational requirements as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3057A Perform guard duties as part of electric passenger train operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3057 Perform guard duties as part of electric passenger train operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in trains and ancillary equipment
- applying information about track or road to train operations
- applying relevant safeworking system and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring journey schedule
- monitoring train performance and security to facilitate optimum safe operation
- monitoring train performance including passenger safety and comfort during service
- performing handover and relief activities in accordance with workplace procedures
- performing on-train guard duties in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- recognising problems that may arise and taking appropriate action
- working systematically with required attention to detail without injury to self or others, vehicles or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice

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and/or guidelines
- on-train controls, instruments and indicators and their purpose, location and use
- procedures for carrying out in-service checks
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- requirements for completing relevant documentation
- track and road characteristics
- train characteristics
- train equipment and systems
- workplace procedures and operating requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3063 Operate vehicle carrying special loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to safely operate a vehicle carrying a special load in accordance with road traffic authority and other relevant government regulations and company policies, and to effectively manage hazardous situations.

It involves carrying out pre-operational checks, driving a vehicle carrying special loads, and applying routine vehicle driving principles and procedures to maintain the safety and operation of a commercial vehicle carrying a special load across a variety of driving contexts.

Driving must be carried out in accordance with relevant state/territory roads and traffic authority licence and permit requirements and regulations and specific regulatory and permit requirements for the special load being carried.

Driving is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Carry out pre-operational checks	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Pre-operational checks for special purpose vehicle and associated ancillary equipment are carried out in accordance with manufacturer requirements, government regulations, and workplace policies and procedures
	1.3 Faults and defects identified during checks are repaired or reported in accordance with workplace procedures
2 Drive a vehicle carrying special loads	2.1 Vehicle is manoeuvred in accordance with regulations/permit requirements for vehicle class involved and load being carried
	2.2 Vehicles carrying explosives or dangerous goods are driven along designated routes in accordance with relevant codes, government regulations and workplace policies
	2.3 Load is transported and vehicle is manoeuvred in accordance with required precautions relating to load unusual/special characteristics and/or relevant government regulations for special load including the current Australian Dangerous Goods (ADG) Code and the current Australian Code for the Transport of Explosives by Road and Rail
	2.4 Signs, placards or indicators are fixed to vehicle as required
	2.5 Appropriate procedures are followed for load concerned in a driving emergency
	2.6 Documentation is completed and proofread in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3063A Operate vehicle carrying special loads.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3063 Operate vehicle carrying special loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes
- communicating effectively with others
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle, its equipment and load, and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- servicing vehicle and its equipment in terms of maintenance schedule and operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions and related action that can be taken by a driver
- fatigue management strategies including on-road techniques
- lifestyles that promote effective long-term fatigue management
- map reading and road navigation techniques
- pre-operational checks carried out on vehicle and related action
- procedures to be followed in a driving emergency
- relevant Australian regulations and codes of practice for handling and transporting dangerous goods and hazardous substances, including the current Australian Dangerous Goods (ADG) Code and the current Australian Code for the Transport of Explosives by Road and Rail
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- vehicle controls, instruments and indicators, and their use
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical assessment must be in vehicles designed to carry special loads, for example concrete agitator, livestock transporter, armoured car, tanker, refrigerated vehicle, waste vehicle, fresh produce vehicle, car carrier, container carrier, recovery vehicle.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3064 Operate car carrier vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for and transport a load while operating a car carrier vehicle.

It includes preparing for a trip, loading car carrier vehicle, transporting load and unloading car carrier vehicle.

Work must be carried out in accordance with relevant state/territory roads and traffic authority licence requirements and regulations for heavy vehicles.

Work is performed with limited or minimum supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for trip	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Inventory of equipment is completed in accordance with organisational requirements
	1.3 Driver clothing is selected in accordance with organisational and customer requirements
	1.4 Vehicles assessed as unsuitable for car carrier are excluded from loading in accordance with organisational requirements
	1.5 Inspection documentation for vehicles to be loaded is completed in accordance with organisational and customer requirements
	1.6 Delivery instructions, including verbal instructions for pick-up points and destinations, are checked to ensure they are consistent with manifest, and inconsistencies are remedied in accordance with organisational requirements
	1.7 Suitable route is selected to ensure most efficient, safe and secure route for load
2 Load car carrier vehicle	2.1 Car carrier vehicle is loaded without damage to vehicles, in the correct order and in accordance with organisational requirements
	2.2 Vehicles are loaded onto car carrier vehicle in accordance with regulatory requirements, and organisational safety and operating procedures, and adjustments are made as required when loading commercial vehicles
	2.3 Vehicles are parked in gear and brakes are applied
	2.4 Load is secured with correct tie down methods for transporting vehicles in accordance with organisational requirements
	2.5 Checks are made to ensure loaded car carrier complies with legal requirements for height, weight, width and axle loading
	2.6 Ancillary equipment attached to car carrier is operated in accordance with operating instructions
3 Transport load	3.1 Driving techniques are used, when operating car carrier, to minimise risk of damage to loaded vehicles in accordance

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		with eco-driving considerations
	3.2	Load is conveyed to meet customer requirements for delivery times and road traffic laws are complied with
	3.3	Loaded vehicle car keys are secured in accordance with organisational requirements
4 Unload car carrier vehicle	4.1	Identity of persons taking delivery of vehicles is confirmed in accordance with delivery instructions
	4.2	Vehicle unloading procedures are followed in accordance with organisational and customer requirements for safety, and in a manner that minimises inconvenience to other road users
	4.3	Unloaded vehicles are inspected and documentation of their condition is completed
	4.4	Variances from initial vehicle inspection are reported, in accordance with organisational and customer requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3064A Operate car carrier vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3064 Operate car carrier vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying correct techniques and methods for loading and unloading a car carrier
- applying eco-driving techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- checking and replenishing fluids and carrying out lubrication processes
- communicating effectively with others
- completing relevant documentation
- identifying requirements for accepting correct vehicle for cartage
- interpreting and following operational instructions and prioritising work
- loading vehicles to ensure:
  - overhang does not exceed 1.2 meters at front or rear of vehicle
  - they do not touch each other during transit
  - they are loaded in reverse sequence of planned unloading sequence
  - adjustments are made when loading commercial vehicles
- making accurate estimates in a range of situations
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle, its trailers and its equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing vehicle and its equipment in terms of maintenance schedule and standard operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- customer requirements when delivering cars
- driving hazards and related defensive driving techniques
- efficient driving techniques and eco-driving considerations
- engine power management and safe driving strategies
- factors involved in trip preparation
- factors that may cause traffic delays and diversions, and related action that can be taken
- heavy vehicle handling procedures
- load restraint guide
- loading and unloading techniques for car carrying
- relevant legislation and workplace procedures
- WHS/OHS operational procedures
- workplace documentation
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical assessment must be undertaken in a vehicle typical of that used in industry.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, national Load Restraint Guide (LRG), codes of practice and operation manuals

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- relevant materials, tools, equipment and personal protective equipment currently used in industry.

A simulator is not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3071 Operate an agitator

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to safely operate an agitator (also known as a concrete mixer), in accordance with relevant state/territory roads and traffic authority licence requirements and regulations for an agitator.

It includes systematically and efficiently controlling all vehicle functions, monitoring traffic and road conditions, and managing vehicle condition and performance.

It also includes preparing a vehicle, monitoring and maintaining vehicle performance, delivering concrete to site and finalising concrete delivery.

Work is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare vehicle	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Pre-operational agitator check is completed in accordance with workplace procedures
	1.3 Concrete is charged to agitator and slump is adjusted in accordance with customer requirements and organisational procedures
	1.4 Vehicle exterior is cleaned in accordance with organisational policy and regulatory requirements
	1.5 Most efficient route of travel is determined to achieve customer and regulatory requirements
	1.6 Traffic and road conditions are constantly monitored and acted on to enable safe operation
	1.7 Emergency procedures are followed in a driving emergency
2 Monitor and maintain vehicle performance	2.1 Performance position and efficiency of vehicle operation are monitored during use
	2.2 Defective or irregular performance and malfunctions are reported to appropriate authority
	2.3 Vehicle records are updated and maintained, and information is processed in accordance with workplace procedures
3 Deliver concrete to site	3.1 Pre-site check is completed before entry onto worksite in accordance with regulatory and workplace requirements
	3.2 Personal protective equipment (PPE) is worn in accordance with workplace policy
	3.3 Vehicle is parked and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
	3.4 Ancillary equipment is attached and operated in accordance with workplace procedures and regulatory requirements
	3.5 Concrete is discharged in accordance with customer requirements, and workplace policy and procedure

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4	**Finalise concrete delivery**	4.1 Relevant documentation is completed on delivery of concrete, in accordance with customer requirements and workplace policy and procedure
		4.2 Vehicle is cleaned in accordance with organisational policy and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3071A Operate an agitator.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3071 Operate an agitator

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adjusting slump of concrete to meet customer requirements
- applying knowledge of relevant regulations and workplace procedures
- applying map reading and road navigation techniques to agitator operation
- applying precautions and required action to minimise, control or eliminate identified hazards
- cleaning vehicle in accordance with workplace, environmental and regulatory standards
- communicating effectively with others
- completing relevant documentation
- conducting pre-site worksite checks
- correcting positioning and charging of agitator
- discharging concrete using concrete pump, wheelbarrow, kibble and chutes
- following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring vehicle performance and taking appropriate action as required
- operating agitator and ancillary equipment
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and rectifying within limits of own role, identified problems, faults and malfunctions in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment, conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using ancillary equipment
- working collaboratively with others.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- driving hazards and related defensive driving techniques
- effect of different slumps on vehicle stability
- factors that may cause traffic delays and diversions, and related action that can be taken
- map reading and vehicle navigation
- pre-operational vehicle checks and related action
- pre-site check workplace procedures
- procedures for measuring mass to ensure compliance with axle weight
- procedures to be followed in a driving emergency
- procedures to be followed when concrete is charged and discharged
- relevant state/territory roads and traffic authority road rules, regulations, permit and licence requirements
- relevant WHS/OHS and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must ensure access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Simulation/online assessment is not suitable for final assessment of this unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3072 Conduct the duties of an assistant on a heritage locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct the duties of an assistant on a heritage locomotive in accordance with workplace procedures and the requirements of relevant rail regulations and codes of practice.

It includes carrying out or assisting with the following activities on a heritage locomotive in accordance with organisational requirements: checking, preparing and starting up prior to operation; coupling, uncoupling and shunting; assisting with operations and stabling.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines when conducting the duties of an assistant on a heritage locomotive.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Prepare to assist with operating a heritage locomotive	1.1 Roster is checked and interpreted for day's operational activities
	1.2 Allocation of locomotive is checked and confirmed
	1.3 Train schedules/notices and other operational and regulatory documentation is accessed and interpreted in accordance with workplace procedures
	1.4 Personal protective equipment required for operating locomotive is obtained
	1.5 Hazards are identified, risks are assessed and control measures are implemented
	1.6 Trackside safety and basic electrification awareness procedures are followed while locating allocated locomotive
2 Assist with preparing and starting a heritage locomotive	2.1 Logbook is checked to confirm serviceability of locomotive
	2.2 Locomotive is confirmed as being securely stabled prior to commencing preparation and safety checks
	2.3 Preparation and safety checks are conducted in accordance with work health and safety (WHS)/occupational health and safety (OHS) and other workplace policies and procedures
	2.4 Fluid levels and mechanical equipment are checked and appropriate action is taken as required
	2.5 Locomotive is started in accordance with manufacturer and/or organisational instructions
	2.6 For critical or serious equipment faults that cannot be readily rectified, locomotive is shut down, faulty equipment is isolated and tagged, and problem is reported for rectification
	2.7 All instruments and gauges are observed, readings are interpreted to confirm effective air and electrical operation, and where a problem is indicated, action is taken to determine cause and to rectify or report the situation
	2.8 Fluid levels are rechecked after starting and appropriate action is taken as required

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	2.9	Assistance is provided with pre-departure checks
	2.10	Logbook and other service records on the locomotive are completed in accordance with organisational requirements
3 Assist with coupling, uncoupling and securing rail vehicles	3.1	Rail vehicles are positioned to meet coupling requirements in accordance with organisational policies and procedures
	3.2	Coupling systems are identified and applied appropriately to couple and/or uncouple rail vehicles
	3.3	Connecting hoses and electrical couplings are connected/disconnected in accordance with organisational policies and procedures
	3.4	Hand brakes and other securing devices are applied/released and attached/removed in accordance with organisational policies and procedures
4 Assist with operating a heritage locomotive	4.1	Safeworking activities are undertaken in accordance with organisational and/or network owner policies and procedures
	4.2	Supervisory controls and indicators are monitored and operated in accordance with organisational policies and procedures
	4.3	Assistance is provided with communications for network control officer and ground staff
	4.4	Observation of all aspects of the rail corridor and environs is maintained and communicated to driver in accordance with organisational and/or network owner policies and procedures
	4.5	If driver is incapacitated train is stopped, Network Control Officer is informed and instructions are followed in accordance with organisational policies and procedures
	4.6	Assistance with locomotive operation is provided as requested by driver
5 Assist with stabling a heritage	5.1	Locomotive is secured in accordance with directions, organisational procedures and rail regulations

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locomotive	5.2 Locomotive is shut down in accordance with manufacturer and/or operator instructions
	5.3 Logbook and other service records on the locomotive are completed in accordance with organisational requirements
	5.4 Cab is secured in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3072A Conduct the duties of an assistant on a heritage locomotive.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3072 Conduct the duties of an assistant on a heritage locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking system and workplace procedures
- assisting with pre-operational activities in accordance with workplace procedures
- checking and replenishing fluids and carrying out lubrication requirements on a heritage locomotive
- communicating effectively with others when inspecting and preparing a heritage locomotive
- completing relevant documentation
- conducting a visual inspection of a heritage locomotive and associated equipment
- documenting outcomes of visually inspecting a heritage locomotive
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following instructions and prioritising work
- preparing a heritage locomotive prior to service
- reading, interpreting and following relevant instructions, procedures, information and signs
- working collaboratively with others as part of a train crew.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- braking and safety system procedures for a heritage locomotive
- emergency procedures
- external features of a heritage locomotive that must be checked during a pre-operational visual inspection
- functions of auxiliary systems on a motive power unit and related checks for correct operation
- in-cab pre-operational checks for a heritage locomotive
- lubrication requirements for a motive power unit
- operating controls to start, accelerate, decelerate and stop a heritage locomotive
- operating procedures for a heritage locomotive
- principles, purpose and location of controls, monitoring devices, braking, power source and traction systems
- procedures for checking fuel and fluid levels, and carrying out lubrication processes on a heritage locomotive
- procedures for identifying equipment defects and assessing for appropriate action
- procedures for managing and controlling hazardous situations when preparing and starting up a heritage locomotive
- procedures for starting and operating auxiliary systems on a heritage locomotive
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- requirements for completing relevant documentation when inspecting and preparing a heritage locomotive
- start-up procedures for a heritage locomotive
- visual inspection procedures for a heritage locomotive
- workplace procedures and operating requirements.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3073 Fire a steam locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct the duties of an assistant on a steam locomotive in accordance with workplace procedures and the requirements of relevant rail regulations and codes of practice.

It includes preparing for operations, preparing and starting the locomotive, assisting with un/coupling and securing the locomotive, and assisting in operating and stabling the locomotive in accordance with organisational requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines to fire a steam locomotive.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C - Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare to assist with operating a steam locomotive	1.1 Roster is checked and interpreted for day's operational activities
	1.2 Allocation of locomotive is checked
	1.3 Train schedules/notices and other operational and regulatory documentation are accessed and interpreted in accordance with workplace procedures
	1.4 Personal protective equipment required to operate the locomotive is obtained
	1.5 Trackside safety and electrification awareness procedures are followed while locating allocated locomotive
2 Prepare and start a steam locomotive	2.1 Logbook is checked to confirm serviceability of locomotive
	2.2 Locomotive is confirmed as being securely stabled prior to commencing preparation and safety checks
	2.3 Preparation and safety checks are conducted in accordance with work health and safety (WHS)/occupational health and safety (OHS) and other organisational policies and procedures
	2.4 Water levels and fuels are checked and replenished as required
	2.5 Mechanical equipment is checked and appropriate action is taken as required
	2.6 Fire is lit and steam is raised in accordance with organisational instructions, with consideration for thermal expansion and in accordance with environmental procedures and practices
	2.7 For critical or serious equipment faults that cannot be readily rectified, fire is dropped, faulty equipment is isolated and problem is reported for rectification
	2.8 All indicators and gauges are continuously monitored and readings are interpreted to confirm effective pressure, water level and air operation, and where a problem is indicated, action is taken to determine the cause and to rectify or report the situation
	2.9 Operation of locomotive equipment is established and verified
	2.10 Locomotive lubrication, cleaning, preparation, and provisioning are undertaken in accordance with organisational requirements
	2.11 Logbook and other service records on the locomotive are

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		completed in accordance with organisational requirements
3	**Assist with coupling, uncoupling and securing rail vehicles**	3.1 Rail vehicles are positioned to meet coupling requirements in accordance with organisational policies and procedures
		3.2 Coupling systems are identified and applied appropriately to couple and/or uncouple rail vehicles
		3.3 Connecting hoses and electrical couplings are connected/disconnected in accordance with organisational policies and procedures
		3.4 Hand brakes and other securing devices are applied/released and attached/removed in accordance with organisational policies and procedures
4	**Assist with operating a steam locomotive**	4.1 Safeworking activities are undertaken in accordance with organisational and/or network owner policies and procedures
		4.2 Gauges and indicators are monitored and operated in accordance with organisational policies and procedures
		4.3 Boiler is fired to meet load requirements in accordance with environmental procedures and practices
		4.4 Water level is maintained to ensure safe boiler operation meets load requirements and track characteristics
		4.5 Assistance with communications is provided when communicating with Network Control Officer and ground staff
		4.6 Observation of all aspects of the rail corridor and environs is maintained and communicated to driver in accordance with organisational and/or network owner policies and procedures
		4.7 In case of driver being incapacitated, train is stopped, Network Control Officer is informed and instructions are followed in accordance with organisational policies and procedures
		4.8 Assistance with locomotive operation is provided as requested by driver
5	**Assist with stabling a steam locomotive**	5.1 Locomotive is secured in accordance with directions, workplace procedures and rail regulations
		5.2 Boiler water levels are checked and replenished as required
		5.3 Locomotive is shut down in accordance with operator instructions

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5.4 Ash is disposed of responsibly in accordance with network owner and operator policies

5.5 Assistance is provided to conduct a post-operational inspection

5.6 Logbook and other service records on the locomotive are completed in accordance with organisational requirements

5.7 Controls are secured in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3073A Fire a steam locomotive.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3073 Fire a steam locomotive

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking system and workplace procedures
- assisting with pre-operational activities in accordance with operational procedures
- checking and replenishing fluids and carrying out lubrication requirements on a steam locomotive
- communicating effectively with others when inspecting and preparing a steam locomotive
- completing relevant documentation
- conducting a visual inspection of a steam locomotive and associated equipment
- documenting outcomes of visually inspecting a steam locomotive
- firing a steam locomotive
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- inspecting and operating a steam locomotive boiler in accordance with relevant codes of practice and operational procedures
- interpreting and following instructions and prioritising work
- maintaining steam and water levels in accordance with operating requirements
- preparing a steam locomotive prior to service
- reading, interpreting and following relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- braking and safety system procedures for a steam locomotive
- emergency procedures
- external features of a steam locomotive that must be checked during a pre-operational visual inspection
- functions of auxiliary systems on a motive power unit and related checks for correct operation
- in-cab pre-operational checks for a steam locomotive
- lubrication requirements for a motive power unit
- operating controls to start, accelerate, decelerate and stop a steam locomotive
- principles, purpose and location of controls, monitoring devices, braking, power source and traction systems
- procedures for:
    - checking fuel and fluid levels and carrying out lubrication processes on a steam locomotive
    - identifying equipment defects and assessing appropriate action
    - managing and controlling hazardous situations when preparing and starting up a steam locomotive
    - starting and operating auxiliary systems on a steam locomotive
    - visually inspecting a steam locomotive
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- requirements for completing relevant documentation when inspecting and preparing a steam locomotive
- steam locomotive boiler code of practice
- start-up procedures for a steam locomotive
- workplace procedures and operating requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3082 Operate a locomotive by portable remote control

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a motive power system by a portable remote control unit in accordance with safeworking and manufacturer instructions, and organisational procedures.

It includes preparing a locomotive, setting up portable remote control equipment, operating the system after set up is complete and shutting it down after operation.

This equipment is used to control a locomotive remotely when loading, unloading and/or shunting trains within defined limits, terminals, yards or sidings.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C - Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Set up locomotive for portable remote	1.1 Locomotive is set up for portable remote control operation in accordance with manufacturer instructions and/or

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operation	organisational procedures
	1.2 Portable remote control equipment is installed as required in accordance with manufacturer instructions and/or organisational procedures
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Remote control system is tested and operation is confirmed in accordance with manufacturer instructions and/or organisational procedures
	1.5 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are followed to prevent injury and damage to equipment
2 Operate locomotive using portable remote control equipment	2.1 Warning signage is placed as required in accordance with organisational procedures
	2.2 Portable remote control equipment is operated and monitored in accordance with operational requirements during train movements to provide safe train handling and control within defined limits
	2.3 Portable remote control equipment is operated with an awareness that not all people in work area vicinity may know locomotive is being operated remotely
	2.4 Operational difficulties encountered are addressed by re-establishing control of locomotive with minimum risk to personnel and equipment
3 Shut down portable remote control equipment	3.1 Locomotive is secured against unintentional movement in a safe location in accordance with organisational procedures
	3.2 Portable remote control equipment is shut down in accordance with manufacturer instructions and/or organisational policies and procedures
	3.3 Portable remote control equipment is removed from locomotive as required in accordance with manufacturer instructions and/or organisational policies and procedures
	3.4 Relevant WHS/OHS requirements are followed to prevent injury and damage to equipment

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3082A Operate a locomotive by portable remote control.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3082 Operate a locomotive by portable remote control

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, and information
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- setting up portable remote control equipment in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- braking and safety system procedures
- defined limits
- locomotive operating techniques
- procedures for identifying defects in portable remote control units, and assessing appropriate action to be taken

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- procedures for managing hazardous situations involving portable remote control systems
- procedures for operating portable remote control equipment
- relevant rail danger zones
- relevant rail safety, WHS/OHS and environmental procedures and regulations
- relevant workplace operational instructions
- shunting and marshalling procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3083 Operate a front lift mobile compaction/collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a front lift mobile compaction/collection vehicle.

Vehicle must be operated in compliance with relevant state/territory road traffic authority vehicle licence requirements and regulations.

Vehicle is operated with limited or no supervision, with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Follow safety requirements	1.1 Operator and third party safety is observed in accordance with organisational, manufacturer and legislative requirements
	1.2 Vehicle controls are checked and operated in accordance with organisational and manufacturer requirements
	1.3 Vehicle cleaning and non-technical maintenance is undertaken in accordance with organisational and manufacturer requirements
	1.4 Safety items are used and stored in accordance with organisational and manufacturer requirements
	1.5 Defective equipment is reported in accordance with organisational and manufacturer requirements
2 Load product into vehicle	2.1 Vehicle is made ready to operate in accordance with organisational and manufacturer requirements
	2.2 Product streams are identified
	2.3 Documentation provided is used to determine locations to collect product
	2.4 Product is deposited into vehicle collection area (hopper) in accordance with organisational, manufacturer and legislative and requirements
	2.5 Blockages and non-compliant product are cleared in accordance with organisational, manufacturer and legislative requirements
	2.6 Prior to travel, product is removed from ground and no product is left on lifting equipment, vehicle or vehicle body
3 Compact product in vehicle	3.1 Loading of product in vehicle is monitored
	3.2 Compaction equipment is operated in accordance with organisational and manufacturer requirements
	3.3 Once vehicle reaches gross vehicle mass (GVM), compaction/loading is ceased, in accordance with relevant organisational, manufacturer and legislative requirements
4 Unload product from	4.1 Vehicle is positioned on level, stable ground to ensure

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vehicle and complete relevant documentation	vehicle safety and stability when unloading 4.2 Vehicle is positioned to allow unloading, in accordance with site, organisational, manufacturer and legislative requirements 4.3 Unloading equipment is operated in accordance with organisational, manufacturer and legislative requirements 4.4 Return of equipment used to transit position is ensured 4.5 Documentation for unloaded product is completed in accordance with organisational, manufacturer and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3083A Operate a front lift mobile compaction/collection vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3083 Operate a front lift mobile compaction/collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying appropriate techniques for loading and unloading vehicle
- applying eco-driving techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- identifying, loading and transporting product streams in accordance with organisational, manufacturer and legislative requirements
- interpreting and following operational instructions and prioritising work
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle and equipment and taking appropriate action
- operating a front lift mobile compaction-collection vehicle across three different workplace job functions
- operating and adapting to differences in equipment in accordance with operating procedures
- operating vehicle cabin functions correctly
- positioning product bins manually
- reading, interpreting and following relevant instructions, procedures, information and signs
- using correct manual handling techniques
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- customer requirements when picking up product or delivering product to a product collection facility
- efficient driving techniques and eco-driving considerations
- factors involved in trip preparation
- factors that may cause traffic delays and diversions
- relevant dangerous goods (DG) information relating to vehicle operations
- relevant legislation, and organisational and manufacturer procedures for transporting product in the vehicle
- relevant state/territory road and traffic authority road rules, regulations, permits and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations relating to vehicle operations
- safe pickup and delivery of product to and from site
- vehicle loading and unloading procedures
- workplace documentation
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Use of a simulator is not suitable for final assessment of this unit of competency.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3084 Operate a lift on/lift off collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a lift on/lift off (skip/marrell) collection vehicle (the 'vehicle').

It includes following safety requirements, loading project bins onto vehicles, unloading product from vehicles and completing documentation, and unloading product bins from vehicles.

Vehicle operation must be carried out in compliance with relevant state/territory and traffic authority vehicle licence requirements and regulations.

Work is performed with limited or no supervision, with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Follow safety requirements	1.1 Operator and third party safety is observed in accordance with organisational, manufacturer and legislative requirements
	1.2 Vehicle controls are checked and operated in accordance with organisational, manufacturer requirements
	1.3 Vehicle cleaning and non-technical maintenance is undertaken in accordance with organisational and manufacturer requirements
	1.4 Safety items are used and stored in accordance with organisational and manufacturer requirements
	1.5 Hazards are identified, risks are assessed and control measures are implemented
	1.6 Defective equipment is reported in accordance with organisational and manufacturer requirements
2 Load product bin onto vehicle	2.1 Vehicle is made ready to operate in accordance with organisational and manufacturer requirements
	2.2 Product streams to be collected are identified
	2.3 Documentation provided is used to determine location/s to collect product
	2.4 Prior to (manual tarping) or after (automated tarping) loading product bin onto vehicle, covering of load is determined
	2.5 Product bin is loaded onto vehicle in accordance with organisational, manufacturer and legislative requirements.
	2.6 Product bin is secured to vehicle in accordance with organisational, manufacturer and legislative requirements
	2.7 Product is removed from ground and no product is left on lifting equipment, vehicle or vehicle body
	2.8 Prior to travel, load covers are tied down in accordance with organisational, manufacturer and legislative requirements

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3 Unload product from vehicle and complete relevant documentation	3.1 Vehicle is positioned on level, stable ground to ensure vehicle safety and stability when unloading 3.2 Vehicle is positioned to allow unloading, in accordance with site, organisational, manufacturer and legislative requirements 3.3 Load covers (tarps) are removed in accordance with organisational, manufacturer and legislative requirements 3.4 Unloading equipment is operated in accordance with organisational, manufacturer and legislative requirements 3.5 Return of equipment used to transit position is ensured 3.6 Documentation for unloaded product is completed in accordance with organisational, manufacturer and legislative requirements
4 Unload product bin from vehicle	4.1 Vehicle is positioned on level, stable ground to ensure vehicle safety and stability when unloading 4.2 Vehicle is positioned to allow unloading, in accordance with site, organisational, manufacturer and legislative requirements 4.3 Unloading equipment is operated in accordance with organisational, manufacturer and legislative requirements 4.4 Return of equipment used to transit position is ensured 4.5 Documentation for unloaded product bin is completed in accordance with organisational, manufacturer and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3084A Operate a lift on/lift off collection vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3084 Operate a lift on/lift off collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying appropriate techniques for loading and unloading vehicle
- applying correct manual handling techniques when operating vehicle and/or product containers
- applying eco-driving techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- identifying, loading and transporting product streams in accordance with organisational, manufacturer and legislative requirements
- interpreting and following operational instructions and prioritising work
- monitoring performance of vehicle and equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- operating vehicle cabin functions correctly
- positioning product containers/bins manually
- reading, interpreting and following relevant instructions, procedures, information and signs
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- customer requirements when picking up product or delivering product to a product collection facility

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- organisational and manufacturer procedures for transporting product in the vehicle
- relevant legislative and regulatory requirements
- relevant state/territory roads and traffic authority road rules, regulations, permits and licence requirements
- safe pickup and delivery of product to and from site
- vehicle loading and unloading procedures
- workplace documentation
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3085 Operate a liquid waste collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a liquid waste collection tanker (the 'vehicle').

It includes following safety requirements, loading product into vehicle, unloading product and completing documentation.

These vehicles can be used to collect septic waste, grease trap waste and industrial liquid wastes.

Vehicle must be operated in compliance with relevant state/territory and traffic authority vehicle licence requirements and regulations.

Vehicle is operated with limited or no supervision, with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Follow safety requirements	1.1 Operator and third party safety is maintained in accordance with organisational, manufacturer and legislative requirements
	1.2 Safe work area controls are implemented in accordance with organisational and waste generator requirements
	1.3 Vehicle is positioned on stable ground to ensure vehicle safety and stability for loading in accordance with organisational and manufacturer requirements
	1.4 Vehicle controls are checked and operated in accordance with organisational and manufacturer requirements
	1.5 Appropriate safety items are selected, used and re-stowed in accordance with organisational and manufacturer requirements
	1.6 Hazards are identified, risks are assessed and control measures are implemented
	1.7 Defective equipment is reported in accordance with organisational and manufacturer requirements
2 Load product into vehicle	2.1 Pit and trap lids/hatches are opened and removed in accordance with organisational and waste generator requirements
	2.2 Vehicle is checked for readiness to operate in accordance with organisational and manufacturer requirements
	2.3 Provided documentation is used to determine collection location
	2.4 Product streams are checked before loading, incorrect product streams are identified and appropriate action is taken in accordance with organisational requirements
	2.5 Product stream is transferred into vehicle tank via hoses in accordance with organisational, manufacturer and legislative requirements
	2.6 Blockages are cleared and non-compliant product is reported in accordance with organisational, manufacturer and legislative requirements

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	2.7 Load volumes are monitored to ensure gross vehicle mass (GVM) is not exceeded and excess product is unloaded to an approved point as required
	2.8 Hoses and surrounding areas are cleaned and cleared in accordance with organisational and manufacturer requirements
	2.9 Hoses are returned to transit position, pit and trap lids/hatches at waste generators premises are put back in place and secured, and vehicle hatches and vents are closed
3 Unload product and complete documentation	3.1 Vehicle is positioned for unloading on level, stable ground to ensure vehicle safety and stability in accordance with site, organisational, manufacturer and legislative requirements
	3.2 Waste liquid is discharged via vacuum, pressure or gravity feed in accordance with organisational, manufacturer and legislative requirements
	3.3 Tanker is cleaned in accordance with organisational and manufacturer requirements
	3.4 Return of equipment used to transit position is ensured
	3.5 Documentation for unloaded product is completed in accordance with organisational, manufacturer and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIC3085A Operate a liquid waste collection vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3085 Operate a liquid waste collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying appropriate techniques for loading and unloading vehicle
- applying eco-driving techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- identifying, loading and transporting product streams in accordance with organisational, manufacturer and legislative requirements
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- monitoring performance of vehicle and equipment, and taking appropriate action as required
- operating a liquid waste collection vehicle across three different workplace job functions
- operating all vehicle functions correctly including in cabin, pump and tank controls whether fixed or remote
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following instructions, procedures, information and signs
- using correct manual handling techniques when operating vehicle and/or product containers
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

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- concepts of vacuum and pressure in relation to collecting liquid waste
- customer requirements when picking up product or delivering product to a product collection facility efficient driving techniques and eco-driving considerations
- factors involved in trip preparation
- factors that may cause traffic delays and diversions
- gross vehicle mass (GVM) of liquid waste collection vehicle
- initial spill response procedures
- relevant dangerous goods (DG) information relating to operating the vehicle
- relevant legislation, and organisational and manufacturer procedures for transporting product in the vehicle
- relevant state/territory road rules, regulations, permits and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations relating to vehicle operations and proper disposal of liquid waste
- safe pickup and delivery of product to and from site
- vehicle loading and unloading procedures
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a liquid waste collection tanker
- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Use of a simulator is not suitable for final assessment of this unit of competency.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3086 Operate a multi-lift collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a multi-lift collection vehicle (the 'vehicle').

It includes following safety requirements, loading product bin onto vehicle, unloading product from vehicle and completing documentation, and unloading product bin from vehicle.

Vehicle must be operated in compliance with relevant state/territory and traffic authority vehicle licence requirements and regulations.

Vehicle is operated with limited or no supervision, with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Follow safety requirements	1.1 Operator and third party safety is maintained in accordance with organisational, manufacturer and legislative requirements
	1.2 Vehicle controls are checked and operated in accordance with organisational and manufacturer requirements
	1.3 Vehicle cleaning and non-technical maintenance is undertaken in accordance with organisational and manufacturer requirements
	1.4 Safety items are used and stored in accordance with organisational and manufacturer requirements
	1.5 Hazards are identified, risks are assessed and control measures are implemented
	1.6 Defective equipment is reported in accordance with organisational and manufacturer requirements
2 Load product bin onto vehicle	2.1 Vehicle is made ready to operate in accordance with organisational and manufacturer requirements
	2.2 Product streams to be collected are identified
	2.3 Documentation provided is used to determine locations to collect product
	2.4 Prior to (manual tarping) or after (automated tarping) loading product bin onto vehicle, covering of load is determined
	2.5 Product bin is loaded onto vehicle in accordance with organisational, manufacturer and legislative requirements
	2.6 Product bin is secured to vehicle in accordance with organisational, manufacturer and legislative requirements
	2.7 Product is removed from ground and no product is left on lifting equipment, vehicle or vehicle body
	2.8 Prior to travel, load covers are tied down in accordance with organisational, manufacturer and legislative requirements
3 Unload product from vehicle and complete relevant documentation	3.1 Vehicle is positioned on level, stable ground to ensure vehicle safety and stability when unloading
	3.2 Vehicle is positioned to allow unloading, in accordance with site, organisational, manufacturer and legislative

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		requirements
	3.3	Load covers (tarps) are removed in accordance with organisational, manufacturer and legislative requirements
	3.4	Unloading equipment is operated in accordance with organisational, manufacturer and legislative requirements
	3.5	Return of equipment used to transit position is ensured
	3.6	Documentation for unloaded product is completed in accordance with organisational, manufacturer and legislative requirements
4 Unload product bin from vehicle	4.1	Vehicle is positioned on level, stable ground to ensure vehicle safety and stability when unloading
	4.2	Vehicle is positioned to allow unloading, in accordance with site, organisational, manufacturer and legislative requirements
	4.3	Unloading equipment is operated in accordance with organisational, manufacturer and legislative requirements
	4.4	Return of equipment used to transit position is ensured
	4.5	Documentation for unloaded product bin is completed in accordance with organisational, manufacturer and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIC3086A Operate a multi-lift collection vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3086 Operate a multi-lift collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying appropriate techniques for loading and unloading vehicle
- applying precautions and required action to minimise, control or eliminate identified hazards
- identifying, loading and transporting product streams in accordance with organisational, manufacturer and legislative requirements
- interpreting and following operational instructions and prioritise work
- covering/tarping product bins manually
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle and equipment, and taking appropriate action as required
- operating a multi-lift collection vehicle across three different workplace job functions
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating vehicle cabin functions correctly
- reading, interpreting and following relevant instructions, procedures, information and signs
- using correct manual handling techniques when operating vehicle and/or product containers
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- customer requirements when picking up product or delivering product to a product collection facility
- factors involved in trip preparation
- factors that may cause traffic delays and diversions
- relevant legislation, and organisational and manufacturer procedures for transporting product in the vehicle
- relevant state/territory roads and traffic authority road rules, regulations, permits and licence requirements
- safe pickup and delivery of product to and from site
- vehicle loading and unloading procedures
- workplace documentation
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, load restraint guide, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Use of a simulator is not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3087 Operate a rear loading mobile compaction/collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a rear loading mobile compaction/collection vehicle (the 'vehicle').

It includes following safety requirements, loading product onto vehicle, compacting product on vehicle, unloading product from vehicle and completing documentation.

Vehicle must be operated in compliance with relevant state/territory and traffic authority vehicle licence requirements and regulations.

Vehicle is operated with limited or no supervision, with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Follow safety requirements	1.1 Operator and third party safety is maintained in accordance with organisational, manufacturer and legislative requirements
	1.2 Vehicle controls are checked and operated in accordance with organisational, manufacturer requirements
	1.3 Vehicle cleaning and non-technical maintenance is undertaken in accordance with organisational and manufacturer requirements
	1.4 Safety items are used and stored in accordance with organisational and manufacturer requirements
	1.5 Hazards are identified, risks are assessed and control measures are implemented
	1.6 Defective equipment is reported in accordance with organisational and manufacturer requirements
2 Load product onto vehicle	2.1 Vehicle is made ready to operate in accordance with organisational and manufacturer requirements
	2.2 Product streams to be collected are identified
	2.3 Documentation provided is used to determine locations to collect product
	2.4 Product is deposited into vehicle collection area (hopper) in accordance with organisational, manufacturer and legislative requirements
	2.5 Blockages are cleared and non-compliant product is reported in accordance with organisational, manufacturer and legislative requirements
	2.6 Prior to travel, product is removed from ground and no product is left on lifting equipment, vehicle or vehicle body
3 Compact product in vehicle	3.1 Loading of product within the body of the vehicle is monitored
	3.2 Compaction equipment is operated in accordance with organisational and manufacturer requirements

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	3.3 Once vehicle reaches gross vehicle mass (GVM) compaction/loading is ceased in accordance with relevant organisational, manufacturer and legislative requirements
4 Unload product from vehicle and complete relevant documentation	4.1 Vehicle is positioned on level, stable ground to ensure vehicle safety and stability when unloading
	4.2 Vehicle is positioned to allow unloading, in accordance with site, organisational, manufacturer and legislative requirements
	4.3 Unloading equipment is operated in accordance with organisational, manufacturer and legislative requirements
	4.4 Return of equipment used to transit position is ensured
	4.5 Documentation for unloaded product is completed in accordance with organisational, manufacturer and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3087A Operate a rear loading mobile compaction/collection vehicle

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Links

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Assessment Requirements for TLIC3087 Operate a rear loading mobile compaction/collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying appropriate techniques for loading and unloading vehicle
- applying precautions and required action to minimise, control or eliminate identified hazards
- identifying, loading and transporting product streams in accordance with organisational, manufacturer and legislative requirements
- interpreting and following operational instructions and prioritising work
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle and equipment, and taking appropriate action as required
- operating a rear loading mobile compaction-collection vehicle across three different workplace job functions
- operating and adapting to differences in equipment in accordance with operating procedures
- operating vehicle cabin functions correctly
- positioning product containers/bins manually
- reading, interpreting and following instructions, procedures, information and signs relevant to the vehicle
- using correct manual handling techniques when operating vehicle and/or product containers
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- customer requirements when picking up product or delivering product to a product collection facility
- factors involved in trip preparation
- relevant legislation, and organisational and manufacturer procedures for transporting product in vehicle
- relevant state/territory roads and traffic authority road rules, regulations, permits and licence requirements
- safe pick-up and delivery of product to and from site
- vehicle loading and unloading procedures
- workplace documentation
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Use of a simulator is not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3088 Operate a roll on/roll off collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a roll on/roll off or RoRo, also known as dino or hook lift, collection vehicle (the 'vehicle').

It includes following safety requirements, loading product bin onto vehicle, unloading product from vehicle and completing documentation, unloading product bin from vehicle.

Vehicle must be operated in compliance with relevant state/territory and traffic authority vehicle licence requirements and regulations.

Vehicle is operated with limited or no supervision, with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Follow safety requirements	1.1 Operator and third party safety is maintained in accordance with organisational, manufacturer and legislative requirements
	1.2 Vehicle controls are checked and operated in accordance with organisational and manufacturer requirements
	1.3 Vehicle cleaning and non-technical maintenance is undertaken in accordance with organisational and manufacturer requirements
	1.4 Safety items are used and stored in accordance with organisational and manufacturer requirements
	1.5 Hazards are identified, risks are assessed and control measures are implemented
	1.6 Defective equipment is reported in accordance with organisational and manufacturer requirements
2 Load product bin onto vehicle	2.1 Vehicle is made ready to operate in accordance with organisational and manufacturer requirements
	2.2 Product streams to be collected are identified
	2.3 Documentation provided is used to determine locations to collect product
	2.4 Prior to (manual tarping) or after (automated tarping) loading product bin onto vehicle, load cover is determined
	2.5 Product bin is loaded onto vehicle in accordance with organisational, manufacturer and legislative requirements
	2.6 Product bin is secured to vehicle in accordance with organisational, manufacturer and legislative requirements
	2.7 Product is removed from ground and no product is left on lifting equipment, vehicle or vehicle body
	2.8 Prior to travel, load covers are tied down in accordance with organisational, manufacturer and legislative requirements

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3 Unload product from vehicle and complete relevant documentation	3.1 Vehicle is positioned on level, stable ground to ensure vehicle safety and stability when unloading
	3.2 Vehicle is positioned to allow unloading, in accordance with site, organisational, manufacturer and legislative requirements
	3.3 Load covers (tarps) are removed in accordance with organisational, manufacturer and legislative requirements
	3.4 Unloading equipment is operated in accordance with organisational, manufacturer and legislative requirements
	3.5 Return of equipment used to transit position is ensured
	3.6 Documentation for unloaded product is completed in accordance with organisational, manufacturer and legislative requirements
4 Unload product bin from vehicle	4.1 Vehicle is positioned on level, stable ground to ensure vehicle safety and stability when unloading
	4.2 Vehicle is positioned to allow unloading, in accordance with site, organisational, manufacturer and legislative requirements
	4.3 Unloading equipment is operated in accordance with organisational, manufacturer and legislative requirements
	4.4 Return of equipment used to transit position is ensured
	4.5 Documentation for unloaded product bin is completed in accordance with organisational, manufacturer and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3088A Operate a roll on/roll off collection vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3088 Operate a roll on/roll off collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying appropriate techniques for loading and unloading vehicle
- applying precautions and required action to minimise, control or eliminate identified hazards
- covering/tarping product bins manually
- identifying load and transport product streams in accordance with organisational, manufacturer and legislative requirements
- interpreting and following operational instructions and prioritising work
- monitoring performance of vehicle and equipment, and taking appropriate action as required
- operating a roll on-roll off collection vehicle across three different workplace job functions
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating vehicle cabin functions correctly
- reading, interpreting and following relevant instructions, procedures, information and signs
- using correct manual handling techniques when operating vehicle and/or product containers
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- customer requirements when picking up product or delivering product to a product collection facility factors involved in trip preparation
- factors that may cause traffic delays and diversions
- relevant legislation, and organisational and manufacturer procedures for transporting product in vehicle
- relevant state/territory roads and traffic authority road rules, regulations, permits and licence requirements
- safe pickup and delivery of product to and from site
- vehicle loading and unloading procedures
- workplace documentation
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- a roll on/roll off collection vehicle
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Use of a simulator is not suitable for final assessment of this unit of competency.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3089 Operate a side loading mobile compaction/collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a side loading mobile compaction/collection vehicle (the 'vehicle').

It includes following safety requirements, loading product onto vehicle, compacting product in vehicle, unloading product from vehicle and completing documentation.

Vehicle must be operated in compliance with relevant state/territory and traffic authority vehicle licence requirements and regulations.

Vehicle is operated with limited or no supervision, with accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Follow safety requirements	1.1 Operator and third party safety is maintained in accordance with organisational, manufacturer and legislative requirements
	1.2 Vehicle controls are checked and operated in accordance with organisational and manufacturer requirements
	1.3 Vehicle cleaning and non-technical maintenance is undertaken in accordance with organisational and manufacturer requirements
	1.4 Safety items are used and stored in accordance with organisational and manufacturer requirements
	1.5 Hazards are identified, risks are assessed and control measures are implemented
	1.6 Defective equipment is reported in accordance with organisational and manufacturer requirements
2 Load product into vehicle	2.1 Vehicle is made ready to operate in accordance with organisational and manufacturer requirements
	2.2 Product streams to be collected are identified
	2.3 Documentation (paper or electronic) provided is used to determine locations to collect product
	2.4 Product is deposited into vehicle collection area (hopper) in accordance with organisational, manufacturer and legislative requirements
	2.5 Blockages are cleared and non-compliant product is reported in accordance with organisational, manufacturer and legislative requirements
	2.6 Prior to travel, product is removed from ground and no product is left on lifting equipment, vehicle or vehicle body
3 Compact product in vehicle	3.1 Loading of product within vehicle body is monitored
	3.2 Compaction equipment is operated in accordance with organisational and manufacturer requirements
	3.3 Once vehicle reaches gross vehicle mass (GVM), compaction/loading is ceased in accordance with

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	relevant organisational, manufacturer and relevant state/territory legislation
4 Unload product from vehicle and complete relevant documentation	4.1 Vehicle is positioned on level, stable ground to ensure vehicle safety and stability when unloading
	4.2 Vehicle is positioned to allow unloading, in accordance with site, organisational, manufacturer and legislative requirements
	4.3 Unloading equipment is operated in accordance with organisational, manufacturer and legislative requirements
	4.4 Return of equipment used to transit position is ensured
	4.5 Documentation for unloaded product is completed in accordance with organisational, manufacturer and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3089A Operate a side loading mobile compaction/collection vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3089 Operate a side loading mobile compaction/collection vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying appropriate techniques for loading and unloading vehicle
- applying precautions and required action to minimise, control or eliminate identified hazards
- reporting defective equipment in accordance with organisational/manufacturer requirements
- identifying, load and transport product streams in accordance with organisational, manufacturer and legislative requirements
- interpreting and following operational instructions and prioritise work
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle and equipment, and taking appropriate action as required
- operating a side loading mobile compaction-collection vehicle across three different workplace job functions
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating vehicle cabin functions correctly
- positioning product bins manually
- reading, interpreting and following relevant instructions, procedures, information and signs
- using correct manual handling techniques when operating vehicle and/or product containers
- working collaboratively with others.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- customer requirements when picking up product or delivering product to a product collection facility
- factors involved in trip preparation
- factors that may cause traffic delays and diversions
- relevant legislation, and organisational and manufacturer procedures for transporting product in vehicle
- relevant state/territory roads and traffic authority road rules, regulations, permits and licence requirements
- safe pick-up and delivery of product to and from site
- vehicle loading and unloading procedures
- workplace documentation
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Use of a simulator is not suitable for final assessment of this unit of competency.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC4006 Drive multi-combination vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a multi-combination vehicle safely, including maintaining systematic and efficient control of all vehicle functions, coupling and uncoupling dollies, monitoring traffic and road conditions, managing vehicle condition and performance and effectively managing hazardous situations.

Driving must be carried out in accordance with relevant state/territory roads and traffic authority licence requirements and regulations for multi-combination vehicles.

Driving is performed with limited supervision, and duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Drive multi-combination vehicle	1.1 Multi-combination vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer instructions
	1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and transmission damage
	1.3 Multi-combination vehicle braking system is managed and operated to ensure effective control of vehicle under all conditions
	1.4 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.5 Multi-combination vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.6 Multi-combination vehicle is parked, shut down, uncoupled and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
	1.7 Appropriate signage and lights are checked for operational effectiveness and for conformity to prescribed traffic regulations
	1.8 Appropriate procedures are followed in a driving emergency
2 Monitor traffic and road conditions	2.1 Most efficient and permissible route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
	2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
3 Monitor and maintain vehicle performance	3.1 Vehicle performance is maintained through pre-operational inspections and vehicle checks
	3.2 Prime mover, dollies and trailer are aligned and coupled in proper sequence in accordance with manufacturer instructions and workplace procedures
	3.3 Coupled vehicle is checked and tested to ensure it is correctly secured and to confirm it is fully operational
	3.4 Performance and efficiency of vehicle operation is monitored

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during use

3.5 Defective or irregular performance or malfunctions are reported to appropriate authority

3.6 Vehicle records are maintained/updated and information is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4006A Drive multi-combination vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4006 Drive multi-combination vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- checking and replenishing fluids and carrying out lubrication processes
- completing relevant documentation
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle, its trailers and its equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions and related action that can be taken
- fatigue management strategies including on-road techniques

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- lifestyles that promote effective long-term fatigue management
- map reading and road navigation techniques
- multi-combination vehicle controls, instruments and indicators, and their use
- multi-combination vehicle handling procedures
- pre-operational checks carried out on multi-combination vehicle and related action
- principles of operation of air brakes and procedures for their use
- principles of stress management when driving a vehicle
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory road traffic authority.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIC4019 Drive train to operational requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a train to operational requirements in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes applying train management techniques to manage the movement of a train and, as the driver of a motive power unit, to conduct all movements and related activities required to achieve operational requirements. It also includes responding effectively to external factors and emergencies, handing over a train to a relief crew and stabling it at the end of a journey.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed without supervision, generally within a team environment. It involves the application of routine operational principles and procedures when driving trains as part of workplace activities across a variety of operational contexts within the Australian rail systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive train efficiently and effectively	1.1 Motive power unit is operated in accordance with relevant codes of practice, workplace procedures and instructions
	1.2 Motive power unit is operated safely within track/road characteristics and conditions, to minimise wear and fuel use and to avoid damage
	1.3 Train is driven with due care for passenger comfort and/or condition of freight
	1.4 Performance of equipment and rolling stock is monitored to maintain optimum running conditions and to identify faults, defects and inefficiencies
	1.5 Relevant codes of practice, work health and safety (WHS)/occupational health and safety (OHS) and environmental requirements are followed to prevent injury and damage
2 Complete train journey in accordance with operational requirements	2.1 Train documentation is received, interpreted and followed
	2.2 Train is operated in accordance with documentation and procedures
	2.3 Events and circumstances affecting planned running schedule are communicated to relevant personnel en route
	2.4 Relevant codes of practice, safeworking and signalling requirements are followed throughout train operations
	2.5 Network control officer instructions are received, interpreted and applied to ensure safe and effective control of train
	2.6 Communications are maintained with network control officer and other relevant personnel during train journey in accordance with relevant codes of practice and safeworking systems
	2.7 Instructions concerning train operation are given to relevant personnel to ensure safe and efficient running
3 Respond to changed external operating	3.1 Instructions regarding changed external operating factors are verified, interpreted and followed, in accordance with

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factors		relevant codes of practice, safeworking systems, and organisational policies and procedures, to ensure actions taken are appropriate and safe
	3.2	Fixed and hand signals, and verbal movement commands are interpreted and followed, in accordance with relevant codes of practice, safeworking systems, and organisational policies and procedures, to ensure actions taken are appropriate and safe
	3.3	Hazardous situations are recognised and appropriate action is taken to minimise risk to passengers/freight and equipment
	3.4	Emergency situations are recognised and actions are taken that are appropriate and safe
4 Prepare train for crew handover	4.1	Relevant personnel are advised of condition and location of train
	4.2	Documentation is updated and faults identified en route are reported to relevant personnel in accordance with established policies and procedures
	4.3	Incidents or unusual occurrences are recorded and reported to relevant personnel in accordance with workplace policies and procedures
5 Stable train	5.1	Location for stabling of train is confirmed with relevant personnel
	5.2	Train is shunted and secured in accordance with directions, workplace procedures and relevant rail regulations
	5.3	Safety devices are activated or put in position to ensure safety of personnel and equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4019A Drive train to operational requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4019 Drive train to operational requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in trains, associated motive power units and ancillary equipment
- applying track or road information/characteristics to train operations
- checking and replenishing fluids and carrying out lubrication processes as part of train operations in accordance with workplace requirements
- communicating effectively with others
- completing relevant documentation
- driving train in accordance with equipment and track/road characteristics
- identifying and assessing motive power unit defects and deficiencies and taking appropriate action to report, isolate, repair or replace identified defective equipment in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring equipment in accordance with organisational requirements
- monitoring journey schedule in accordance with train documentation
- monitoring train performance and security of load to facilitate optimum safe operation
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- recognising problems that may arise when driving a train, and taking appropriate action
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others

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- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- braking and safety system procedures
- defects that can occur on a motive power unit and related action that should be taken
- motive power unit controls, instruments and indicators and their purpose, location and use
- motive power unit equipment and systems including monitoring devices, braking and drive equipment, and ancillary systems
- operating controls to start, accelerate, decelerate and stop
- procedures and required protocol for operating electronic communications equipment
- procedures for identifying equipment faults and defects, and assessing for appropriate action
- procedures for minor maintenance, cleaning, lubricating and servicing of motive power unit
- procedures for operating and monitoring the performance of ancillary systems on a train
- procedures for refuelling and lubricating a motive power unit
- procedures for responding to hazardous situations and emergencies
- processes for adjusting controls to maximise efficient and safe running
- relevant WHS/OHS and environmental procedures and regulations
- requirements for completing relevant documentation
- start-up and shut-down procedures
- techniques and procedures for complying with speed and load limits
- track and road characteristics
- train operating characteristics.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the rail workplace.

A simulator assessment is not suitable for the final assessment of this unit of competency

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC4023 Operate train with due consideration of route conditions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a train with due consideration of route conditions in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes identifying route requirements, applying route knowledge to planning a train journey, and using route knowledge during a train journey in accordance with workplace requirements and standards.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is generally performed without supervision and within a team environment. It involves the application of routine operational principles and procedures when operating a train with due consideration of route conditions as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and interpret route information	1.1 Information on anything likely to affect critical aspects of a train route is accessed in accordance with workplace procedures
	1.2 Information on critical aspects of a train route is interpreted and analysed for use when planning a train journey and operating a train during a journey
2 Apply route knowledge when planning a train journey	2.1 Route information is applied to planning a train journey in accordance with workplace procedures and safeworking codes of practice and regulations
	2.2 Events and circumstances likely to affect planned running schedule are communicated to relevant personnel
	2.3 Relevant codes of practice, safeworking and signalling requirements are applied when planning train operations
	2.4 Instructions concerning planned train operation are communicated to relevant personnel to ensure safe and efficient on-time running
3 Use route knowledge during a train journey	3.1 Route information is evaluated and applied to managing train operations during a train journey in accordance with workplace procedures and safeworking codes of practice and regulations
	3.2 Hazardous situations along train route are recognised and appropriate action is taken to minimise risk to personnel and equipment
	3.3 Communications are maintained with Network Control Officer and other relevant personnel during train journey in accordance with relevant codes of practice, safeworking systems and workplace procedures
	3.4 Network Control Officer information and other instructions are received, interpreted and applied to ensure safe and effective operation of train

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4023A Operate train with due consideration of route conditions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4023 Operate train with due consideration of route conditions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying route knowledge to train operations
- communicating effectively with others including using fixed and hand signals, and train communications equipment
- completing relevant documentation
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring train performance and its security to facilitate optimum safe operation
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures, route information and signs
- reporting and/or rectifying identified problems that may occur promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- braking and safety system procedures
- driving procedures
- motive power unit controls, instruments and indicators and their purpose, location and use
- motive power unit systems and equipment including monitoring devices, braking and drive equipment, ancillary systems and signalling systems
- procedures for adjusting controls to maximise efficient and safe running
- procedures for complying with speed and load limits
- procedures for identifying and/or anticipating route problems and related action that can be taken
- procedures for managing hazardous situations
- procedures for operating ancillary systems
- procedures for operating controls to start, accelerate, decelerate and stop
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- route information including track/bridge limitations, speed limitations, gauge limitation, curves and gradients, curfews, location of signals and crossings, emergency cross-overs, end of safeworking system locations, stations and platforms, abnormal weather conditions along route, track work along route, reports of accidents or breakdowns along route, yard and siding layouts and typical problems that can occur along a train route
- safe operational procedures and techniques for optimising efficiency, minimising wear and tear on rolling stock and motive power units
- workplace procedures and operating requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations

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- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC4026 Operate and monitor a motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate and monitor a motive power unit in accordance with relevant workplace procedures, rail regulations and codes of practice.

It includes operating motive power unit controls, monitoring performance and maintaining operational condition during a journey. It also includes working collaboratively with other train crew and relevant personnel.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed without supervision, generally within a team environment. It involves the application of routine operational principles and procedures when maintaining the safety and operation of a motive power unit across a variety of operational contexts in the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate motive power unit	1.1 Motive power unit handling techniques, and track and road knowledge are applied to eliminate or minimise risk of injury to personnel or damage to equipment, rolling stock and load
	1.2 Acceleration and braking techniques are applied safely within track, road and weather conditions
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Motive power unit and rolling stock movement between sections is monitored and vehicles are positioned safely in accordance with relevant codes of practice, safeworking systems and related requirements
2 Operate and monitor on-board equipment	2.1 Motive power unit equipment is monitored and operated to maintain optimum running conditions and to identify faults, defects and deficiencies
	2.2 Appropriate action is taken in response to identified faults, defects and deficiencies to ensure safe operation of motive power unit, including communications with Network Control Officer as required
	2.3 Faults, defects and deficiencies are assessed to determine risk of damage to equipment or injury to personnel
3 Respond effectively to external operating factors	3.1 Instructions are verified as required, interpreted and followed, in accordance with relevant codes of practice, rail regulatory requirements and organisational policies and procedures, to ensure that actions taken are appropriate and safe
	3.2 Fixed and hand signals, and verbal movement commands are interpreted and followed, in accordance with relevant codes of practice, safeworking systems and organisational policies and procedures, to ensure actions taken are appropriate and safe
	3.3 Hazardous situations are recognised and interpreted and appropriate initiatives and action are taken to minimise risk to personnel and equipment in accordance with workplace procedures and applicable regulatory requirements
4 Work collaboratively	4.1 Safe operation and monitoring of motive power unit is maintained in collaboration with relevant personnel, in accordance with workplace procedures and applicable

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	regulatory requirements
	4.2 Potential or actual conflicts or grievances with train crew, Network Control Officer and other relevant personnel when operating motive power unit are recognised and resolved, in accordance with workplace procedures
	4.3 Rail resource management principles are applied as required in all rail operations involving motive power unit, in accordance with workplace procedures
	4.4 Regular communication is maintained with train crew, Network Control Officer, drivers of other trains and other relevant personnel when operating motive power unit, in accordance with workplace procedures and regulatory requirements
	4.5 Train crew, Network Control Officer, drivers of other trains and other relevant personnel are advised of operational problems, delays, and safety incident and emergency situations
	4.6 Information provided by train crew, Network Control Officer, drivers of other trains and other relevant personnel relevant to ongoing operation of motive power unit is interpreted and applied to driving activities, in accordance with workplace procedures and applicable regulatory requirements
5 Follow all applicable rail regulatory requirements	5.1 Rail regulatory requirements applicable to operating motive power unit, and train and track or road concerned are accessed, clarified as required and interpreted
	5.2 Relevant rail regulatory requirements are applied and followed when operating motive power unit
	5.3 Rail resource management principles are applied in all rail operations involving motive power unit in accordance with workplace procedures and applicable rail regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4026A Operate and monitor a motive power unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4026 Operate and monitor a motive power unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in motive power units and associated equipment and procedures
- applying handling techniques and track and road knowledge in accordance with workplace procedures
- communicating effectively and maintaining appropriate levels of communication with appropriate personnel
- completing relevant documentation
- identifying and responding different types of signals, including fixed and hand signals and verbal commands
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring motive power unit performance
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- recognising problems that may arise when operating and monitoring a motive power unit, and taking appropriate action
- reporting problems and carrying out repairs (depending on level and extent of work required), or isolating and tagging faulty equipment and advising appropriate personnel of fault and need for repair or replacement
- selecting and using required personal protective clothing and equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- braking and safety system procedures
- emergency procedures
- motive power unit controls, instruments and indicators and their purpose, location and use
- operating controls to start, accelerate, decelerate and stop a motive power unit
- procedures and required protocol for operating electronic communications equipment
- procedures for adjusting controls to maximise efficient and safe running
- procedures for identifying equipment defects and assessing them for appropriate action
- procedures for managing safety incidents and hazardous situations
- procedures for minor maintenance, cleaning, lubricating and servicing a motive power unit
- procedures for operating and monitoring a motive power unit
- procedures for operating and monitoring ancillary equipment on a motive power unit
- relevant rail danger zones
- relevant safeworking systems
- relevant WHS/OHS and environmental procedures and regulations
- requirements for communicating and working collaboratively with relevant personnel
- requirements for completing relevant documentation during and after operating and monitoring a motive power unit
- speed and load limits for a motive power unit
- track and road
- train schedules, motive power unit allocation and operational instructions
- typical faults that can occur on a motive power unit and related action that should be taken for repair, isolation, replacement, reporting and recording of the faulty equipment
- workplace procedures and operating requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the rail corridor

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workplace.

A simulator assessment is not suitable for the final assessment of this unit of competency

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC4068 Operate heavy recovery ancillary equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a range of heavy recovery ancillary equipment used in the towing and recovery process.

It includes checking job requirements, preparing heavy recovery ancillary equipment for use, operating ancillary equipment, and shutting down heavy recovery ancillary equipment.

This unit applies to those working in the heavy recovery industry. It does not include salvage operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Check job requirements**	1.1	Job is reviewed to identify equipment and operating requirements
		1.2	Ancillary equipment, materials and personnel requirements for safe, effective and efficient operation are identified and organised
		1.3	Suitable personal protective equipment and clothing are selected, used, maintained and stored in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements
2	**Prepare heavy recovery ancillary equipment for use**	2.1	Routine pre-operational checks are carried out in accordance with organisational requirements and manufacturer specifications
		2.2	Operational systems are checked and calibrated for correct operation in accordance with organisational requirements and manufacturer specifications
		2.3	Faulty equipment is identified, safety tagged and reported promptly in accordance with organisational procedures
		2.4	WHS/OHS hazards associated with equipment operation are identified, and risk is assessed and handled in accordance with organisational procedures
		2.5	Environmental implications associated with operations are identified, assessed and reported in accordance with organisational procedures
3	**Operate ancillary equipment**	3.1	Operational area is checked and personnel in that area are informed of initiation of operation
		3.2	Equipment is started up using correct sequence in accordance with organisational requirements and manufacturer specifications
		3.3	Equipment is operated in a safe and controlled manner in accordance with manufacturer specifications, and is monitored for performance and efficiency
		3.4	Input materials are monitored and non-conformances are identified and handled in accordance with organisational requirements
		3.5	Processing outputs are monitored and adjustments to equipment operation are made in accordance with job requirements

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4	**Shut down heavy recovery ancillary equipment**	4.1 Shut-down procedures for equipment are completed in accordance with organisational requirements and manufacturer specifications
		4.2 Routine maintenance of equipment is carried out in accordance with organisational requirements and manufacturer specifications
		4.3 Equipment is stored and secured in accordance with organisational requirements
		4.4 Malfunctions, faults, irregular performance and damage to equipment are detailed and reported in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4068A Operate heavy recovery ancillary equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4068 Operate heavy recovery ancillary equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- completing relevant documentation
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- operating heavy recovery ancillary equipment
- reading and interpreting relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- factors that may cause traffic delays and diversions
- manufacturer specifications and operator manuals
- relevant dangerous goods information for operating ancillary equipment
- relevant state/territory roads and traffic authority road rules, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace documentation
- workplace driving and operational instructions.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Candidates are required to:

- identify three (3) different types of ancillary recovery equipment and their uses and
- operate two (2) types of heavy recovery ancillary equipment safely.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC4069 Operate heavy recovery vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a heavy recovery vehicle.

It includes conducting pre-trip check of vehicle and equipment, travelling to recovery scene, assessing recovery scene, selecting an appropriate recovery method, towing disabled vehicle to delivery point and concluding recovery operations.

This unit applies to those working in the heavy recovery industry. It does not include salvage operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Conduct pre-trip check of vehicle and equipment**	1.1 Fuel level is checked to ensure it is appropriate for driving task
		1.2 Vehicle is inspected visually to ensure it is serviceable
		1.3 Condensation is drained from air tanks
		1.4 Recovery/towing equipment and fittings are checked to ensure they are not damaged or misplaced, and are clean and serviceable
		1.5 Chains, shackles and fittings are checked to ensure they are not damaged or misplaced, and are clean and serviceable
		1.6 Necessary licences, logbooks and mass permits are checked for currency and that they are located in vehicle
		1.7 Personal protective equipment (PPE) is checked to ensure it is available, ready for use, and meets regulatory requirements
2	**Travel to recovery scene**	2.1 Route is planned in accordance with regulatory and organisational requirements
		2.2 Recovery vehicle is driven and manoeuvred in accordance with legal requirements, taking into consideration eco-driving techniques, and courtesy and professionalism is exhibited toward other road users
		2.3 Situational awareness is maintained in following planned route
		2.4 When recovery vehicle is legally authorised to drive on hard shoulder and there are stationary queues, extreme care is taken and speed is reduced to minimise danger to vehicles and pedestrians
3	**Assess recovery scene**	3.1 Directions of enforcement officers and ambulance officers are obeyed
		3.2 Recovery vehicle is parked in a position to avoid obstruction to authorities, traffic flow and hazard warning lights or beacons
		3.3 Recovery vehicle is parked in a safe position with regard to size of recovery unit and ability to protect scene
		3.4 PPE is used in accordance with regulatory and organisational procedures

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	3.5	Scene reconnaissance is promptly conducted and results are reported
	3.6	Hazards and environmental conditions are assessed and required action is taken to minimise, control or eliminate identified hazards
	3.7	Communication with others is maintained using appropriate techniques and terminology
	3.8	Health, safety and security procedures are followed in accordance with organisational policy and relevant legislation
4 Select recovery method appropriate to desired outcome	4.1	Recovery method is determined based on situation requirements and consideration of mass and dimension
	4.2	Resources required and their availability are determined
	4.3	Recovery method selected is communicated and forthrightly justified to person with responsibility
	4.4	Approval is gained to start work
	4.5	Exclusion zone is set up with permission of person with responsibility
	4.6	Communication with others is maintained to explain recovery progress
5 Tow disabled vehicle to delivery point	5.1	Disabled vehicle is hooked up and checked to ensure conformity with regulatory requirements
	5.2	Heavy towing permit conditions are applied to plan a route that ensures most efficient, safe, secure and legal transport operation
	5.3	Driving techniques appropriate to heavy towing and driver legal responsibility for damage and loss to towed vehicles, fitted equipment, and personal possessions are applied
	5.4	Recovery vehicle is driven within heavy towing special speed limits
	5.5	Situational awareness is maintained for potential problems with disabled vehicle
	5.6	Disabled vehicle is safely manoeuvred into position and unhooked in accordance with organisational and customer

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		requirements
6	**Conclude recovery operations**	6.1 Heavy vehicle recovery documentation is completed in accordance with regulatory and workplace requirements
		6.2 Recovery vehicle and equipment are cleaned and serviced in accordance with organisational procedures and manufacturer guidelines, prior to standing down from operation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4069A Operate heavy recovery vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4069 Operate heavy recovery vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate identified hazards
- checking recovery equipment visually, and stowing appropriately
- conducting a pre-trip check of a heavy recovery vehicle
- positioning vehicle correctly at an incident
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- recognising and producing appropriate licences and permits used in the recovery industry
- recognising and producing appropriate manufacturer handbooks
- selecting and using required personal protective equipment, conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing heavy recovery vehicle equipment in terms of maintenance schedule and operating procedures
- using communications equipment in a recovery situation
- using eco-driving techniques when operating a heavy recovery vehicle.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques and eco-driving considerations
- factors that may cause traffic delays and diversions, and related action that can be taken
- fatigue management regulations
- guidelines for incidents and hazards

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- manufacturer manuals
- mass and dimension legislation and effects on recovery operations
- procedures for using communications systems effectively
- regulatory requirements for heavy recovery
- relevant state/territory roads and traffic authority road rules, regulations, permit and licence requirements
- relevant WHS/OHS and environmental procedures and regulations relating to operating heavy recovery vehicle
- trip planning requirements
- vehicle pre-trip checks and preparation
- workplace documentation
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment is to be carried out in a heavy recovery vehicle in a workplace environment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Simulation is not suitable for final assessment of this unit

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Links

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TLIC4070 Tow a disabled heavy vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to hook-up and unhook a damaged or disabled heavy vehicle.

It includes preparing and responding to a call, implementing road safety procedures to commence hook-up, hooking up disabled vehicle, unhooking disabled vehicle and completing towing operations.

This unit applies to those working in the heavy recovery industry. It does not include salvage operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.	
1	**Prepare and respond to call**	1.1 Equipment is checked, serviced and made operationally ready for use
		1.2 Tow task information is obtained and type of heavy vehicle and event is determined
		1.3 Personal protective equipment is selected relevant to nature of towing operation
		1.4 Further details of event are received en route
2	**Implement road safety procedures to commence hook-up**	2.1 Disabled vehicle is approached and recovery vehicle is parked in accordance with safe roadside working procedures
		2.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		2.3 Appropriate action is taken to ensure the safety of all disabled vehicle occupants
		2.4 Occupants are moved to recovery vehicle safety, away from road and recovery vehicle equipment
		2.5 Beacons are placed at immediate approach to breakdown scene
		2.6 Authorities are notified if there is likelihood of danger or undue delays
		2.7 All movements between vehicles are confined to nearside if possible
3	**Hook-up disabled vehicle**	3.1 Exact nature of problem is correctly diagnosed to decide on correct towing method
		3.2 Driver of damaged or disabled heavy vehicle is informed about recovery procedures that will be undertaken
		3.3 Recovery vehicle is safely manoeuvred into position to facilitate recovery and to minimise inconvenience to traffic flow
		3.4 Towing hook-up procedures are used to connect up disabled vehicle for recovery, ensuring safety standards are adequate for tow weight
		3.5 Disabled vehicle brake control system is interconnected so brakes can be operated from recovery vehicle

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	3.6	Driveline is disconnected in accordance with manufacturer guidelines and secured
	3.7	Under lift boom is retracted to shortest position suitable for towing, and lock and check turning clearance
	3.8	Warning lights and signs are attached in accordance with regulatory requirements
	3.9	Final checks are undertaken and hook-up of disabled vehicle is completed in accordance with organisational and regulatory requirements
	3.10	Disabled vehicle is safely towed using appropriate defensive driving techniques and procedures
4 Unhook disabled vehicle	4.1	Disabled vehicle is safely manoeuvred into position in accordance with job requirements
	4.2	Disabled vehicle brakes are engaged and vehicle is chocked
	4.3	Unhook procedures are used correctly to safely disconnect disabled vehicle
	4.4	Removed driveline components that were disconnected are placed near disabled vehicle
	4.5	Disabled vehicle is positioned in accordance with organisational and customer requirements
5 Conclude towing operations	5.1	Recovery vehicle and equipment are cleaned and serviced in accordance with organisational procedures and manufacturer guidelines, prior to standing down from operation
	5.2	Operational documentation is completed in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4070A Tow a disabled heavy vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4070 Tow a disabled heavy vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate identified hazards
- applying signage in accordance with legislative requirements
- checking recovery equipment visually and stowing appropriately
- conducting an equipment check of heavy recovery ancillary equipment
- conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- driving and operating recovery vehicle in accordance with legislative requirements
- implement contingency plans
- interconnecting brakes and lights from recovery vehicle to disabled vehicle in accordance with legislative requirements
- isolating fault/s to componentry engine, differential, gearbox, chassis
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- operating and adapting to differences in equipment in accordance with operating procedures
- positioning vehicle at an incident correctly
- selecting and using required personal protective equipment including:
  - gloves
  - safety headwear and footwear
  - safety glasses
  - two-way radio
  - protective clothing
  - high visibility clothing
  - eye wash kit
- servicing heavy recovery vehicle equipment in terms of maintenance schedule and standard operating procedures
- using communications equipment in a recovery situation

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- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislative procedures and codes including:
  - environmental protection legislation and regulations
  - fatigue management regulations
  - roads and traffic authority driving regulations and licence or permit requirements for operating heavy vehicles on unsealed roads
  - road rules
  - WHS/OHS legislation
- appropriate hook-up and unhook processes when towing disabled vehicles including:
  - road registered vehicle with a mechanical failure
  - registrable vehicle with a mechanical failure
  - vehicle as described in legislation
- distinguishing features of different types of registrable heavy transport vehicles including:
  - heavy combination
  - heavy rigid
  - light rigid
  - medium rigid
  - multi-combination
  - special circumstance vehicle
- documentation and records including:
  - relevant Australian Standards and certification requirements
  - relevant internal data entry books, including logbooks, data sheets and load sheets
  - transport emergency response plan (TERP)
  - transport regulations as they apply to the enterprise, including local authority regulations and procedures
  - workplace policies and procedures
- major components of modern heavy vehicles, including engine, transmission, differential and braking systems

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- manufacturer guidelines for operating towing equipment
- manufacturer guidelines for recovering vehicles and equipment
- procedures for using communications systems effectively
- relevant persons of authority and their roles
- risk assessment procedures to identify hazards and potential hazards
- techniques for driving safely when towing, with regard to mass and dimension, and other road users
- vehicle pre-trip equipment checks and preparation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must ensure access to:

- a recovery vehicle that is consistent with current industry standards for a heavy recovery vehicle
- a vehicle that can be used as a disabled vehicle for the purposes of assessment
- relevant material, tools, equipment and personal protective equipment currently used in industry
- relevant regulatory and equipment documentation that impacts on work activities.

Simulation is not suitable for final assessment of this unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC4071 Establish and operate train braking system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify, establish and operate a train braking system after it has been marshalled and deals with brake system faults and failures.

It includes identifying and operating train braking system, and locating and rectifying or isolating system faults during operation in accordance with organisational procedures.

This unit covers activities carried out in a rail yard or on a main line.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and establish train braking system	1.1 Brake system and type to be used are identified
	1.2 Confirmation is made that motive power unit is

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	appropriate for braking system to be used
	1.3 Correct coupling of braking system to motive power unit is established and/or confirmed in accordance with organisational policies and requirements
	1.4 Air brake system is charged to required pressures in accordance with manufacturer requirements and tolerances
2 Operate and monitor train braking system	2.1 Relevant brake system tests are conducted in accordance with organisational policies and requirements
	2.2 Hazards are identified, risks are assessed and risk control measures are implemented
	2.3 Train brakes are applied and released under normal operational conditions in accordance with correct train handling and organisational policies and procedures
	2.4 Train brake system is monitored in accordance with organisational and/or operational requirements
3 Identify and rectify train braking system faults during operation	3.1 Train braking system faults are identified during operation
	3.2 Safe location to bring train to a stand is identified in accordance with train handling and organisational policies and procedures
	3.3 Train brake system fault is located and rectified or isolated in accordance with manufacturer and/or organisational procedures
	3.4 Relevant brake system tests are conducted in accordance with organisational policies and requirements
	3.5 Train is operated in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4071A Establish and operate train braking system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4071 Establish and operate train braking system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant rail safety practices and workplace procedures
- assessing brake system defects
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- interpreting capabilities of train braking systems
- modifying activities depending on operational contingencies, risk situations and environments
- modifying driving in accordance with brake capabilities and characteristics
- operating and adapting to differences in brakes and related equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and organisational procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- brake systems, their components and their operation
- capabilities and characteristics of train braking systems
- diagnostic techniques
- pneumatic systems and their operations
- releasing train brakes after emergency application in accordance with organisational policies and procedures
- relevant environmental protection legislation, regulations, codes of practice, policies and procedures
- relevant information and documents
- relevant state/territory legislated rail safety requirements, rail industry standards, rules, codes of practice and/or guidelines
- relevant WHS/OHS legislation, regulations, codes of practice, policies and procedures
- tools and equipment applications
- types of brake tests and their purpose.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC4072 Operate and monitor a motive power unit on a main line

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate and monitor a motive power unit on a main line in accordance with safeworking requirements, network owner and/or organisational policies and procedures.

It includes driving, monitoring and controlling train running and responding to changing operating factors on a railway main line. It also includes stabling or handing over a motive power unit in accordance with organisational requirements.

This unit can be applied to single motive power units or multiple consist freight, heavy haul or passenger trains.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive and monitor train	1.1 Motive power unit is operated in accordance with manufacturer instructions, and organisational policies and procedures
	1.2 Motive power unit is operated safely with consideration of train consist and loading to minimise wear and fuel use, and to avoid damage
	1.3 Motive power unit handling techniques, and track and road knowledge are applied to eliminate or minimise risk of injury to personnel or damage to equipment, rolling stock and load
	1.4 Hazards are identified, risks are assessed and risk control measures are implemented
	1.5 Equipment and rolling stock are monitored to maintain optimum running conditions and to identify faults, defects and inefficiencies
	1.6 Appropriate action is taken in response to identified faults, defects and deficiencies to ensure safe operation of motive power unit
2 Control and monitor train running	2.1 Events and circumstances affecting planned running schedule are communicated to relevant personnel in accordance with organisational policies and procedures
	2.2 Instructions received from network control officer, are interpreted and applied to ensure safe and effective control of train
	2.3 Communications are maintained with relevant personnel during train journey in accordance with relevant safeworking systems, network requirements, and organisational policies and procedures
	2.4 Instructions concerning train operation are given to relevant personnel to ensure safe and efficient running
3 Respond to changed operating factors	3.1 Instructions regarding changed operating factors are confirmed, interpreted and followed, in accordance with safeworking systems, network owner requirements, and organisational policies and procedures
	3.2 Temporary signs and/or signals, hand signals and verbal movement commands are interpreted and followed, in accordance with safeworking systems, network owner requirements, and organisational policies and procedures

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	3.3 Hazardous situations are recognised and appropriate action is taken to minimise risk to passengers/freight and equipment
	3.4 Emergency situations are recognised and actions are taken in accordance with safeworking systems, network owner requirements, and organisational policies and procedures
4 Stable or handover train	4.1 Train is stabled in accordance with safeworking system requirements, operational instructions and organisational procedures
	4.2 Safety devices are activated or put in position in accordance with organisational policies and procedures
	4.3 Prior to stabling/handover, documentation relevant to train and activities undertaken en route is updated and provided to relief crew or completed and forwarded to appropriate personnel, in accordance with organisational policies and procedures
	4.4 Prior to stabling/handover, relevant housekeeping activities are completed in accordance with organisational policies and procedures
	4.5 Relevant personnel are advised of condition and location of train in accordance with organisational policies and procedures
	4.6 Incidents or unusual occurrences are recorded and reported to relevant personnel in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIC4072A Operate and monitor a motive power unit on a main line.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4072 Operate and monitor a motive power unit on a main line

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- identifying and assessing motive power unit defects and deficiencies and taking appropriate action to report, isolate, repair or replace identified defective equipment in accordance with organisational procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating and monitoring a motive power unit on a main line
- reading and interpreting instructions, procedures and information relevant to train operations
- selecting and using relevant equipment and materials
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- appropriate motive power unit and rolling stock systems
- emergency workplace procedures
- problems that can occur with train operations and action that should be taken
- procedures for fixed and hand signalling, and voice communication
- relevant documents
- relevant environmental protection legislation, regulations and procedures
- relevant legislated rail safety requirements, codes of practice and/or guidelines
- relevant WHS/OHS legislation, regulations and procedures
- safeworking systems and requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations on a railway main line.

A simulator assessment is not suitable for the final assessment of this unit of competency

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC4073 Set up, operate and shut down a distributed power system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to set up, operate and shut down a distributed power system in accordance with organisational procedures, relevant codes of practice and rail industry standards.

It includes setting up a remote control system; setting up a lead control system; and operating, monitoring and shutting down a distributed power system.

Distributed power refers to the physical distribution, at intermediate points throughout the length of a train, of separate motive power units. Such motive power units may be single units or multiple consists, remotely-controlled from the lead locomotive.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare train for set up of distributed power system	1.1 Distributed motive power units are positioned as required in train consist
	1.2 Hazards are identified, risks are assessed and risk control measures are implemented
	1.3 Train sections are marshalled to form one train as required
2 Set up remote distributed motive power units	2.1 Distributed power is set up on all remote units
	2.2 Distributed power system is tested in accordance with manufacturer instructions and/or organisational policies and procedures ready for linking with lead control unit
	2.3 Start-up procedures for remote distributed motive power units are followed in accordance with manufacturer instructions and/or organisational policies and procedures
3 Set up lead distributed motive power units	3.1 Distributed power system is set up by conditioning/activation of required systems
	3.2 Distributed power system is tested in accordance with manufacturer instructions and/or organisational policies and procedures
	3.3 Start-up procedures for lead distributed motive power unit are followed in accordance with manufacturer instructions and/or organisational policies and procedures
	3.4 Full control of distributed motive power units is established after linking process has been completed and required function tests have been conducted
4 Operate and monitor distributed power train	4.1 Distributed power system is operated and monitored during train operation to ensure safe train handling and control in accordance with operational requirements
	4.2 Operational difficulties/faults are identified and rectified ensuring operational safety and efficiency
	4.3 Shut-down procedures for distributed motive power units are followed in accordance with manufacturer instructions and/or organisational policies and procedures
5 Shut down distributed power systems	5.1 Distributed power train is secured against movement as required prior to system shut down
	5.2 Shut-down procedures for distributed motive power units are followed in accordance with manufacturer instructions and/or

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organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4073A Set up, operate and shut down a distributed power system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4073 Set up, operate and shut down a distributed power system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- monitoring equipment performance
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and organisational procedures
- setting up, operating and shutting down a distributed power system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- controls, instruments and indicators of a distributed power system and their purpose, location and use
- critical distributed power system control information including compatible coupling, braking, drive equipment and ancillary systems
- manufacturer instructions for distributed power units
- procedures for identifying equipment defects in distributed power system and assessing identified defective units for appropriate action
- procedures for managing hazardous situations involving distributed power system
- relevant distributed power system documents
- relevant applicable state/territory legislated rail safety requirements, codes of practice and/or guidelines

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- relevant work health and safety (WHS)/occupational health and safety (OHS) legislation, regulations, codes, policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC4074 Shunt, couple and uncouple rail vehicles

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to safely shunt rail vehicles in accordance with safeworking and organisational, policies and procedures.

It includes preparing to shunt rail vehicles for loading/unloading, making up or breaking up trains and placing vehicles for operational and/or maintenance purposes. It also includes coupling, uncoupling and securing rail vehicles.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to shunt	1.1 Shunting instructions are interpreted and confirmed

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rail vehicles	1.2 Location of rail vehicles and required movements are identified
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Allocated motive power unit is confirmed as appropriate for intended activities
2 Shunt rail vehicles	2.1 Points, levers, switches and signals are operated as required, in accordance with organisational policies and procedures to control rail vehicle movement
	2.2 Uniform line of sight and radio shunting commands are used in accordance with organisational policies, procedures and requirements
	2.3 Rail vehicles are positioned in accordance with operational requirements
	2.4 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are followed to prevent injury and to avoid damage to equipment
	2.5 Defect/fault cards are checked and appropriate action is taken in accordance with organisational policies and procedures as required
	2.6 Rail vehicle movements are controlled to prevent damage of rail vehicles and loads/contents in accordance with organisational policies and procedures
3 Couple, uncouple and secure rail vehicles	3.1 Rail vehicles are positioned to meet coupling requirements in accordance with organisational policies and procedures
	3.2 Coupling systems are identified and applied appropriately to couple and/or uncouple rail vehicles in accordance with manufacturer and organisational requirements
	3.3 Handbrakes and other securing devices are applied/released and attached/removed in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4074A Shunt, couple and uncouple rail vehicles.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4074 Shunt, couple and uncouple rail vehicles

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- operating signals and points in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and organisational procedures
- shunting, coupling, uncoupling and securing rail vehicles.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics and features of wagons and other rail vehicles
- communications protocols and organisational procedures
- emergency workplace procedures
- principles of operation for protective devices, air and electrical couplings, handbrakes, derailers and coupling equipment
- procedures for getting on and off rail vehicles in an appropriate manner
- relevant documents
- relevant state/territory legislated rail safety requirements, codes of practice and/or guidelines
- relevant work health and safety (WHS)/occupational health and safety (OHS) legislation,

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regulations, codes of practice, policies and procedures
- safeworking systems and workplace requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID1001 Shift materials safely using manual handling methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads safely using manual handling methods. Work must be carried out in compliance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations concerning the manual handling and movement of loads.

It includes assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess risks associated with	1.1 Products, goods or materials to be relocated are identified and assessed to determine appropriate relocation method

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relocating load	1.2	Storage locations are determined and potential routes to be followed are identified
	1.3	Effect of load relocation on original load base is predicted
	1.4	Points of balance are estimated
	1.5	Required clearances are compared to available space and adjustments are made to moving loads to reflect required clearance
	1.6	Effects of moving contents, which may be loose, liquid, dangerous or hazardous, are considered
	1.7	Risks in potential routes are considered
	1.8	Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods
	1.9	Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified
	1.10	Team lifting processes are considered when moving loads
	1.11	Appropriate personal protective equipment is determined
	1.12	Size to weight ratio of items to be manually handled are identified
2 Plan load relocation	2.1	Relocation of the load is planned, consistent with the code of practice for manual handling and in accordance with the risk assessment
	2.2	Process for relocating load is proposed including predicting and planning for potential difficulties
	2.3	Proposed process is checked for compliance with code of practice and workplace procedures
3 Relocate load	3.1	Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and WHS/OHS requirements
	3.2	Applications appropriate for team relocation of load are identified
	3.3	Team lifting tasks are coordinated
	3.4	Planned process and route are followed

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3.5 Relocated materials are set down without damage to goods, personnel or equipment and are checked for stability

3.6 Relocation is checked to see it meets work requirements and variance/s are reported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID1001A Shift materials safely using manual handling methods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID1001 Shift materials safely using manual handling methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate risks that may exist when manually lifting and handling materials and goods
- applying relevant legislation and workplace procedures
- communicating effectively with others when manually lifting and handling materials and goods
- implementing contingency plans when manually lifting and handling, materials and goods
- interpreting and following operational instructions and prioritising work
- interpreting manual handling risks
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in loads and materials in accordance with standard operating procedures
- reading and interpreting instructions, procedures and information relevant to the manual lifting and handling of materials and goods
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using correct manual handling practices
- working collaboratively with others when manually lifting and handling materials and goods
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- relevant WHS/OHS procedures and guidelines concerning the manual lifting and movement of loads
- risks when manually lifting and handling materials and goods, and related precautions to control the risk, including:
- controlled actions on a movement during lifting
- distance over which load is to be shifted
- frequency of shifting operations
- load on the spine during lifting
- postures and positions during lifting
- rotation and side movement of the spine during lifting
- time allowed for shifting the load
- type, weight and position of the load
- work layout
- site layout and obstacles
- workplace procedures and policies for manual handling.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice

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and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID1002 Shift a load using manually-operated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads using manually-operated mechanical equipment in compliance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulation within the transport and logistics industry.

It includes assessing the risks associated with relocating the load, planning the relocation process, carrying out the relocation with the aid of the equipment in accordance with the plan and refurbishing the equipment and worksite.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D - Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess risks	1.1 Products, goods or materials to be relocated are identified and

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associated with relocating load		assessed for the appropriate relocation method
	1.2	Storage location is determined
	1.3	Routes to be followed are identified
	1.4	Points of balance are estimated
	1.5	Effect of moving contents, which may be loose, liquid, dangerous or hazardous, are considered
	1.6	Risks in potential route/s are considered
	1.7	Lifting equipment to minimise potential risks is identified
	1.8	Appropriate personal protective equipment is determined and worn
	1.9	Tools, load shifting equipment and other materials are selected and checked for serviceability and defects are reported to supervisor
2 Plan load relocation	2.1	Load is examined to determine condition, length, bulk and weight
	2.2	Load shifting equipment is selected in accordance with workplace procedures
	2.3	Safe procedures for using lifting equipment are identified, including the calculation of safe working load (SWL) and/or working load limit (WLL) for weight of goods to be moved
	2.4	Process for relocating load is proposed including predicting and planning for potential difficulties
	2.5	Proposed process is checked against relevant code of practice and workplace procedures for compliance
	2.6	Lifting equipment and accessories are checked for safe operation in accordance with manufacturer’s instructions and workplace procedures
	2.7	Personal protective equipment is selected and worn in accordance with WHS/OHS requirements
3 Relocate load	3.1	Unsafe equipment is reported to appropriate personnel in accordance with workplace procedures
	3.2	Load is broken down, where applicable, to allow handling and moving a number of single items to ensure the maximum

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	weight of 500 kg is not exceeded
	3.3 Mechanical aids and field machines are constructed, when required, by the approved shifting method, so the load can be shifted in accordance with job instructions
	3.4 Safe working limits for lifting equipment are identified and maintained
	3.5 Planned process and route are followed using equipment within necessary range of limitations
	3.6 Relocated materials are set down without damage to goods, personnel or equipment and are checked for stability
	3.7 Relocation is checked to see it meets work requirements and variances are reported
4 Refurbish equipment and worksite	4.1 Site is cleaned and cleared of debris and unwanted material
	4.2 Field machines, tools and equipment are cleaned, inspected, serviced, maintained and stored in accordance with standard procedures
	4.3 Documentation is completed in accordance with standard procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID1002A Shift a load using manually-operated equipment.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID1002 Shift a load using manually-operated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist when shifting loads using manually-operated equipment
- communicating and working effectively with others when using manually-operated equipment to shift loads
- completing documentation related to work activities
- identifying load limits for lifting
- identifying manual operating equipment and their capabilities
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting instructions, procedures, information and signs relevant to shifting loads using manually-operated equipment
- relocating a load safely
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- method for splicing and maintaining cordage and SWL
- problems that may arise when using manually-operated equipment to shift loads, and actions that should be taken to prevent or solve these problems
- relevant knots and lashings
- relevant WHS/OHS procedures and guidelines concerning the use of manually-operated equipment to shift loads
- relevant slings and securing devices
- risks when using manually-operated equipment to shift loads, and related precautions to control these risks
- site layout and obstacles
- workplace procedures and policies for shifting goods and materials using manually-operated equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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Links

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TLID2003 Handle dangerous goods/hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to handle dangerous goods and hazardous substances in accordance with relevant work health safety (WHS)/occupational health and safety (OHS) regulations concerning the safe handling of dangerous goods and hazardous substances, within the transport and logistics industry.

It includes identifying requirements for working with dangerous goods and/or hazardous substances, confirming site incident procedures and selecting handling techniques.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify requirements for working with dangerous goods and/or hazardous substances	1.1 Dangerous goods/hazardous substances are identified from information including class labels, manifests and other documentation
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Storage requirements for dangerous goods/hazardous substances are identified and applied
	1.4 Legislative requirements for dangerous goods/hazardous substances are used to plan work activities
	1.5 Handling procedures for different classes and characteristics of goods are observed
	1.6 Confirmation is sought from relevant personnel where dangerous goods/hazardous materials do not appear to be appropriately marked
2 Confirm site incident procedures	2.1 Incident reporting processes are identified
	2.2 Emergency equipment is located and checked in accordance with workplace procedures and statutory regulations
	2.3 Emergency procedures are identified and confirmed
3 Select handling techniques	3.1 Load handling and shifting procedures are selected in accordance with identified requirements for particular goods
	3.2 Handling equipment is checked for conformity with workplace requirements and manufacturer guidelines
	3.3 Suitable signage or placards are checked for compliance with workplace procedures, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2003A Handle dangerous goods/hazardous substances.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2003 Handle dangerous goods/hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others
- completing relevant documentation
- determining required permits
- estimating weight and dimensions of load and any special requirements
- identifying and assessing handling and storage precautions and requirements for dangerous goods/hazardous substances
- identifying and selecting safety requirements for handling dangerous goods/hazardous substances
- identifying containers and goods coding, markings and emergency information panels for mode of transport storage selected
- identifying dangerous goods/hazardous substances using labels, International Maritime Dangerous Goods (IMDG) Code markings, HAZCHEM signs and other relevant identification criteria
- identifying job and site hazards, and planning work to minimise risks
- implementing contingency plans
- maintaining workplace records and documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule, predicting consequences and identifying improvements
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, regulations, information and signs
- recognising hazards and applying precautions and required action to minimise, control or eliminate recognised hazards
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures

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- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- selecting appropriate equipment and work systems including PPE
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- equipment applications, capacities, configurations, safety hazards and control mechanisms
- housekeeping standards and procedures
- permit and licence requirements
- problems that may arise when handling of dangerous goods and hazardous substances and actions that should be taken to prevent or solve these problems
- relevant aspects of current Australian Dangerous Goods (ADG) Code and relevant Australian Standards
- relevant regulations and codes concerning handling dangerous goods/hazardous substances
- risks when handling dangerous goods/hazardous substances and related precautions to control risk
- workplace procedures for handling and storing dangerous goods/hazardous substances.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment, and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2004 Load and unload goods/cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to load and unload goods and cargo in accordance with relevant state/territory roads and traffic authority regulations/permit requirements.

It includes loading and unloading goods and cargo, securing and protecting a load and completing all required documentation.

Work is performed under general supervision within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Load and unload goods/cargo**	1.1 Load characteristics are identified and taken into account when determining appropriate loading and unloading workplace procedures
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Dangerous or hazardous goods are identified and handled in accordance with the current Australian Dangerous Goods (ADG) Code and other relevant regulations/permit requirements
		1.4 Load is packed/unpacked to make safe and effective use of available spaces
		1.5 Goods/cargo are loaded in accordance with relevant mass and loading regulations and workplace procedures
		1.6 Lifting aids and appliances are selected and used to aid loading procedures in accordance with workplace procedures and safety legislation
		1.7 Unloading activities are conducted in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and balance of remaining load
		1.8 Goods requiring special handling and/or documentation are identified and workplace procedures are followed
		1.9 Relocated material is restacked appropriate for transport method, safe height, weight loading, size and crushability of goods
2	**Secure and protect load**	2.1 Load distribution is checked to ensure it is even, legal and within safe working capacity
		2.2 Load is checked to ensure dangerous goods and hazardous substances are appropriately segregated in accordance with current ADG Code
		2.3 Load is secured using correct load restraint and protection equipment for different loads, carrying and storage conditions
		2.4 Load is protected in accordance with legal and workplace safety requirements
3	**Complete**	3.1 Load is inspected and checked for security to travel, in accordance with relevant regulations/permit requirements

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documentation		and current ADG Code, as required
	3.2	All required goods documentation is completed in accordance with workplace requirements including current ADG Code, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2004A Load and unload goods/cargo.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2004 Load and unload goods/cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying required action to minimise, control or eliminate identified hazards
- completing relevant documentation
- estimating load size, shape and special requirements and taking appropriate action
- identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels, and taking appropriate action
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in cargo and equipment in accordance with operating procedures
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures, information, signs and labels
- applying relevant legislation and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- chain of responsibility workplace procedures
- housekeeping workplace procedures
- national load restraint guidelines
- problems that may arise when loading and unloading goods and cargo and actions that should be taken to prevent or solve these problems
- relevant Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
- relevant Australian Standards and regulations including state/territory mass and loading regulations
- risks when loading and unloading goods/cargo and related precautions to control risk
- safe work methods for securing load
- security awareness requirements when loading and unloading vehicles and in particular recognising, isolating and reporting suspicious cargo and goods
- site layout and obstacles
- WHS/OHS procedures and guidelines concerning the lifting and movement of loads
- workplace procedures and policies for loading and unloading goods/cargo.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, national Load Restraint Guide (LRG), codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in

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industry.

Links

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TLID2010 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a forklift in compliance with the relevant state/territory authority licence requirements and regulations, in a variety of operational contexts.

It includes checking forklift condition, driving forklift to fulfil operational requirements, and monitoring and maintaining forklift performance and site conditions.

Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory work health and safety (WHS)/occupational health and safety (OHS) authority.

Operation of a forklift is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check forklift condition	1.1 Condition of forklift is checked for compliance with WHS/OHS and workplace requirements for warning devices, manufacturer specifications and nature of load shifting task
	1.2 Attachments are checked to ensure appropriate adjustment and operation
	1.3 Mirrors and seats are adjusted for safe operation by driver
	1.4 Logbooks are checked and appropriate workplace documentation is completed in accordance with workplace requirements
2 Drive forklift	2.1 Forklift is started, steered, manoeuvred, positioned and stopped in accordance with regulations and manufacturer instructions
	2.2 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage
	2.3 Operational hazards are identified and/or anticipated and avoided or controlled through defensive driving and appropriate hazard control techniques
	2.4 Forklift is driven in reverse, maintaining visibility and achieving accurate positioning
	2.5 Forklift is parked, shut down and secured in accordance with manufacturer specifications, regulations and workplace procedures
3 Operate forklift to handle loads	3.1 Lifting task to be undertaken is appropriately planned, and correct lifting truck and attachments are selected
	3.2 Load is lifted, carried, lowered and set down in accordance with WHS/OHS legislation, manufacturer specifications and company procedures
4 Monitor site conditions	4.1 Hazards and traffic flow are identified when selecting the most efficient route and appropriate adjustments are made
	4.2 Site conditions are assessed to enable safe operations and to ensure no injury to people or damage to property, equipment, loads or facilities occurs

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5 Monitor and maintain forklift performance	5.1 Performance and efficiency of vehicle operation is monitored during use
	5.2 Defective/irregular performance and malfunctions are reported to relevant personnel
	5.3 Forklift records are maintained/updated in accordance with workplace procedures and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2010A Operate a forklift.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2010 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids, and carrying out lubrication processes
- communicating and working effectively with others
- completing relevant documentation
- ensuring forklift and its equipment are maintained in terms of service schedule and standard operating procedures
- identifying points of balance and safe lifting positions on a range of loads when operating a forklift (including accessories)
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of forklift and its equipment, and taking appropriate action as required
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques
- engine power management and safe operating strategies
- forklift controls, instruments and indicators, and their use
- forklift handling procedures
- high risk work licence requirements
- operating hazards and related defensive driving and hazard control techniques
- operational emergency procedures
- pre-operational checks carried out on forklift and related action
- principles of stress management when driving a forklift
- relevant duty of care requirements for operating a forklift
- relevant WHS/OHS and environmental procedures and regulations
- site layout and obstacles
- workplace operating procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2012 Operate specialised load shifting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate specialised load shifting equipment in accordance with codes, permits, workplace requirements and relevant regulatory requirements, as part of work undertaken in the stevedoring, transport, warehousing and logistics industries.

It includes planning work for current working conditions; using controls and equipment operating systems to manage moving the unit and accessory operations; locating load and identifying load characteristics; moving materials and loads; monitoring and operating controls; and stopping, parking and securing equipment after operation.

Safety checks and equipment tests are performed under limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work for current working conditions	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Traffic flow and work area conditions are constantly assessed and anticipated to ensure no injury to people, or damage to equipment, loads or facilities
	1.3 Load characteristics are taken into account to ensure appropriate attachments are used to transport load as required
	1.4 Safe working load (SWL) or working load limit (WLL) is calculated
	1.5 Occurrences in work area that affect safety and efficiency of operations are reported to appropriate personnel
2 Use controls and equipment operating systems to manage moving unit and accessory operations	2.1 Equipment is prepared and appropriate attachment is fitted
	2.2 Gear and operational levers are checked to ensure they are in neutral position prior to inserting ignition key and starting engine
	2.3 Engine is started in accordance with manufacturer guidelines to bring engine up to speed
	2.4 Instruments and gauges are monitored during start up and operations to ensure operation is within manufacturer specifications and workplace procedures
	2.5 Engine power is managed to ensure efficiency of equipment movement and economy of equipment operations
	2.6 Equipment operations are conducted in accordance with manufacturer specified torque range
	2.7 Faults or damage to equipment are immediately reported to appropriate personnel in accordance with workplace procedures
3 Locate load and identify load characteristics	3.1 Load is located and identified in accordance with workplace procedures
	3.2 Loading and unloading plans are followed to ensure efficiency and safety of operations
	3.3 Load characteristics are taken into account to ensure appropriate loading and unloading workplace procedures are

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			followed
		3.4	Hazardous goods are identified and relevant procedures are taken into account when planning and conducting work
		3.5	Load weight and dimensions are established within equipment capacity
4	**Move materials and loads**	4.1	Equipment is manoeuvred and positioned using smooth and controlled movements
		4.2	Manoeuvres are made within equipment limits and in accordance with manufacturer specifications
		4.3	Materials are moved ensuring no injury to personnel or damage to equipment or goods
5	**Monitor and operate controls**	5.1	Equipment controls are monitored and operated in accordance with manufacturer operating instructions
		5.2	Control systems are interpreted and acted on in accordance with statutory authority regulations, manufacturer guidelines and site workplace procedures
		5.3	Control faults are identified and reported in accordance with manufacturer instructions and workplace guidelines
6	**Stop, park and secure equipment**	6.1	Equipment is brought to a controlled halt in accordance with manufacturer guidelines
		6.2	Equipment is parked without injury to personnel or damage to equipment, loads or facilities in accordance with company procedures
		6.3	Equipment is secured on a flat, even surface, clear of doorways, aisles, access ways or blind corners in accordance with securing procedures for appropriate equipment
		6.4	Problems, faults or malfunctions are reported and/or rectified in accordance with regulatory requirements and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2012A Operate specialised load shifting equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2012 Operate specialised load shifting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes during work activities
- communicating effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- monitoring performance of specialised load shifting equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- planning own working, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using relevant gear and accessories
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- conveyed material potential for toxicity, reactiveness, material grade, type and purpose including information from relevant safety data sheets (SDSs)/material safety data sheets (MSDSs) and current Australian Dangerous Goods (ADG) Code documentation
- documentation, record requirements and housekeeping standards including:
  - relevant permit and licence requirements
  - site layout and obstacles
- operational safety requirements and precautions for specialised load shifting equipment concerned
- operational work systems, equipment, management and site operating systems for operating specialised load shifting equipment
- problems that may occur and appropriate action that can be taken to resolve these problems
- purpose, characteristics, capabilities, requirements and limitations of specialised load shifting equipment
- relevant regulations for operating specialised load shifting equipment, including current ADG Code and relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for operating specialised load shifting equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

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- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2013 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to move materials mechanically using automated equipment such as automatic guided vehicles, tow motors, low level order pickers, conveyor systems and mechanised pallet movers.

It includes selecting appropriate mechanical moving equipment, moving materials/goods in accordance with operational requirements, checking condition of materials/goods and completing all required documentation.

Work must be carried out in compliance with relevant work health and safety (WHS)/occupational health and safety (OHS) regulations concerning moving materials mechanically using automated equipment.

Work is performed under limited or minimum supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select load moving equipment	1.1 Mechanised handling equipment, route to be taken and procedures to be used are selected appropriate to goods characteristics
	1.2 Dangerous goods and hazardous materials are identified and handled in accordance with codes of practice, WHS/OHS requirements and workplace procedures
2 Move goods	2.1 Hazards are identified, risks are assessed and control measures are implemented
	2.2 Goods are moved using selected materials handling equipment in accordance with WHS/OHS regulations, manufacturer instructions and workplace procedures
	2.3 Problems moving goods and materials using automated equipment are identified and reported in accordance with workplace procedures
3 Check goods and complete documentation	3.1 Relocated goods are inspected for possible damage during transit/movement and appropriate action is taken
	3.2 Appropriate documentation is completed to track moved goods in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLID2013A Move materials mechanically using automated equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2013 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes during work activities
- communicating effectively with others
- ensuring servicing of automated equipment in terms of maintenance schedule and standard operating procedures
- implementing contingency plans
- monitoring and prioritising work activities in terms of planned schedule
- monitoring performance of automated equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

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- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for using automated equipment to move materials mechanically
- problems that may occur and appropriate action that can be taken to resolve these problems
- purpose, characteristics, capabilities, requirements and limitations of automated materials moving equipment
- relevant regulations, workplace procedures and policies for using automated equipment to move materials mechanically
- relevant WHS/OHS and environmental protection procedures and guidelines
- risks when using automated equipment to move materials and related precautions to control the risks
- site layout and obstacles.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- automated equipment such as:
  - automatic guided vehicles
  - tow motors
  - low level order pickers
  - conveyor systems
  - mechanised pallet movers
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2016 Load and unload explosives/dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to load and unload explosives/dangerous goods in a range of operational situations, in accordance with relevant Australian and state/territory regulations including current Australian Dangerous Goods (ADG) Code, current Australian Code for the Transport of Explosives by Road and Rail (AE Code), and mass and loading regulations.

It includes identifying explosives/dangerous goods, loading and unloading explosives/dangerous goods using appropriate equipment, securing and protecting vehicle load, and checking vehicle to ensure load is secure and vehicle is marked in accordance with regulatory requirements.

Work is performed under limited or minimum supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare to load and unload vehicle**	1.1 Explosives/dangerous goods are identified and their characteristics are taken into account in accordance with relevant emergency procedures when determining appropriate handling, loading and storage procedures
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Compatibility of explosives/dangerous goods is taken into account when assembling and segregating cargo for loading
		1.4 Vehicle/loading equipment is checked to ensure it is suitable to handle/carry load
2	**Load/unload vehicle**	2.1 Vehicle is loaded/unloaded in accordance with workplace procedures and current ADG/AE Code as required
		2.2 Load is segregated according to class and subsidiary risk, and load distribution is checked in accordance with workplace procedures, relevant mass and loading regulations, and current ADG/AE Code as required
		2.3 Personal protective equipment is used during loading/unloading operations as required for type of explosives/dangerous goods concerned
		2.4 Emergency procedures are followed in an incident or accident when loading or unloading explosives and/or dangerous goods
3	**Secure and protect vehicle load**	3.1 Vehicle load is secured using correct load restraint and protection equipment for different loads, vehicles and carriage conditions concerned
		3.2 Load is protected in accordance with legal and workplace safety requirements
		3.3 Load distribution is checked to ensure it is even, legal and within safe working capacity of vehicle
		3.4 Vehicle is clearly marked/placarded to indicate carriage of explosives and/or dangerous goods, in accordance with government regulations and workplace procedures
4	**Check vehicle**	4.1 Loaded vehicle is inspected and checked to ensure it is suitable to carry explosives/dangerous goods, and load

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weight and dimensions are within vehicle safe carrying capacity and equipment capability

4.2 Loaded vehicle is checked to ensure it can be safely parked and secured

4.3 Dangerous goods declaration and required transportation documentation for cargo is completed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2016A Load and unload explosives and dangerous goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2016 Load and unload explosives/dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- communicating and working effectively with others
- completing relevant documentation
- estimating size, shape and special requirements of loads
- identifying and interpreting containers and goods coding, markings and emergency information panels for mode of transport/storage selected
- identifying load characteristics, loading equipment and related practices
- identifying load label in accordance with identified classification and subsidiary risk information
- identifying markings/placards for vehicle in accordance with relevant regulatory requirements
- implementing contingency plans and modifying activities depending on operational contingencies, risk situations and environments
- loading and unloading explosives/dangerous goods safely, in accordance with workplace procedures and current Australian Dangerous Goods (ADG)/current Australian Code for the Transport of Explosives by Road and Rail (AE Code) requirements
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting /rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- segregating, distributing and securing load for safe transport in accordance with regulations and current ADG/AE Code requirements
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- using manual handling techniques and operating manually-operated load shifting equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of various classes of explosives/dangerous goods relevant to handling and transport
- compatibility of various types of explosives and/or dangerous goods
- housekeeping standards and procedures
- manual handling techniques and manually-operated load shifting equipment required for loading, unloading and handling explosives/dangerous goods
- methods of placarding or marking a vehicle carrying explosives and/or dangerous goods
- methods of securing a load on a vehicle
- WHS/OHS procedures and guidelines concerning lifting and moving loads
- relevant Australian explosives and/or dangerous goods codes and state/territory regulations for identifying, handling and marking explosives/dangerous goods
- relevant state/territory mass and loading regulations
- risks and hazards when loading, unloading and handling explosives/dangerous goods, and related precautions to control the risk
- workplace procedures and policies for loading and unloading explosives/dangerous goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, ADG/AE Code,

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codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2018 Handle furniture and effects

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to handle furniture and effects, and to apply basic principles and routine procedures in a range of furniture removal contexts in accordance with relevant industry codes of practice.

It includes preparing for removal, moving furniture items in accordance with the removal plan and loading/unloading furniture onto/from the removal vehicle.

Work is performed under limited or minimum supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for removal	1.1 Appropriate removal equipment and materials are selected and work areas are organised in consultation with client upon arrival at client's premises
	1.2 Hazardous items are identified through consultation with client in accordance with workplace procedures
	1.3 Protective coverings and drop cloths are placed in packing and traffic areas in accordance with workplace procedures
	1.4 Checks are made that client has prepared specific items for removal as required by workplace policy
	1.5 Routes for lifting and moving furniture and effects to vehicle are identified, and floors, pathways and/or stairs are checked to ensure they are free of obstacles and hazards before goods are handled
2 Move furniture items	2.1 Furniture and effects are selected, lifted, moved and loaded onto vehicle in accordance with removal documentation, work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures
	2.2 Special lifting and moving equipment is selected and used in accordance with WHS/OHS regulations and workplace procedures
3 Load vehicle	3.1 Vehicle/container is prepared for loading process, and furniture and effects are stowed and secured in accordance with removal documentation, client requirements and workplace procedures
	3.2 Furniture and effects are unloaded from vehicle/container and stored in accordance with removal documentation and workplace policy
	3.3 Required removal documentation is completed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2018A Handle furniture and effects.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2018 Handle furniture and effects

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- identifying and correctly using relevant equipment
- identifying dangerous goods and other items that are prohibited carriage during a removal and taking appropriate action in accordance with regulatory requirements and operating procedures
- implementing contingency plans and modifying activities
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in furniture, equipment and operating environment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and operating procedures
- working systematically with required attention to detail without injury to self or others, or damage to furniture or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- housekeeping standards and procedures
- insurance rights and responsibilities
- methods of securing a load on a removal vehicle
- risks for handling furniture and effects during a removal and related precautions to control risks
- specialised lifting equipment and procedures for its use
- WHS/OHS procedures and guidelines for lifting and moving loads
- workplace procedures and policies for handling furniture and effects.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2019 Pack and unpack cartons during a removal

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to pack and unpack cartons during a removal, in compliance with relevant industry codes of practice in a range of furniture removal contexts.

It includes preparing for packing, packing and unpacking cartons, and completing packing/unpacking processes

Work is performed under limited or minimum supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for packing	1.1 Convenient, suitable and unrestricted work area for packing process is selected and prepared in consultation

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	with client
	1.2 Items for removal are identified and order of packing is determined in accordance with removal documentation
	1.3 Cartons, protective and other materials are selected and located in an accessible area
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Items ineligible for removal are identified in accordance with industry standards and company policy, and appropriate action is taken in consultation with client
2 Pack and unpack cartons	2.1 Items for removal are wrapped and packed in accordance with industry standards and workplace procedures
	2.2 Fragile or valuable items are specially wrapped and positioned in accordance with workplace procedures and industry standards
	2.3 Cartons are sealed and labelled in accordance with removal documentation and workplace procedures
	2.4 Cartons are unpacked and goods are unwrapped and stored in accordance with removal documentation and workplace procedures
	2.5 Hazardous items are identified and actioned in accordance with removal documentation and workplace procedures
3 Complete packing/unpacking process	3.1 Used cartons are folded and removed, and rubbish is disposed of in accordance with workplace procedures
	3.2 Required removal documentation is completed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2019A Pack and unpack cartons during a removal.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2019 Pack and unpack cartons during a removal

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in furniture and effects, in accordance with workplace procedures
- reading, interpreting and following relevant instructions, procedures and signs
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- housekeeping standards and procedures
- insurance rights and responsibilities
- methods of securing a load on a removal vehicle
- packing materials and tools
- packing techniques for various types of furniture and effects
- risks when packing and unpacking cartons during a removal and related precautions to control the risk
- workplace procedures and policies for packing and unpacking cartons.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, load restraint guide, codes of practice and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2021 Use specialised bulk transfer equipment (dry)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use specialised bulk transfer equipment for dry materials in accordance with relevant state/territory regulations.

It includes planning work, transferring material, monitoring and operating controls, and completing all operations, as required.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Job hazards are identified and required action is taken to

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		minimise, control or eliminate identified hazards
	1.2	Dangerous or hazardous (including regulated waste) or other materials requiring specialised handling are identified, and relevant workplace procedures are taken into account when planning work
	1.3	Traffic flow and work area conditions are assessed and anticipated to ensure safe operation and no injury to people or damage to equipment, loads, facilities or environment
	1.4	Load characteristics are taken into account when selecting method, equipment and appropriate attachments to transfer load, as required
	1.5	Potential occurrences in work area that may affect the safety and efficiency of operations are reported to appropriate personnel
	1.6	Bulk transfer of dry materials is planned, taking into account load requirements, transfer method, storage facility and transport mode, load weight, dimensions, and equipment capacity
	1.7	Required personal safety equipment, signage, barriers and special precautions are identified in plan and utilised
	1.8	Procedures to deal with spills, leakages and ruptures are identified
	1.9	Customer requests for variation to agreed operations are actioned within scope of authority or referred to appropriate personnel
2 Transfer material	2.1	Equipment is prepared and appropriate attachment/s is fitted
	2.2	Equipment controls are checked for correct operational status before commencing transfer
	2.3	Adjustments are made to process, to accommodate special requirements such as temperature control, combustion
	2.4	Instruments and gauges are monitored during operations to ensure operation is consistent with workplace procedures, manufacturer specifications, enterprise schedule and safety requirements
	2.5	Speed of operation is managed for safety and efficiency of materials movement and equipment operations

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	2.6	Faults or damage to equipment are immediately reported to appropriate personnel
3 Monitor and operate controls	3.1	Equipment controls are monitored and operated in accordance with manufacturer operating instructions and workplace procedures
	3.2	Control systems are monitored to ensure operation is consistent with workplace procedures, manufacturer specifications, workplace schedule, safety requirements and statutory regulations
	3.3	Materials are moved ensuring no injury to personnel or damage to equipment or goods
	3.4	Faults are identified and reported in accordance with workplace procedures
4 Complete operations	4.1	Equipment is shut down in accordance with manufacturer guidelines, without injury to personnel or damage to equipment, loads or facilities in accordance with workplace procedures
	4.2	Clean up methods for transfer equipment are completed in accordance with workplace procedures
	4.3	Equipment is cleaned and secured in accordance with workplace procedures
	4.4	Documentation is completed and filed in accordance workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLID2021A Use specialised bulk transfer equipment (dry).

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2021 Use specialised bulk transfer equipment (dry)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- estimating mass, volume and special requirements of dry bulk products
- identifying and correctly using equipment required to transfer dry bulk product
- identifying goods coding, Australian Dangerous Goods (ADG) Code markings and emergency information panels
- implementing contingency plans
- monitoring equipment performance
- monitoring and prioritising work activities in terms of planned schedule and modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) workplace procedures
- servicing equipment in terms of maintenance schedule and standard operating procedures
- working systematically with required attention to detail without injury to self or others, or damage to product or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current ADG Code and relevant state/territory mass and loading regulations as they apply to vehicles transporting dry bulk product
- housekeeping standards and procedures
- methods of securing a vehicle following transfer of dry bulk product
- relevant regulatory, permit and licence requirements
- relevant WHS/OHS procedures and guidelines for using specialised bulk transfer equipment
- risks when transferring dry bulk product and related precautions to control the risk
- workplace procedures and policies for efficient use of specialised equipment to transfer dry bulk loads.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2022 Conduct weighbridge operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct weighbridge operations in accordance with regulatory requirements and workplace procedures, within the transport and logistics industry.

It includes setting up for weighbridge operations, weighing loaded and unloaded vehicles, finalising weighbridge operations, and completing required records and documentation.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Set up for weighbridge operations**	1.1 Weighbridge systems, including equipment, computer and recording arrangements, are checked for operational status
		1.2 Tests to confirm accuracy of weighbridge operation and related functions are conducted in accordance with workplace procedures, manufacturer instructions and relevant legislation
		1.3 Accurate reporting of results of inspection and testing is kept in accordance with statutory requirements, workplace procedures and industry guidelines
		1.4 Hazards are identified, risks are assessed and control measures are implemented
		1.5 Faults/discrepancies in weighbridge operation are identified and appropriate action is undertaken in accordance with workplace procedures
2	**Weigh loaded vehicles**	2.1 Vehicles likely to exceed weighbridge weight limit are turned away in accordance with workplace procedures
		2.2 Vehicles are directed onto platform to obtain accurate weight
		2.3 Weight of loaded stationary vehicle is registered against vehicle and load identification
		2.4 Vehicle and load information is entered into workplace recording system and driver is issued with receipt and/or statement
		2.5 Areas of dispute are resolved or forwarded for further action to be undertaken in accordance with workplace procedures
3	**Weigh unloaded vehicles**	3.1 Vehicles are directed onto platform to obtain accurate weight
		3.2 Weight of unloaded stationary vehicle is registered against vehicle
		3.3 Proposed load weight is assessed for conformance to statutory requirements
		3.4 Loading operations are commenced in accordance with legal loading weight, customer requirements and workplace procedures, and vehicle is re-weighed to establish final load weight, as required
		3.5 Vehicle and load information are entered into workplace recording system and invoice is issued to driver, as required

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	3.6	Driver signatures on weighbridge documents, invoices or receipts are obtained in accordance with statutory and workplace requirements
	3.7	Areas of dispute are resolved or forwarded for further action to be undertaken in accordance with workplace procedures
4 Complete weighbridge operations	4.1	Weighbridge systems, including equipment, computer and recording arrangements are secured or made ready for next shift
	4.2	Record of operations is maintained and filed in accordance with workplace procedures and statutory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2022A Conduct weighbridge operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2022 Conduct weighbridge operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting, and efficiently and effectively using weighbridge equipment
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- monitoring performance of weighbridge equipment
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified problems, errors or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- setting up and maintaining weighbridge equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- calculation method and approaches for metric and imperial systems
- classification procedures
- correct weighing procedures including statutory and workplace requirements
- emergency response procedures
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- problems that may occur when conducting weighbridge operations and appropriate action that can be taken to resolve these problems
- records and documentation requirements for weighbridge operations
- relevant regulations for conducting weighbridge operations including current Australian Dangerous Goods (ADG) Code
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout
- weights and measures regulations
- workplace procedures for conducting weighbridge operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, weights and measures regulations, national Load Restraint Guide (LRG), current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2029 Prepare articles for delivery

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare mail articles for delivery in accordance with relevant regulations for transporting articles for courier delivery.

It includes checking, organising and storing articles for delivery, and maintaining all required records.

Work is performed under indirect supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check and organise	1.1 Hazards are identified, risks are assessed and control

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	articles for delivery		measures are implemented
		1.2	Articles are inspected to ensure they meet all specified criteria
		1.3	Articles for delivery are sorted into groups in accordance with specified sorting criteria
		1.4	Articles that cannot be delivered due to defects or other mitigating factors are sorted and dealt with in accordance with workplace procedures
		1.5	Processing of articles is monitored to ensure a secure and effective workflow
2	**Store articles for delivery**	2.1	Appropriate manual handling practices are used to shift and sort articles
		2.2	Groups of articles for delivery are stored in appropriate areas and are clearly identified for delivery type and run
		2.3	Security requirements and activities to ensure appropriate access to stored articles are followed in accordance with workplace procedures
3	**Maintain records**	3.1	Required records and/or notices for registered mail, classified mail, parcels and defective mail are completed in accordance with workplace procedures
		3.2	Records are stored in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLID2029A Prepare articles for delivery.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2029 Prepare articles for delivery

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- estimating size, shape and special delivery requirements of mail articles
- identifying and correctly using equipment required to sort and store mail
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapt to differences in equipment in accordance with workplace operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- methods of securing mail articles
- problems that may arise when preparing articles for delivery and actions that should be taken

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to prevent or solve these problems
- relevant state/territory mass and loading regulations
- risks when preparing articles for delivery and related precautions to control the risk
- WHS/OHS procedures and guidelines for preparing articles for mail delivery
- workplace procedures and policies for preparing, sorting and storing articles for delivery.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2045 Operate specialised light load shifting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate specialised light load shifting equipment, in accordance with relevant state/territory codes, licence and/or permit and workplace requirements and regulations in the stevedoring, transport, warehousing and/or logistics industries.

It includes planning work for current working conditions; using controls and equipment operating systems to manage moving a unit and accessory operations; locating load and identifying load characteristics; moving materials and loads; monitoring and operating controls; and stopping, parking and securing equipment after operation.

Safety checks and equipment tests are performed under limited supervision.

Where the specialised light load shifting equipment operated is considered to be high risk work, the operator must hold a high risk work licence.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work for current working conditions	1.1 Traffic flow and work area conditions are constantly assessed and anticipated to ensure no injury to people, or damage to equipment, loads or facilities
	1.2 Load characteristics are taken into account to ensure appropriate attachments are used to transport load as required
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Occurrences in work area that affect safety and efficiency of operations are reported to appropriate personnel
2 Use controls and equipment operating systems to manage moving unit and accessory operations	2.1 Light load shifting equipment is prepared and appropriate attachment is fitted
	2.2 Gear and operational levers are checked to ensure they are in neutral position prior to inserting ignition key and starting engine
	2.3 Engine is started in accordance with manufacturer guidelines to bring engine up to speed
	2.4 Instruments and gauges are monitored during start up and operations to ensure operation is within manufacturer specifications and enterprise safety requirements
	2.5 Engine power is managed to ensure efficiency of equipment movement and economy of equipment operations
	2.6 Equipment operations are conducted in accordance with manufacturer specified torque range
	2.7 Faults or damage to equipment are immediately reported to appropriate personnel
3 Locate load and identify load characteristics	3.1 Load is located and identified in accordance with instructions
	3.2 Loading and unloading plans are followed to ensure efficiency and safety of operations
	3.3 Load characteristics are taken into account to ensure appropriate loading and unloading procedures are followed

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	3.4	Hazardous goods are identified and relevant procedures are taken into account when planning and conducting work
	3.5	Load weight and dimensions are established within equipment capacity
4 Move materials and loads	4.1	Light load shifting equipment is manoeuvred and positioned using smooth and controlled movements
	4.2	Manoeuvres are made within equipment limits and in accordance with manufacturer specifications
	4.3	Materials are moved ensuring no injury to personnel or damage to equipment or goods
5 Monitor and operate controls	5.1	Light load shifting equipment controls are monitored and operated in accordance with manufacturer operating instructions
	5.2	Control systems are interpreted and acted on in accordance with statutory authority regulations, manufacturer guidelines and site operating procedures
	5.3	Control faults are identified and reported in accordance with manufacturer instructions and workplace guidelines
6 Stop, park and secure light load shifting equipment	6.1	Light load shifting equipment is brought to a controlled halt in accordance with manufacturer guidelines
	6.2	Light load shifting equipment is parked without injury to personnel or damage to equipment, loads or facilities in accordance with company procedures
	6.3	Light load shifting equipment is secured on a flat, even surface, clear of doorways, aisles, access ways or blind corners in accordance with securing procedures for appropriate equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2045A Operate specialised light load shifting equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2045 Operate specialised light load shifting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule, predicting consequences and identifying improvements
- monitoring performance of equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant gear and accessories when operating specialised light load shifting equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and standard operating procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- conveyed material potential for toxicity, reactiveness, material grade, type and purpose including information from relevant safety data sheets (SDSs)/material safety data sheets (MSDSs) and current Australian Dangerous Goods (ADG) Code documentation
- documentation, record requirements and housekeeping procedures including:
  - relevant permit and licence requirements
  - site layout and obstacles
- operational safety requirements and precautions for specialised light load shifting equipment concerned
- operational work systems, equipment, management and site operating systems for operating specialised light load shifting equipment
- problems that may occur and appropriate action that can be taken to resolve these problems
- purpose, characteristics, capabilities, requirements and limitations of specialised light load shifting equipment
- relevant regulations for operating specialised light load shifting equipment, including current ADG Code and relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for operating specialised light load shifting equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

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- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2047 Prepare cargo for transfer with slings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare cargo for the transfer with slings in accordance with workplace requirements and relevant regulatory requirements, within the transport and logistics industry.

It includes preparing for cargo transfer, calculating safe working load (SWL) or working load limit (WLL) of slings and loads, slinging and unslinging cargo, and strapping and unstrapping goods.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated high risk work licence requirements and to comply with relevant codes of practice and/or guidelines.

Safety checks and equipment tests are performed under limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare cargo transfer	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Working area is prepared and maintained in accordance with national standards, safety codes and site operating procedures
	1.3 Unsafe work practices and/or faulty equipment is reported in accordance with enterprise procedures
	1.4 Correct protective equipment is identified and worn/used
2 Calculate safe working load or working load limit of slings and loads	2.1 SWL or WLL is calculated using standardised formulae for different types of lifting cables
	2.2 Lifting equipment is checked to determine SWL
	2.3 Slinging gear is checked for conformity with safety equipment
3 Sling and unsling cargo	3.1 Cargo is slung/unslung in accordance with national standards, safety codes and site operating procedures
	3.2 Correct securing devices are identified and used
	3.3 Load is steadied by tag lines as required
	3.4 Damaged cargo is identified and reported in accordance with enterprise procedures
	3.5 Slinging attachments are released from load ensuring no injury to personnel or damage to machinery or cargo
4 Strap and unstrap goods	4.1 Cargo is strapped and unstrapped in accordance with national standards, safety codes and site operating procedures
	4.2 Mechanical strapping equipment is used in accordance with manufacturer instructions
	4.3 Damaged cargo is identified and reported in accordance with enterprise reporting procedures
	4.4 Strapping arrangements are secured/released to/from load ensuring no injury to personnel or damage to machinery or

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cargo

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2047A Prepare cargo for transfer with slings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2047 Prepare cargo for transfer with slings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant high risk work legislation and workplace procedures
- calculating safe working load (SWL) and working load limit (WLL)
- communicating and working effectively with others
- completing relevant documentation
- inspecting equipment prior to use
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant gear and equipment when preparing cargo for transfer with slings
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using balance points and estimating weights in setting up loads to be shifted
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- cargo potential for toxicity, reactiveness, material grade, type and purpose including information from relevant safety data sheets (SDSs)/material safety data sheets (MSDSs) and current Australian Dangerous Goods (ADG) Code documentation
- documentation and record requirements
- gear and equipment used when transferring cargo with slings, and precautions and procedures that should be followed in their use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating procedures for transferring cargo with slings
- problems that may occur when preparing cargo for transfer with slings and appropriate action that can be taken to resolve these problems
- relevant regulations for transferring cargo with slings, including current ADG Code and bond, quarantine and other high risk work legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- requirements for SWL and WLL
- slings, dogging and rigging licence to perform high risk work requirements
- site layout and obstacles
- workplace procedures and policies for transferring cargo with slings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and

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operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3011 Conduct specialised forklift operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a forklift with specialised attachments or all-terrain equipment, in accordance with relevant state/territory high risk work licence requirements and regulations, in a variety of operational contexts.

It includes checking attachments and worksite for suitability, selecting type of forklift and accessories for required workplace task, shifting load and completing work in accordance with operational requirements.

Specialised operation of a forklift is performed under some supervision, generally within a team environment. It involves the application of equipment operation principles and procedures to maintain the safety and specialised operation of a forklift

A person who operates a forklift must hold a high risk work licence.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Check attachments and worksite for suitability**	1.1 Suitable work area is selected for operations
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Work area is checked for overhead obstructions and proximity to service delivery lines
		1.4 Barriers or warning signs are erected in areas subject to passing traffic
		1.5 Attachments and platforms are securely fixed to carriage or tines
		1.6 Personnel support platforms are inspected to ensure accordance with relevant Australian Standard/s
2	**Select type of forklift and accessories for required workplace task**	2.1 Special equipment, accessories or attachments are identified to match load characteristics and work requirements
		2.2 Appropriate specialised equipment is selected
		2.3 Existing attachments are removed and stored in accordance with workplace procedures
		2.4 Specialised equipment is fitted in accordance with manufacturer instructions and workplace procedures
		2.5 Designated staff are notified about specialist operations
3	**Shift load and complete work**	3.1 Equipment is operated within safe working limits and to maximise efficiency of operations
		3.2 Load is lifted, carried and set down in accordance with workplace and manufacturer procedures, and regulatory requirements
		3.3 Documentation is completed damage or faults to goods or equipment are reported to appropriate personnel
		3.4 Specialist equipment and forklift are returned to appropriate storage/parking area

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3011A Conduct specialised forklift operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3011 Conduct specialised forklift operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- checking and replenishing fluids and carrying out lubrication processes during work activities
- checking forklift compliance plate for safe weight limits
- communicating effectively with others
- completing relevant documentation
- identifying points of balance and safe lifting positions on a range of loads when operating a forklift (including accessories)
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring equipment performance
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques
- engine power management and safe operating strategies
- forklift controls, instruments and indicators, and their use
- handling procedures for forklifts involved in specialised operations
- high risk work licence workplace requirements
- operating hazards, and related defensive driving and hazard control techniques
- pre-operational checks carried out on forklift and accessories, and related action
- procedures to be followed in an operational emergency
- relevant duty of care requirements for specialised operation of a forklift
- relevant WHS/OHS and environmental procedures and regulations
- safe weight limits
- site layout and obstacles
- types of forklift accessories and ancillary equipment, their purposes and procedures for their use
- workplace operating procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLID3014 Load and unload vehicles carrying special loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to load and unload vehicles carrying special loads, in accordance with relevant state/territory roads and traffic authority licence and permit requirements and regulations, as well as specific code, regulatory and permit requirements.

It includes loading and unloading special loads onto and from a vehicle, securing and protecting vehicle and load, and completing all required documentation.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Load and unload vehicle**	1.1 Load characteristics are identified and taken into account when determining appropriate loading and unloading procedures
		1.2 Hazardous cargo is identified and handled in accordance with required workplace procedures for hazardous and dangerous cargo
		1.3 Vehicle is loaded in accordance with vehicle loading regulations and workplace safety requirements
		1.4 Lifting aids and appliances are selected and used to aid loading procedures in accordance with workplace procedures and safety legislation
		1.5 Vehicle is unloaded or partially unloaded in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and balance of remaining load
		1.6 Ancillary equipment is operated in accordance with company procedures and manufacturer instructions during loading and unloading operations
2	**Secure and protect vehicle and load**	2.1 Vehicle load is secured using correct load restraint and protection equipment for different loads, vehicles and carriage conditions
		2.2 Load is protected in accordance with legal and workplace safety requirements
		2.3 Load distribution is checked to ensure it is even, legal and within vehicle safe working capacity
		2.4 Loaded vehicle is inspected and checked for security to travel
3	**Complete documentation**	3.1 Documentation is completed and proofread in accordance with workplace procedures
		3.2 All required cargo transportation documentation is completed in accordance with workplace requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3014A Load and unload vehicles carrying special loads.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3014 Load and unload vehicles carrying special loads

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- applying techniques for load security
- communicating effectively with others
- completing relevant documentation
- estimating size, shape and special requirements of loads
- identifying and correctly using equipment required to load and unload various types of special loads
- identifying and interpreting containers and goods coding, International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- interpreting and following operational instructions and prioritising work
- loading and unloading a load safely
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment and conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- using manual handling techniques safely
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of various types of special loads
- containers and goods coding, IMDG Code markings and emergency information panels, including their meaning and implications for loading and unloading processes
- housekeeping standards and procedures
- methods for securing various types of special loads
- national Load Restraint Guide (LRG)
- relevant state/territory mass and loading regulations for various types of special loads, including current Australian Dangerous Goods (ADG) Code and Australian Code for the Transport of Explosives by Road and Rail
- risks and hazards when loading and unloading various types of special loads, and related precautions to control the risk
- site layout and obstacles
- WHS/OHS procedures and guidelines for lifting and moving loads
- workplace procedures and policies for loading and unloading vehicles designed to carry special loads.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, national LRG, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLID3015 Identify and label explosives/dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify and label explosives/dangerous goods, in accordance with relevant Australian state/territory regulators and authorities concerned with the carriage of explosives and dangerous goods. This includes the current Australian Dangerous Goods (ADG) Code, Australian Code for the Transport of Explosives by Road and Rail (AE Code) and workplace procedures.

It includes assessing, handling and labelling explosives and/or dangerous goods, and complying with all required documentation.

Work is performed under limited or minimum supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Assess explosives/dangerous goods	1.1 Load is checked for explosives/dangerous goods in accordance with relevant codes and government regulations
	1.2 Types of explosives/dangerous goods are identified from labels, current ADG/AE Code declarations and placarding, in accordance with workplace procedures and all required action is taken to ensure compliance with relevant government regulations and current ADG/AE Code, as required
	1.3 Load hazards are identified from labels and safety data sheets (SDSs)/material safety data sheets (MSDSs) and required action is taken to minimise, control or eliminate identified hazards
2 Handle explosives/dangerous goods	2.1 Identified explosives/dangerous goods are handled and loaded/unloaded in accordance with regulatory requirements, codes, national Load Restraint Guide (LRG) and workplace procedures
	2.2 Appropriate personal protective equipment is used when handling explosives/dangerous goods in accordance with class, subsidiary risk and SDS/MSDS information
	2.3 Identified hazards posed by explosives/dangerous goods concerned are taken into account when handling different types of load
	2.4 When loading/storing explosives/dangerous goods, segregation procedures are followed in accordance with class and subsidiary risk information
3 Label explosives/dangerous goods	3.1 All packages/containers are labelled with class and subsidiary risk information, in accordance with current ADG/AE Code and workplace procedures as required
	3.2 Dangerous goods declaration is included with manifest and other shipping documents
	3.3 Vehicles carrying explosives/dangerous goods are placarded in accordance with current ADG/AE Code, as required
4 Complete documentation	4.1 Required transport documents are confirmed
	4.2 All required transport documents are completed in accordance with current ADG/AE Code and workplace procedures as required

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3015A Identify and label explosives and dangerous goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3015 Identify and label explosives/dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- communicating effectively with others
- completing relevant documentation
- correctly marking/labelling explosives and dangerous goods
- handling explosives and/or dangerous goods in accordance with regulatory requirements, codes, national Load Restraint Guide (LRG) and employer policy as required
- identifying and using required personal protective equipment
- identifying explosives and dangerous goods from labels, in accordance with regulatory requirements and practices
- identifying hazards from labels of explosives and dangerous goods
- interpreting and following operational instructions and prioritising work
- interpreting safety data sheets (SDSs)/material safety data sheets (MSDSs), containers and goods coding, markings and other information describing explosives and dangerous goods including emergency information panels for mode of transport/storage selected
- locating, interpreting and applying relevant codes and regulations
- maintaining workplace records for explosives and dangerous goods
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment, and conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of explosives and dangerous goods relevant to handling and transport
- compatibility of various types of explosives and dangerous goods
- housekeeping standards and procedures
- relevant Australian and state/territory regulations and codes for identifying and labelling explosives and dangerous goods including the current Australian Dangerous Goods (ADG) Code and Australian Code for the Transport of Explosives by Road and Rail (AE Code)
- risks and hazards when loading, unloading and handling explosives and dangerous goods, and related precautions to control the risk
- site layout and obstacles
- WHS/OHS procedures and guidelines concerning lifting and moving loads
- workplace procedures and policies for identifying and labelling explosives and dangerous goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG/AE Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLID3020 Care for livestock in transit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare and care for livestock in transit, in accordance with relevant regulations and industry codes of practice for caring for livestock in transit.

It includes making preparations to transport livestock, caring for and controlling livestock in transit, and using appropriate animal husbandry techniques, as required.

Work is performed under limited or minimum supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare to transport livestock**	1.1	Condition, quality and quantity of livestock to be transported is checked prior to transport operation, in accordance with client requirements and workplace procedures
		1.2	Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3	Poor quality livestock is identified and reported to specified personnel in accordance with workplace procedures
		1.4	Feed provisions and other requirements for livestock, prior to and during transit, are identified and organised
		1.5	Portable stockyards are assembled as required
2	**Care for and control livestock in transit**	2.1	Condition of livestock is regularly monitored during loading, transit and unloading, and appropriate action is taken in accordance with relevant government regulations, workplace procedures, and humane and permit requirements
		2.2	Working dogs and appropriate handling equipment are used to aid handling of livestock during loading and unloading operations, in accordance with regulations and workplace procedures
		2.3	Required action is taken for care and wellbeing of animals in an accident during transit
		2.4	Distressed stock is handled in an appropriate manner in accordance with government regulations and workplace procedures
3	**Use animal husbandry techniques**	3.1	Symptoms of animal diseases and parasites are identified and appropriate action is taken to control them in accordance with relevant government regulations, workplace procedures, and humane and permit requirements
		3.2	Documentation is completed and proofread in accordance with workplace procedures
		3.3	Prescribed medication is administered to livestock in accordance with veterinary directions and workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3020A Care for livestock in transit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3020 Care for livestock in transit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using required equipment
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures and information
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to animals or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian animal welfare standards and guidelines for transporting livestock by land
- housekeeping standards and procedures when caring for livestock during transit
- insurance rights and responsibilities
- methods of securing livestock during transit
- relevant regulations for caring for livestock in transit
- risks when caring for livestock in transit and related precautions to control the risk
- specialised livestock handling equipment and procedures for its use
- work health and safety (WHS)/ occupational health and safety (OHS) procedures and guidelines for lifting and moving loads
- workplace procedures and policies for caring for livestock in transit.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3023 Use specialised liquid bulk gas transfer equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use specialised bulk gas transfer equipment to load and unload liquid bulk gas in accordance with the current Australian Dangerous Goods (ADG) Code and relevant state/territory regulations.

It includes planning work, transferring gas in accordance with regulatory and operational requirements, monitoring and operating controls, and completing all operations, as required.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan work	1.1	Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2	Gas transfer method is identified for loading and unloading as liquefied or gaseous state
	1.3	Precautions are undertaken to eliminate all ignition sources
	1.4	Specialised handling requirements for particular gas are identified and relevant workplace procedures are taken into account when planning work
	1.5	Traffic flow, vehicle positioning and work area conditions are assessed to ensure safe operation and no injury to people, or damage to equipment, loads or facilities
	1.6	Characteristics of gas, transfer and holding method are taken into account when evaluating procedural requirements, special precautions for method, equipment and, as required, appropriate attachments to transfer load
	1.7	Potential occurrences in work area that may affect safety and efficiency of operations are reported to appropriate personnel
	1.8	Gas transfer is planned, taking into account requirements of load, transfer method, storage facility, transport mode, load weight, volume, viscosity and equipment capacity
	1.9	Load is checked prior to and at completion of transfer to ensure ullage and/or maximum permitted capacity complies with current ADG Code
	1.10	Adjustments are made to process to accommodate special requirements such as temperature control and combustion
	1.11	Required personal protective equipment, signage, barriers and special precautions are identified in plan and utilised
	1.12	Workplace procedures to deal with leakages and ruptures are identified
2 Transfer material	2.1	Equipment is prepared and appropriate attachment is fitted
	2.2	Equipment controls are checked for correct operational status before commencing transfer
	2.3	Instruments and gauges are monitored during operations to ensure operation is within manufacturer specifications, enterprise schedule and safety requirements

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	2.4	Speed of operation is managed for safety and efficiency of materials movement and equipment operations
	2.5	Faults or damage to equipment are immediately reported to appropriate personnel
3 Monitor and operate controls	3.1	Equipment controls are monitored and operated in accordance with manufacturer operating instructions
	3.2	Control systems are monitored in accordance with statutory authority regulations, manufacturer guidelines and site workplace procedures
	3.3	Gas is transferred ensuring no injury to personnel or damage to equipment or goods
	3.4	Faults are identified and reported in accordance with workplace procedures
4 Complete operations	4.1	Equipment is shut down in accordance with manufacturer guidelines without injury to personnel or damage to equipment, loads or facilities in accordance with workplace procedures
	4.2	Clean up methods for transfer equipment are completed in accordance with workplace procedures
	4.3	Equipment is secured in accordance with workplace procedures for appropriate equipment
	4.4	Workplace documentation is completed and filed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLID3023A Use specialised liquid bulk gas transfer equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3023 Use specialised liquid bulk gas transfer equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of transfer equipment
- operating and adapting to differences in transfer equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, workplace procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- servicing transfer equipment in terms of maintenance schedule and standard workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to product or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- current Australian Dangerous Goods (ADG) Code and relevant state/territory mass and loading regulations as they apply to vehicles transporting liquid bulk gas
- hazard management consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
- housekeeping standards and procedures
- methods of securing a vehicle following transferring liquid bulk gas
- relevant permit and licence requirements
- risks when transferring liquid bulk gas and related precautions to control the risk
- work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines for using specialised bulk transfer equipment
- workplace procedures and policies for efficiently using specialised equipment to transfer liquid bulk gas.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3024 Use specialised liquid bulk transfer equipment (gravity/pressurised)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use specialised gravity and pressurised liquid bulk transfer equipment in accordance with the current Australian Dangerous Goods (ADG) Code and relevant state/territory regulations.

It includes planning work, transferring liquid bulk in accordance with regulatory and operational requirements, monitoring and operating controls, and completing all operations, as required.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Plan work	1.1 Liquid transfer method is identified for loading and unloading as gravity or pressure
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Dangerous or hazardous (including regulated waste) or other materials requiring specialised handling are identified and relevant workplace procedures are taken into account when planning work
	1.4 Precautions are undertaken to eliminate all ignition sources
	1.5 Traffic flow, vehicle positioning and work area conditions are assessed to ensure safe operation and no injury to people, or damage to equipment, loads or facilities
	1.6 Characteristics of liquid, transfer and holding method are taken into account when evaluating procedural requirements, special precautions for method, equipment and, as required, appropriate attachments to transfer load
	1.7 Potential occurrences in work area that may affect safety and efficiency of operations are reported to appropriate personnel
	1.8 Liquid transfer is planned, taking into account requirements of load, transfer method, storage facility, transport mode, load weight, volume, viscosity and equipment capacity
	1.9 Load is checked prior to and at completion of transfer to ensure ullage and/or maximum permitted capacity complies with current ADG Code
	1.10 Adjustments are made to process to accommodate special requirements such as temperature control and combustion
	1.11 Required personal protective equipment, signage, barriers and special precautions are identified in plan and utilised
	1.12 Procedures to deal with spills, leakages and ruptures are identified
2 Transfer material	2.1 Equipment is prepared and appropriate attachments are fitted
	2.2 Equipment controls are checked for correct operational status before commencing transfer
	2.3 Instruments and gauges are monitored during operations to

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		ensure operation is in accordance with manufacturer specifications, workplace schedule and safety requirements
	2.4	Speed of operation is managed for safety and efficiency of materials movement and equipment operations
	2.5	Faults or damage to equipment are immediately reported to appropriate personnel
3 Monitor and operate controls	3.1	Equipment controls are monitored and operated in accordance with manufacturer operating instructions
	3.2	Control systems are monitored in accordance with statutory authority regulations, manufacturer guidelines and site operating procedures
	3.3	Materials are moved without injury to personnel or damage to equipment or goods
	3.4	Faults are identified and reported in accordance with workplace procedures
4 Complete operations	4.1	Equipment is shut down in accordance with manufacturer guidelines without injury to personnel or damage to equipment, loads or facilities in accordance with workplace procedures
	4.2	Clean up methods for transfer equipment are completed in accordance with workplace procedures
	4.3	Equipment is secured in accordance with securing procedures for appropriate equipment
	4.4	Workplace documentation is completed and filed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3024A Use specialised liquid bulk transfer equipment (gravity/pressurised).

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3024 Use specialised liquid bulk transfer equipment (gravity/pressurised)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking equipment compliance plate for equipment capability
- communicating effectively with others
- completing relevant documentation
- estimating mass, volume and special requirements of liquid bulk product
- identifying and correctly using equipment required to transfer liquid bulk product
- identifying goods coding, International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- interpreting and following operational instructions and prioritising work
- monitoring transfer equipment performance
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in transfer equipment in accordance with manufacturer and operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing transfer equipment in terms of maintenance schedule and operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian Dangerous Goods (ADG) Code and relevant state/territory mass and loading regulations as they apply to vehicles transporting liquid bulk product
- hazards involved in transferring liquid bulk product using specialised equipment and ways and means of controlling the risks involved
- hazard management consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
- housekeeping standards and procedures
- manufacturer operators instructions/manuals
- methods of securing a vehicle following transfer of liquid bulk product
- problems, faults or malfunctions that may occur when transferring liquid bulk product using specialised equipment and action that should be taken to prevent or resolve these problems
- relevant permit, and health and safety requirements
- risks when transferring liquid bulk product and related precautions to control the risk
- WHS/OHS procedures and guidelines for using specialised liquid bulk transfer equipment
- workplace procedures and policies for efficiently using specialised gravity and/or pressurised equipment to transfer liquid bulk product.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals

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- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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TLID3027 Prepare for transport of dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for the transport of dangerous goods as part of work activities undertaken within the transport and logistics industry. This is undertaken in accordance with relevant state/territory regulations for transporting dangerous goods, including the current Australian Dangerous Goods (ADG) Code.

It includes checking dangerous goods load, assessing vehicle suitability to transport intended load, checking emergency procedures and equipment, evaluating documented route plans, and completing required assessment process.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Check dangerous goods load	1.1 Load is compared against transport documentation and discrepancies are noted
	1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Load is checked to ensure dangerous goods labels are clearly visible and legible, and packaged goods are correctly labelled
	1.4 Load is checked to ensure containers are not damaged
	1.5 Vehicle load is checked for compatibility or, where not compatible, is checked for appropriate segregation in accordance with regulatory requirements
	1.6 Load is assessed to ensure it is stowed and secured in or on vehicles in accordance with the current ADG Code and national Load Restraint Guide(LRG)
	1.7 Shipping documentation and other relevant documents are located in cabin in accordance with regulatory requirements
2 Assess vehicle suitability to transport intended load	2.1 Vehicle is assessed for suitability and appropriateness to carry designated dangerous goods including classification, mass and configuration
	2.2 Licence and insurance requirements are checked for conformity with current ADG Code and/or other applicable regulatory requirements as required
	2.3 Load restraint system/s is checked for serviceability and appropriateness to secure intended load
	2.4 Vehicle is checked to ensure it is correctly and clearly marked/placarded for load being carried
3 Check emergency procedures and equipment	3.1 Emergency information for each type of transported dangerous good is noted
	3.2 Regulatory and workplace procedures for an incident are noted including notification of relevant personnel and authorities and, as required, use of equipment for containment, clean up or recovery
	3.3 Personal protective equipment and safety equipment are checked for operational capability and appropriateness to proposed load

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	3.4	Emergency information is located in cabin in accordance with current ADG Code requirements
4 Evaluate documented route plan	4.1	Selected route plan and potential difficulties including regulatory restrictions, traffic flow and conditions, obstacles, road standards and construction activities are assessed
	4.2	Regulatory and workplace procedures for driving, parking, loading and unloading are identified including actions for disengaging and/or securing vehicle
5 Complete documentation	5.1	Load is inspected and checked for security to travel in accordance with relevant regulations/permit requirements and current ADG Code
	5.2	All required documentation for dangerous goods is completed in accordance with regulatory and workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3027A Prepare for transport of dangerous goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3027 Prepare for transport of dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying fatigue management knowledge and techniques
- applying hierarchy of hazard control
- assessing operational suitability of equipment and vehicles for dangerous goods transportation
- communicating effectively with others
- completing relevant documentation
- determining required permits
- estimating mass, volume and special requirements of load
- estimating weight and dimensions of load and special requirements
- identifying and correctly using equipment required to load dangerous goods
- identifying goods coding, markings and emergency information panels for mode of transport/storage selected
- identifying hazards and applying precautions and required action to minimise, control or eliminate identified hazards
- identifying hazards and planning work to minimise risks
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- maintaining workplace records and documentation including completion of dangerous goods declaration
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work

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health safety (WHS)/occupational health and safety (OHS) standards
- selecting appropriate equipment and work systems to enable safe, efficient work
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current Australian Dangerous Goods (ADG) Code
- housekeeping standards and procedures
- methods of securing a vehicle following loading of dangerous goods
- problems that may occur when preparing to transport dangerous goods and action that should be taken to prevent or solve these problems
- relevant permit and licence requirements
- relevant state/territory mass and loading regulations for vehicles transporting dangerous goods
- risks when transporting dangerous goods and related precautions to control the risk
- WHS/OHS procedures and guidelines for transporting dangerous goods
- workplace procedures and policies for preparing dangerous goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3031 Rig load

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare and rig all types of loads in preparation for lifting by a crane in accordance with relevant state/territory authority high risk work licence requirements and regulations, in a variety of operational contexts.

It includes preparing for load transfer, assessing lifting requirements, securing and detaching load.

Work is performed with general supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

A person who rigs a load must hold a high risk work licence.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Prepare for load transfer	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Working area is prepared and maintained in accordance with industry standards, codes of practice and workplace operating procedures
	1.3 Unsafe work practices and/or faulty equipment are reported in accordance with workplace procedures
	1.4 Correct personal protective equipment is identified and worn
2 Assess lifting requirements	2.1 Work operations plan is examined and lift requirements are identified including job method and sequence, control measures and safety procedures
	2.2 Coordination requirements with other site personnel are confirmed
	2.3 Load mass, dimensions and centre of gravity are determined
	2.4 Appropriate lifting gear/equipment/packing, including slings, ropes, shackles, eye bolts, spreaders is selected from safety charts and safe working load (SWL)/working load limit (WLL) tags, and is assembled and checked for serviceability
	2.5 Damaged or worn items are tagged, rejected and reported to appropriate personnel for follow-up action
3 Secure load	3.1 Lifting/anchorage points are correctly identified
	3.2 Lifting gear/equipment/packing is connected to load, and load is secured to lifting device in accordance with workplace and manufacturer specifications, guidelines and regulatory requirements
	3.3 Load is lifted, suspended off lifting plane and checked to ensure it is appropriately rigged and secured

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	3.4	Corrective action is undertaken when preliminary lift assessment reveals unacceptable operational situation
	3.5	Tag lines are fixed to load in accordance with work operation plan and/or, in consultation with other personnel, as required due to wind conditions and site hazards/obstacles
4 Detach load	4.1	Slinging attachments are released from load without injury to personnel or damage to workplace operating procedures
	4.2	Damage to load/site is identified and reported in accordance with workplace procedures
	4.3	Lifting gear/equipment/packing is maintained and stored in accordance with workplace and manufacturer specifications, guidelines and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3031A Rig load.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3031 Rig load

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant high risk work legislation and workplace procedures
- calculating safe working load (SWL)/working load limit (WLL)
- communicating effectively with others
- identifying and correctly using equipment, processes and procedures
- inspecting equipment prior to use
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring condition and performance of gear and equipment and taking appropriate action as required
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing gear and equipment in terms of maintenance schedule and workplace operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- dogging and rigging licence to perform high risk work requirements
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane crews
- operational work systems and equipment
- how to prioritise and multi-tasking work
- problems that may arise when rigging a load during mobile crane operations and actions that should be taken to prevent or solve these problems
- relevant road rules, regulations, permit and high risk work licence requirements for rigging loads during mobile crane operations
- relevant WHS/OHS and environmental procedures and regulations
- SWL/WLL requirements
- workplace procedures for rigging loads during mobile crane operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLID3033 Operate a vehicle-mounted loading crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a vehicle-mounted loading crane to shift loads with a capacity of less than 10 metre tonnes.

It includes positioning and stabilising a vehicle-mounted crane, operating a vehicle-mounted crane, monitoring lift conditions, packing up a vehicle-mounted crane after operations, and completing all required job records.

Work must be carried out in accordance with the relevant state/territory authority licence/permit requirements and regulations pertaining to vehicle-mounted loading cranes.

Work is performed under general supervision. It involves the application of routine principles and procedures when operating a vehicle-mounted loading crane in a variety of operational contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Not applicable.

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Position and stabilise vehicle-mounted crane	1.1 Crane is driven to position as specified in job plan to ensure safe operation in accordance with applicable Australian standards, codes of practice, manufacturer specifications, and relevant regulatory and local government requirements
	1.2 Barriers, fencing, temporary boundaries and signage are used as required to isolate working area in accordance with safe working practice and lift requirements
	1.3 Ground is checked to ensure it is firm enough to bear load to be taken
	1.4 Appropriate plates or packing are correctly used to adequately distribute load
	1.5 Outriggers and stabilisers are correctly deployed and positioned in accordance with manufacturer instructions, appropriate Australian standard and other relevant statutory regulations or local authority requirements
	1.6 Outrigger packing is checked for adequacy prior to and after load is taken
2 Operate vehicle-mounted crane	2.1 Planned hazard control strategies are implemented
	2.2 Required signals are correctly given, interpreted and followed in accordance with appropriate Australian standards
	2.3 Load mass is assessed and correlated with crane lifting capacity throughout proposed radii of operation
	2.4 Appropriate lifting gear is selected and load is secured
	2.5 Load is hoisted and lowered into position using crane movements in accordance with appropriate Australian standard
	2.6 Crane controls are operated smoothly
	2.7 Crane is shut down and secured during periods of non-operation in accordance with manufacturer specifications and workplace procedures
3 Monitor lift conditions	3.1 Load is constantly monitored to ensure load and structural stability

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	3.2 Conditions that may affect continuing stability of crane are identified and monitored
	3.3 Unplanned situations are responded to in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
	3.4 Advice is sought from supervisor where there is doubt about correct response to unanticipated conditions or conflict with customer request
	3.5 Supervisor/allocator is advised of concerns about completing job within timeframe
	3.6 Shut-down procedures are implemented in an emergency in accordance with manufacturer instructions
	3.7 Relevant motion locks and brakes are applied
	3.8 Crane is shut down using correct sequence of procedures in accordance with manufacturer specifications and workplace procedures
	3.9 Routine post-operational equipment checks are carried out in accordance with manufacturer specifications
4 Pack up vehicle-mounted crane	4.1 All lifting equipment and crane components are checked for any signs of deterioration or damage in accordance with the appropriate Australian standard
	4.2 Damaged or worn equipment is segregated and reported to an authorised person for testing/repair/destruction
	4.3 Crane equipment is correctly stowed and secured in accordance with manufacturer instructions and the appropriate Australian standard
	4.4 Crane is immobilised and secured for travel in accordance with manufacturer instructions, workplace guidelines and regulatory requirements
5 Complete job records	5.1 Customer feedback is sought regarding satisfaction with completed job and areas of concern are reported in accordance with workplace procedures
	5.2 Customer signature is obtained on job completion documentation
	5.3 Required workplace records are updated accurately and promptly, and processed in accordance with workplace

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procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3033A Operate a vehicle-mounted loading crane.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3033 Operate a vehicle-mounted loading crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- checking and replenishing fluids, and carrying out lubrication processes
- communicating effectively with others
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- monitoring performance of crane and its equipment, and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- application of relevant agreements, codes of practice and other legislative requirements
- hazard management that is consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
- high risk work licence requirements
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane crews
- operational work procedures concerning setting up and rigging a mobile crane at a worksite
- operational work systems and equipment
- prioritising and multi-tasking work
- problems that may arise when operating a vehicle-mounted loading crane and actions that should be taken to prevent or solve these problems
- relevant WHS/OHS and environmental procedures and regulations
- relevant road rules, regulations, permit and licence requirements pertaining to mobile crane operation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Operate a vehicle-mounted loading crane with a capacity of less than 10 metre tonnes.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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TLID3035 Operate a boom type elevating work platform

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a boom type elevating work platform less than 11 metres boom length, in accordance with relevant state/territory licence/permit requirements and regulations, in a variety of operational contexts.

It includes inspecting and testing elevating work platform, assessing job and work requirements, planning work and setting up for lift, and carrying out elevation. It also includes implementing planned hazard controls and strategies, and packing up work platform after operations.

Work is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Inspect and test elevating work platform	1.1 Work platform is visually inspected prior to operation for evidence of damage, structural weakness or interference in accordance with pre-operational safety check procedures
	1.2 Routine pre-operational equipment checks are carried out in accordance with available checklists
	1.3 Work platform logbook is checked, service requirements are noted and maintenance personnel are advised of requirements
	1.4 Elevating work platform is started in accordance with manufacturer guidelines and start-up procedures for operations, and abnormal noise or movement is reported to authorised person for corrective action
	1.5 Start-up checks are conducted in accordance with manufacturer specifications and company procedures to ensure work platform and equipment are operating correctly
	1.6 Faults are corrected or reported to authorised person for corrective action in accordance with company procedures
	1.7 Operating and emergency controls are checked for correct operation in accordance with manufacturer specifications, including use of emergency decent device
	1.8 Boom is lowered under simulated emergency conditions to check for operational effectiveness
	1.9 Gear and accessories are checked and damaged or worn gear is segregated and reported to authorised person for testing/repair/destruction
	1.10 Results of inspections are recorded and reported in accordance with company procedures
2 Assess job requirements and work	2.1 Briefing, handover details, authorisations and clearances are received, interpreted and clarified in accordance with company and site procedures, and legislative requirements
	2.2 Work area is inspected, potential hazards are identified and appropriate elimination or control measures are selected
	2.3 Weight of load including personnel and equipment, is correctly estimated to ensure job is within limits of work platform capacity

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3	**Plan work and set up for lift**	3.1 Work plan is developed and agreed with relevant workplace personnel, including hazard prevention/control measures, and safety and emergency procedures in line with applicable Australian Standards
		3.2 Suitable firm and level standing is chosen and prepared for location of elevating work platform
		3.3 Outriggers and stabilisers are correctly deployed and positioned in accordance with manufacturer instructions and appropriate Australian Standards
		3.4 Appropriate plates or packing are correctly used under footplates as required to adequately distribute loading
		3.5 Ground is checked before and after packing is installed to ensure it is firm enough to bear load
		3.6 Job plan is developed including hazard prevention/control measures and safety procedures in accordance with applicable Australian Standards and equipment manufacturer specifications
		3.7 Work platform load chart is located and information on permissible loads, radii and heights is taken into account in planning job
		3.8 Job requirements, and workplace rules and procedures are taken into account in job plan
		3.9 Job plan is discussed and confirmed with relevant personnel
		3.10 Work gear and tools are properly stowed in elevating work platform in accordance with Australian Standards, company procedures and guides
4	**Carry out elevation**	4.1 Configuration and operation of elevating work platform are checked as required to ensure safe lift
		4.2 Operation of work platform is carried out in accordance with job plan, appropriate Australian Standard and manufacturer specifications
5	**Implement planned hazard control strategies**	5.1 Load is constantly monitored to ensure safety of personnel, load and structural stability
		5.2 Unplanned situations are responded to in accordance with company procedures, in a manner that minimises risk to personnel and equipment

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	5.3	Required signals are correctly given, interpreted and followed in accordance with appropriate Australian Standards
6 Pack up work platform	6.1	Elevating work platform is shut down using correct sequence of procedures in accordance with manufacturer instructions
	6.2	Routine post-operational equipment checks are carried out in accordance with manufacturer instructions and available checklists, and defects are recorded and reported in accordance with company procedures
	6.3	Elevating work platform is dismantled in accordance with job plan, manufacturer instructions and relevant statutory regulations
	6.4	Outriggers and stabilisers are secured and stowed in accordance with manufacturer instructions
	6.5	Elevating work platform is correctly stowed and secured in accordance with manufacturer instructions and company procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3035A Operate a boom type elevating work platform.

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Links

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Assessment Requirements for TLID3035 Operate a boom type elevating work platform

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of equipment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, regulations, codes of practice and manuals
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and workplace operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- boom type elevating work platform applications, capacities, configurations, safety hazards and control mechanisms
- capability on boom type elevating work platform compliance plate
- operational work systems and equipment
- problems that may arise when operating a boom type elevating work platform and actions that should be taken to prevent or solve these problems
- relevant road rules, regulations, permit and licence requirements for boom type elevating work platform operation
- relevant WHS/OHS and environmental procedures and regulations
- risks and hazards involved in operating a boom type elevating work platform and associated action that can be taken to eliminate or minimise the risk/hazards concerned
- wind speed equipment capability (wind loading)
- workplace procedures for operating a boom type elevating work platform less than 11 metres boom length, at a worksite.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLID3036 Lift and move load using a mobile crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to lift and move a load using a non-slewing mobile crane or a slewing mobile crane, in a variety of operational contexts.

It includes operating mobile crane to complete job requirements, monitoring lift conditions, implementing shut-down procedures, packing up crane after operations and completing all required job records.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated high risk work licence requirements and to comply with relevant codes of practice and/or guidelines for mobile crane operations.

Work is performed with limited supervision and duty of care responsibility for self and others, in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate mobile crane	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 In ascent and descent to/from crane, correct use is made of means provided, in accordance with relevant codes of practice and workplace procedures
	1.3 Required signals are correctly given, interpreted and followed in accordance with appropriate workplace procedures
	1.4 Boom is positioned to ensure load to be lifted is plumbed under hook
	1.5 Load is hoisted and lowered into position using crane movements, in accordance with appropriate workplace procedures
	1.6 Crane controls are operated smoothly
	1.7 Crane is shut down and secured during periods of non-operation, in accordance with manufacturer specifications and workplace procedures
2 Monitor lift conditions	2.1 Load is constantly monitored to ensure load and structural stability
	2.2 Conditions that may affect continuing stability of crane are identified and monitored
	2.3 Unplanned situations are responded to in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
	2.4 Dogger is advised of new information that affects lift
	2.5 Necessary changes to job plan are discussed and confirmed with rest of crew
	2.6 Advice is sought from supervisor where there is doubt about correct response to unanticipated conditions, or conflict with customer request

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		2.7	Supervisor/allocator is advised of concerns about completing job within timeframe
3	**Implement shut-down procedures**	3.1	Relevant motion locks and brakes are applied
		3.2	Crane is shut down using correct sequence of procedures in accordance with manufacturer specifications and workplace procedures
		3.3	Routine post-operational equipment checks are carried out in accordance with manufacturer specifications
4	**Pack up crane**	4.1	Crane is de-rigged with other crane personnel in accordance with manufacturer instructions
		4.2	All lifting equipment and crane components are checked in consultation with crane personnel for signs of deterioration or damage in accordance with appropriate Australian Standard
		4.3	Damaged or worn equipment is segregated and reported to authorised person for testing/repair/destruction
		4.4	Crane and equipment are correctly stowed and secured in accordance with manufacturer instructions and appropriate Australian Standard
5	**Complete job records**	5.1	Customer feedback is sought about satisfaction with completed job, and areas of concern are reported in accordance with workplace procedures
		5.2	Customer signature on job completion documentation is obtained
		5.3	Required workplace records are updated accurately and promptly, and processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3036A Lift and move load using a mobile crane.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3036 Lift and move load using a mobile crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant high risk work legislation and workplace procedures
- applying risk assessment and management procedures
- calculating safe working load (SWL) and working load limit (WLL)
- communicating and working effectively with others
- completing relevant documentation
- effectively completing pre-operational checks, positioning, stabilising, set-up, post-operational checks of mobile crane
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of equipment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- operating crane, including all functions to their maximum extension, in lifting and moving a load
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- servicing equipment in terms of maintenance schedule and standard operating procedures
- using load charts to determine crane limitations and/or required crane set-up
- using mathematical procedures to determine load weight and lifting equipment required for lift.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communications systems used during a lift
- hazard management, using the principle of hierarchy of control
- high risk work licence requirements
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational work systems and equipment
- problems that may occur during a lift, and associated action that can be taken to address these problems
- relevant road rules, regulations, permit and licence requirements for mobile crane operation
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- risks and hazards involved in mobile crane operations, and associated action that can be taken to eliminate or minimise the risk
- workplace procedures for operating a mobile crane at a worksite.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- mobile crane, of the type currently used in industry
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3040 Control lift and movement of crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to control the lift and movement of a crane when the load is out of the crane operator's view, in accordance with workplace principles, procedures and regulations.

It includes providing lift instructions to the crane operator using appropriate communication methods, monitoring the lift and placing and securing a load.

Work must be carried out in compliance with the relevant state/territory authority licence/permit requirements and regulations for operating mobile cranes up to and including 20 tonnes.

Work is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Provide lift instructions	1.1 Load movement is performed in accordance with planned hazard prevention and control measures in line with appropriate Australian standards, codes of practice, guidelines and manufacturer specifications
	1.2 Agreed communication and signal methods are used to safely coordinate load movement
	1.3 Clear, precise and concise verbal communication and signals are used
	1.4 All relevant parameters are taken into account in instructions to ensure a safe, stable and smooth lift
2 Monitor lift	2.1 Load is constantly monitored to ensure it remains stable
	2.2 Load conditions that may affect continuing stability are identified and monitored
	2.3 Temporary bracing and/or load support is maintained until continuing stability is ensured
	2.4 Unplanned situations are responded to in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
	2.5 Site emergency procedures are followed
3 Place and secure load	3.1 Appropriate materials for fixing and anchoring the load are checked and selected in line with manufacturer specifications
	3.2 Appropriate fixing methods are used to secure load in line with manufacturer specifications and guidelines
	3.3 Temporary securing is installed where hazards and weather conditions may vary during the load movement

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3040A Control lift and movement of crane.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3040 Control lift and movement of crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying and correctly using relevant equipment
- monitoring work activities in terms of planned schedule and modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- prioritising and multi-tasking work
- reading and interpreting relevant instructions, procedures, information, technical data, manuals and signs
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- communication systems used during a lift
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational work systems and equipment
- problems that may occur during a lift and associated action that can be taken to address these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant road rules, regulations, permit and licence requirements for mobile crane operations
- risks and hazards involved in mobile crane operations and associated action that can be taken to eliminate or minimise risks
- workplace procedures for controlling lifting and moving a mobile crane.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3043 Shift loads using gantry equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads using gantry equipment in accordance with relevant regulations and workplace requirements, as part of work activities in the transport and logistics industry.

It includes planning work for the prevailing working conditions, using controls and operating systems to manage the operation of equipment, and locating and identifying load characteristics. It also includes safely moving the load, monitoring controls and stopping, shutting down and securing equipment after the completion of operations.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan work for the prevailing working conditions	1.1 Traffic flow, weather and work area conditions are constantly assessed and anticipated to allow safe operation to ensure no injury to people, or damage to equipment, loads or facilities
	1.2 Load characteristics are taken into account to ensure appropriate attachments/gear are used to move the load as required
	1.3 Occurrences in the work area that may affect the safety and efficiency of operations are reported to appropriate personnel
2 Use controls and operating systems to manage the operation of the equipment	2.1 Equipment is prepared and appropriate attachments are fitted as required
	2.2 Gear and operational levers are checked to ensure they are in the neutral position prior to inserting ignition key and starting engine
	2.3 Engine is started in accordance with manufacturer guidelines to bring engine to speed
	2.4 Instruments and gauges are monitored during start up and operations to ensure operation is within manufacturer specifications, and workplace and regulatory safety requirements
	2.5 Engine power is managed for efficiency of equipment movement and economy of equipment operations
	2.6 Equipment operations are conducted within manufacturer specified torque range
	2.7 Faults or damage to equipment are immediately reported to appropriate personnel
3 Locate load and identify load characteristics	3.1 Load is located and identified in accordance with instructions
	3.2 Requirements for safe working load (SWL) and working load limit (WLL) of gantry equipment are identified
	3.3 Load weight and dimensions are checked to ensure they fall within equipment capacity
	3.4 Loading and unloading plans are followed to ensure efficiency and safety of operations

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	3.5 Load characteristics are taken into account to ensure appropriate loading and unloading procedures are followed
	3.6 Hazardous cargo is identified and relevant procedures are taken into account when planning and conducting work
4 Safely move load	4.1 Equipment is operated and positioned using smooth and controlled movements
	4.2 Manoeuvres are within equipment limits and in line with manufacturer specifications
	4.3 Load is moved ensuring no injury to personnel or damage to equipment or cargo
	4.4 Continuous communication is maintained with personnel assisting the operator in the load movement operations using appropriate communications technology and procedures
	4.5 In an incident or emergency, equipment is immediately stopped and workplace emergency procedures are followed
	4.6 Safety incidents and emergencies are reported in accordance with workplace procedures and regulatory requirements
5 Monitor and operate controls	5.1 Equipment controls are monitored and operated in accordance with manufacturer operating instructions
	5.2 Control systems are confirmed and acted on in accordance with regulatory requirements, manufacturer guidelines and workplace operating procedures
	5.3 Control faults are identified and reported in accordance with enterprise guidelines
	5.4 Hazards in the work area are identified and appropriate measures are adopted to control the risks in accordance with regulatory requirements and workplace procedures
6 Stop, shut down and secure equipment	6.1 Equipment is brought to a controlled halt and is shut down without injury to personnel or damage to equipment, loads or facilities in accordance with manufacturer guidelines and workplace procedures

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6.2 Equipment is secured in accordance with manufacturer instructions and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3043A Shift loads using gantry equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3043 Shift loads using gantry equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying effective eye-hand coordination to operational tasks
- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes
- communicating effectively with others
- completing relevant documentation
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring equipment performance
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- receiving, acknowledging and sending messages using appropriate communications equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- servicing equipment in terms of maintenance schedule and operating procedures
- working collaboratively with others

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- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes, regulations, licence/permit requirements relevant for using gantry equipment to shift loads
- cargo marking and numbering systems
- operational work systems, equipment, management and site operating systems for using gantry equipment to shift loads
- problems that may occur and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant safety codes and emergency procedures
- requirements for safe working load (SWL) and working load limit (WLL) of gantry equipment
- types of gantry equipment used to shift loads in terminals/wharves, their applications and procedures and precautions for their use
- workplace procedures and policies for using gantry equipment to shift loads.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3044 Shift loads using cranes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads using cranes in accordance with workplace and regulatory requirements, as part of work activities in the transport and logistics industry.

It includes planning work for the current working conditions, using controls and crane operating systems, locating and identifying load characteristics and safely moving loads. It also includes monitoring controls and stopping, shutting down and securing the crane after the completion of operations.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan work for the current working conditions	1.1 Traffic flow and work area conditions are constantly assessed and anticipated to allow safe operation to ensure no injury to people, or damage to crane, loads or facilities
	1.2 Load characteristics are taken into account to ensure appropriate attachments/gear are used to move load as required
	1.3 Occurrences in the work area that may affect the safety and efficiency of operations are reported to appropriate personnel
2 Use controls and crane operating systems	2.1 Crane is prepared for operation in accordance with manufacturer instructions and workplace procedures
	2.2 Crane is started in accordance with manufacturer guidelines
	2.3 Instruments and gauges are monitored during start up and operations to ensure operation is within manufacturer specifications and workplace/regulatory safety requirements
	2.4 Engine power is managed for efficiency of crane movement and economy of crane operations
	2.5 Crane operations are conducted within manufacturer specified torque range
	2.6 Faults or damage to crane are immediately reported to appropriate personnel
3 Locate load and identify load characteristics	3.1 Load is located and identified in accordance with instructions
	3.2 Requirements for safe working load (SWL) and working load limit (WLL) of the crane are identified
	3.3 Load weight and dimensions are checked to ensure they fall within the crane capacity
	3.4 Loading and unloading plans are followed to ensure efficiency and safety of operations
	3.5 Load characteristics are taken into account to ensure appropriate loading and unloading procedures are followed
	3.6 Hazardous cargo is identified and relevant procedures are taken into account when planning and conducting work
4 Safely move load	4.1 Crane is operated using smooth and controlled movements
	4.2 Manoeuvres are within crane limits and in line with

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	manufacturer specifications
	4.3 Load is moved ensuring no injury to personnel or damage to crane or cargo
	4.4 Continuous communication is maintained with personnel assisting the operator in the load movement operations using appropriate communications technology and procedures
	4.5 In an incident or emergency, crane is immediately stopped and workplace emergency procedures are followed
	4.6 Safety incidents and emergencies are reported in accordance with workplace procedures and regulatory requirements
5 Monitor controls	5.1 Crane controls are monitored and operated in accordance with manufacturer operating instructions
	5.2 Control systems are confirmed and acted on in accordance with regulatory requirements, manufacturer guidelines and workplace procedures
	5.3 Control faults are identified and reported in accordance with workplace guidelines
6 Stop, shut down and secure equipment	6.1 Crane is brought to a controlled halt within manufacturer guidelines and is shut down without injury to personnel or damage to equipment, loads or facilities in accordance with workplace procedures
	6.2 Crane is secured after operations in accordance with manufacturer instructions and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLID3044A Shift loads using cranes.

Links

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Assessment Requirements for TLID3044 Shift loads using cranes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying effective eye-hand coordination to operational tasks
- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings and, where applicable emergency information panels
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- monitoring performance of crane and its equipment and taking appropriate action as required
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- receiving, acknowledging and sending messages using appropriate communications equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- servicing equipment in terms of maintenance schedule and operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant for using cranes to shift loads, including the ADG Code and the IMDG Code
- operational work systems, equipment, management and site operating systems for using boom cranes to shift loads
- problems that may occur and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant safety codes and emergency procedures
- requirements for safe working load (SWL) and working load limit (WLL) of cranes
- types of boom cranes used to shift loads in terminals/wharves, their applications and procedures and precautions for their use
- workplace procedures and policies for using cranes to shift loads.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLID3046 Operate container side lifter

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a container side lifter (swing lifter, side loader) in accordance with relevant state/territory authority requirements and regulations.

It includes loading a container from the ground onto a vehicle, unloading a container from vehicle to ground, and transferring a container from one vehicle to another.

It also includes maintaining systematic and efficient control of all functions, managing side lifter condition and performance, and effectively managing hazardous situations while operating a container side lifter.

Operation of a container side lifter is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Check a container side lifter and ancillary equipment**	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.2 Load lifting capacity for side lifter and ancillary equipment, as required, is identified in terms of maximum rated capacity
		1.3 Pre-operational checks and inspections are conducted on side lifter, lifting assemblies, specialist lifting equipment, and ancillary equipment, as required, to ensure serviceability and suitability for task and readiness for operation
2	**Ensure site safety**	2.1 Ground conditions are checked to ensure stability
		2.2 Site safety is managed in accordance with workplace policy and procedures
		2.3 Exclusion zones are identified and implemented
3	**Load loaded container from the ground onto side lifter vehicle**	3.1 Container weight is checked to ensure it is within specified maximum lifting capacity of side lifter vehicle
		3.2 Side lifter is positioned, lifter engine is started, and side lifter readiness for lift, including deployment of stabiliser legs, is completed in accordance with manufacturer specifications and organisational requirements
		3.3 Lifting equipment is attached to container, checked, and adjusted as required, in accordance with manufacturer specifications and organisational requirements
		3.4 Pre-lift physical check is performed to ensure side lifter is capable of lifting container safely
		3.5 Container is lifted and placed onto side lifter twist locks in accordance with manufacturer and organisational requirements
		3.6 Loaded container is secured and vehicle is made ready for on-road travel, in accordance with regulatory requirements, manufacturer specifications and workplace procedures
4	**Unload loaded container from side lifter vehicle onto the ground**	4.1 Container weight is checked to ensure it is within side lifter vehicle specified maximum lifting capacity
		4.2 Side lifter is positioned, lifter engine is started, and side lifter is made ready for lift, ensuring that deployment of stabiliser legs is completed in accordance with manufacturer

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		specifications/organisational requirements
	4.3	Load securing devices are unlocked or removed and lifting equipment is attached to container, checked and adjusted as required, in accordance with manufacturer specifications and/or organisational requirements
	4.4	Pre-lift physical check is performed to ensure side lifter is capable of lifting container safely
	4.5	Container is lifted and placed on ground, in accordance with organisational requirements, allowing access to the container doors and surroundings
	4.6	Lifting equipment is removed from container and side lifter vehicle is made ready for on-road travel, in accordance with manufacturer specifications and regulatory requirements
5 Transfer loaded container from one vehicle to another	5.1	Receiving vehicle and container are checked to ensure they are compatible and that receiving vehicle load capacity is adequate for intended load
	5.2	All vehicles are positioning in accordance with intended transfer requirements
	5.3	Lifter engine is started and side lifter is made ready for lift
	5.4	Load securing devices are unlocked or removed and lifting equipment is attached to container, checked, and adjusted as required, in accordance with manufacturer specifications and/or organisational requirements
	5.5	Pre-lift physical check is performed to ensure side lifter is capable of lifting container safely
	5.6	Container is transferred to receiving vehicle in accordance with manufacturer and organisational requirements
	5.7	Lifting equipment is removed from container and both vehicles are made ready for on-road travel, in accordance with regulatory requirements and manufacturer specifications and workplace procedures
	5.8	Loaded container is secured in accordance with regulatory requirements and manufacturer specifications
	5.9	Documentation is completed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3046A Operate container side lifter.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3046 Operate container side lifter

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- conducting a pre-operational check including:
  - checking and replenishing fluids and carrying out lubrication processes during work activities
  - visually checking vehicle and ancillary equipment
  - checking operation of vehicle lights and indicators
  - checking all levers and operational gauges on ancillary equipment
- communicating effectively with others
- completing relevant documentation
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of vehicle, its trailers and its equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- relocating a container from one vehicle to another with container at ≥60% capacity
- relocating a container using a side lifter from ground to vehicle with container at ≥60% capacity
- relocating a container using a side lifter from vehicle to ground with container at ≥60% capacity
- servicing vehicle and its equipment in terms of maintenance schedule and standard operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques
- engine power management and safe driving strategies
- pre-operational checks carried out on side lifter and ancillary equipment
- relevant national heavy vehicle legislation and regulatory requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant personal protective equipment for side lifter operations
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- side lifter vehicle handling procedures
- workplace driving and operational instructions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment of the task to operate a container side lifter must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, national Load Restraint Guide codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

A simulator is not suitable for final assessment of this unit of competency.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3047 Shift loads using ship mounted crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads using ship cranes in accordance with workplace and regulatory requirements as part of work activities in the stevedoring, transport, distribution and allied industries.

It includes planning work for the prevailing working conditions; using controls and operating systems to manage operating the crane; locating load and identifying load characteristics; safely moving load; monitoring controls; and stopping, shutting down and securing crane after completing operations.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan work for current working conditions	1.1 Crane movement areas are assessed to ensure they are clear of personnel and other obstructions and hazards
	1.2 Traffic flow and work area conditions in proximity of load landing area are assessed to ensure safety of personnel, and to ensure there is no damage to equipment, loads and facilities
	1.3 Load characteristics are taken into account to ensure appropriate attachments/gear are used to move load
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Occurrences in work area that may impact on safety and efficiency of operations are reported to appropriate personnel
2 Check controls and crane operating systems	2.1 Crane is prepared for operation in accordance with workplace procedures
	2.2 Relevant aspects of Marine Orders are explained and applied
	2.3 Crane is started in accordance with manufacturer guidelines and workplace procedures
	2.4 Radio communication is confirmed with personnel assisting operator in load shifting
	2.5 Instruments and gauges are monitored during start-up and operations to ensure operation is in accordance with manufacturer specifications and workplace/regulatory safety requirements
	2.6 Crane movements are tested in a trial run over water if possible
	2.7 Faults or damage to crane are immediately reported to appropriate personnel
3 Identify load characteristics	3.1 Load weight and dimensions are confirmed to ensure they fall within crane capacity
	3.2 Loading and unloading plans are followed to ensure efficiency and safety of operations
	3.3 Load characteristics are taken into account to ensure appropriate loading and unloading procedures are followed
	3.4 Hazardous cargo is identified and relevant procedures are taken into account when planning and conducting work

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	3.5 Non routine cargo lifts are identified and appropriate lifting methods and equipment are arranged
4 Safely move load	4.1 Crane is operated using smooth and controlled movements, and allowances are made for any vessel trim or list movements during load transfer
	4.2 Crane movements are efficiently managed to control block or load swing
	4.3 In sudden ship movement or excessive trim or list, warnings are immediately communicated to personnel
	4.4 Simultaneous crane operations are planned as required and controlled appropriately in accordance with relevant procedures
	4.5 Continuous communication is maintained with personnel assisting operator with load movement operations using appropriate communications technology and procedures
	4.6 Wharf and vessel work area conditions are constantly assessed and anticipated to ensure crane movement areas are clear of personnel and other obstructions
	4.7 In a safety incident or emergency, crane is immediately stopped and workplace emergency procedures are followed
	4.8 Safety incidents and emergencies are reported in accordance with workplace procedures and regulatory requirements
5 Monitor controls	5.1 Crane controls are monitored and operated in accordance with operating instructions
	5.2 Control systems are explained and acted on in accordance with regulatory requirements, manufacturer guidelines and workplace procedures
	5.3 Control faults are identified and reported in accordance with workplace guidelines
6 Stop, shut down and secure equipment	6.1 Crane is brought to a controlled halt in accordance with operating guidelines and is shut down without injury to personnel or damage to equipment, loads or facilities in accordance with workplace procedures
	6.2 Crane is secured after operations in accordance with operating instructions and workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3047A Shift loads using ship mounted crane.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3047 Shift loads using ship mounted crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying basic fatigue management techniques
- applying effective eye-hand coordination to operational tasks
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- dealing with internal and external customers in large, medium or small workplaces
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code/International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- identifying and correctly using relevant equipment
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of crane and its equipment, and taking appropriate action as required
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- receiving, acknowledging and sending messages using appropriate communications equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures

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- selecting and using appropriate personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to using cranes to shift loads, including ADG Code, IMDG Code and Marine Orders
- operational work systems, equipment, management and site operating systems for using boom cranes to shift loads
- problems that may occur and appropriate action that can be taken to resolve these problems
- relevant safety codes and emergency procedures
- relevant WHS/OHS and environmental protection procedures and guidelines
- requirements for safe working load (SWL) and working load limit (WLL) of cranes
- service and maintenance schedule requirements for lifting equipment
- types of boom cranes used to shift loads in terminals/wharves, their applications and procedures and precautions for their use
- workplace procedures and policies for using cranes to shift loads
- workplace procedures for multiple crane, dual crane and heavy lift operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions including controlled or open environments, exposed conditions and limited or restricted spaces.

Assessment processes and techniques must be appropriate to the language, literacy and

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numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools and equipment
- personal protective clothing and equipment, including:
  - gloves
  - high visibility clothing
  - protective clothing
  - safety glasses
  - safety headwear and footwear
  - two-way radios.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3048 Pack and unpack furniture and effects

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to pack and unpack furniture and effects in a range of furniture removal contexts, in compliance with relevant industry codes of practice and workplace procedures.

It includes preparing for packing, packing and unpacking cartons, dismantling and reassembling items of furniture, and completing packing/unpacking processes.

Work is performed under limited or minimum supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for packing and dismantling**	1.1 Removal documentation is checked to identify items of furniture and effects for removal
		1.2 Appropriate materials, tools and equipment are selected to dismantle, reassemble, pack, wrap and protect identified furniture and effects for removal, in accordance with workplace procedures
		1.3 Hazards are identified, risks are assessed and control measures are implemented
		1.4 Convenient, suitable and unrestricted work area for packing, unpacking, dismantling or reassembling is selected and prepared in consultation with client
		1.5 Items for removal are identified and packing order is determined in accordance with removal documentation
		1.6 Cartons, protective and other materials are selected and located in an accessible area
		1.7 Items ineligible for removal are identified in accordance with industry standards and workplace procedures, and appropriate action is taken in consultation with client
		1.8 Items for removal are appropriately prepared for travel in accordance with workplace procedures
2	**Pack cartons**	2.1 Items for removal are wrapped and packed in accordance with industry standards and workplace procedures
		2.2 Fragile or valuable items are specially wrapped and positioned for loading onto vehicle in accordance with workplace procedures and industry standards
		2.3 Cartons are sealed and labelled in accordance with removal documentation and workplace procedures
		2.4 Hazardous items are identified in accordance with removal documentation and workplace procedures, and appropriate action is taken in consultation with client
3	**Dismantle and reassemble furniture items**	3.1 Identified removal items are dismantled in accordance with industry standards, workplace procedures and manufacturer requirements
		3.2 Dismantled items of furniture are packed, wrapped and stored in accordance with removal documentation and workplace procedures

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	3.3	Dismantled items of furniture are reassembled in accordance with industry standards, workplace procedures and manufacturer requirements
	3.4	Client is advised of potential furniture reassembly restrictions at the destination
4 Complete unpacking	4.1	Cartons are unpacked and items are stowed in accordance with removal documentation and workplace procedures, and in consultation with client
	4.2	Used cartons are folded and removed, and rubbish is disposed of in accordance with workplace procedures
	4.3	Required removal documentation is completed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3048A Pack and unpack furniture and effects.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3048 Pack and unpack furniture and effects

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards
- applying relevant legislation, workplace procedures and industry standards
- communicating effectively with others
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in furniture and effects in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- working collaboratively with others when packing and unpacking furniture and effects during a removal
- working systematically with required attention to detail without injury to self or others or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable regulations and legislation such as:
    - relevant state/territory environmental protection legislation
    - relevant state/territory work health and safety (WHS)/occupational health and safety (OHS) legislation
- appropriate loading techniques such as labelling items
- appropriate use of materials and tools

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- client service requirements including language, courtesy, behaviour and problem solving
- different locations where work may be conducted:
    - client's home/workplace
    - controlled or open environments
    - exposed conditions
    - restricted spaces
    - vehicle on the road
    - workplace, warehouse or depot
- furniture dismantling and reassembly techniques
- housekeeping standards and procedures during a removal
- methods of securing a load on a removal vehicle
- packing techniques for various types of furniture and effects
- relevant information/documents such as:
    - award, enterprise bargaining agreement and other industrial arrangements
    - client instructions
    - relevant codes of practice
    - emergency procedures
    - industry codes for furniture removal operations
    - manufacturer instructions
    - quality assurance procedures
    - removal documentation
    - standards and certification requirements
    - workplace procedures and policies for packing and unpacking cartons, furniture and effects
- risks when packing, unpacking, dismantling and reassembling furniture and effects during a removal and related precautions to control these risks
- special precautions required for some furniture and effects
- WHS/OHS procedures and guidelines concerning packing, unpacking, disassembling and reassembling furniture and effects
- workplace procedures and policies for packing, unpacking, dismantling and reassembling furniture and effects.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, load restraint guide, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3049 Pack and wrap furniture and effects for international removals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to wrap and pack furniture and effects for international furniture removal, in compliance with relevant industry codes of practice.

It includes preparing for packing and wrapping, packing and wrapping, completing packing process and completing all applicable documentation.

Work is performed under limited or minimum supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for packing and wrapping	1.1 Documents required to prepare for international removal are completed in accordance with workplace requirements
	1.2 International removal documentation is checked to identify items of furniture and effects for removal
	1.3 Appropriate materials, tools and equipment are selected to dismantle, pack, wrap and protect identified furniture and effects for international removal, in accordance with workplace procedures
2 Confirm onsite packing and wrapping requirements	2.1 Items of furniture and effects for international removal are identified, and packing and wrapping needs are determined in accordance with international removal documentation
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Additional packing and wrapping needs are identified and arrangements are made to access additional materials, tools and equipment as required
	2.4 Furniture and effects requiring offsite packing are identified and segregated, and appropriate personnel are advised in accordance with workplace procedures
	2.5 Special requirements are identified in consultation with client and documented, in accordance with workplace procedures
	2.6 Items ineligible for international removal are identified in accordance with applicable regulations, industry standards and company policy, and appropriate action is taken in consultation with client and appropriate personnel
	2.7 Client is advised of any pre-damaged or damage-risked items and appropriate documentation is completed
3 Pack, wrap and label furniture and effects	3.1 Convenient, suitable and unrestricted work areas are selected and prepared for packing and wrapping in consultation with client
	3.2 Items for international removal are packed, wrapped and labelled in accordance with industry standards and workplace procedures
	3.3 Identified items for international removal are dismantled in accordance with industry standards, workplace procedures and manufacturer requirements

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	3.4 Dismantled items are packed, wrapped, labelled and stored in accordance with removal documentation and workplace procedures
	3.5 Client is advised of potential furniture reassembly restrictions that could apply at the destination
4 Complete packing and wrapping process	4.1 Tools, equipment and unused packing and wrapping materials are removed, and rubbish is disposed of in accordance with workplace procedures
	4.2 Required international removal documentation is completed in accordance with workplace requirements
	4.3 Furniture and effects for international removal are fully prepared for uplift in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3049A Pack and wrap furniture and effects for international removals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3049 Pack and wrap furniture and effects for international removals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation, work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices, workplace procedures and industry standards
- communicating effectively with others
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- packing and wrapping furniture and effects for international removal
- reading, interpreting and following relevant instructions, procedures and information
- responding appropriately to cultural differences in the workplace, including different modes of behaviour and in interactions with others
- working systematically with required attention to detail without injury to self or others or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable customs and quarantine regulations
- client service requirements including appropriate language, courtesy, behaviour and problem solving
- efficient use of resources when packing and wrapping furniture and effects for international removal
- furniture dismantling techniques
- housekeeping standards and procedures
- industry standards and workplace procedures and policies for packing and wrapping furniture and effects for international removal
- load restraint
- packing and wrapping techniques for various types of furniture and effects for international removal to prevent damage during the removal process
- packing, wrapping and dismantling, furniture and effects for international removal
- packing and wrapping techniques to optimise load space during shipping international furniture and effects
- restrictions on hazardous items applicable to international removal of furniture and effects
- risks when packing and wrapping furniture and effects during a removal and related precautions to control these risks
- various modes of shipping international furniture and effects
- WHS/OHS procedures and guidelines for wrapping and packing furniture and effects.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, load restraint guide, codes of practice and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLID3050 Coordinate furniture removal

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate the removal of furniture and effects, in accordance with workplace procedures, relevant standards and certification requirements.

It includes correctly parking a removal vehicle; determining access arrangements; identifying potential hazards; developing, communicating and monitoring an appropriate removal plan prior to uplift; and completing all relevant records.

Work is performed under some supervision, generally in a team environment. Defined accountability and responsibility for self and others in achieving the required outcomes is involved.

This unit involves the application of standard furniture removal procedures by removal crew members when coordinating removal across a variety of removal contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Park vehicle	1.1 Vehicle is parked with due consideration of critical factors
	1.2 Need for use of visual safety equipment is determined and this equipment is positioned in accordance with workplace procedures, local authority requirements and state/territory requirements
	1.3 Access to vehicle is planned to minimise traffic wear on gardens and lawns, and to avoid obstructions
	1.4 Potential external hazards are identified and vehicle is parked to minimise risk of injury and/or damage to items and equipment during removal activities
2 Define job requirements	2.1 Customer needs and perception of job are clearly established through appropriate questioning and discussion based on written removal consultant appraisal
	2.2 In consultation with customer, removal consultant/client inventory is checked for accuracy and discrepancies are made known to appropriate workplace personnel in accordance with workplace procedures
	2.3 Initial inspection of total job is undertaken with customer and an appropriate loading sequence is ascertained
	2.4 Potential internal hazards are identified and appropriate action is planned to minimise risk or injury and/or damage to items, equipment or structure
	2.5 Special requirements are identified and negotiated with customer
	2.6 Customer is appropriately advised of any pre-damaged or damage-risked items and appropriate documentation is completed
	2.7 Dangerous or hazardous items that are unacceptable for removal are identified and customer is appropriately informed
	2.8 Confirmation is made that items have been appropriately prepared for travel, in accordance with workplace procedures
3 Plan and monitor	3.1 Loading plan is confirmed in consultation with appropriate

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loading		onsite removal team members
	3.2	Potential external hazards are identified and appropriate action is planned to minimise risk of injury and/or damage to items and equipment during removal activities
	3.3	Confirmed loading plan is communicated to all onsite removal team members
	3.4	Relevant information about loading plan is communicated to despatch staff or other appropriate personnel in accordance with workplace procedures
	3.5	Removal team performance is monitored to ensure requirements of loading plan are met
4 Complete records	4.1	Records are updated accurately, legibly and promptly in accordance with workplace procedures
	4.2	Records are checked to ensure they include all required information relevant to job

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3050A Coordinate furniture removal.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3050 Coordinate furniture removal

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation, workplace procedures and industry standards
- communicating effectively with others
- identifying hazardous or dangerous items unacceptable for removal
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of removal/loading plan
- operating electronic communications equipment to required protocol
- providing leadership and encouragement to team members
- reading, interpret and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others or damage to furniture or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- critical factors for parking vehicles
- customer service requirements including appropriate language, courtesy, behaviour and problem solving
- furniture removal procedures and codes of practice
- hazards and related hazard control measures
- items unsuitable for removal and associated reasons
- load restraint
- organisational workplace procedures
- records and signed agreements that are completed during an initial removal survey and related procedures
- relevant agreements and legislation applicable to furniture removal
- relevant state/territory road traffic authority licence and traffic regulations
- relevant vehicle parking safety requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection legislation and policies
- special requirements that may need to be addressed in a removal and related procedures to be applied.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or simulations
- a removal vehicle
- applicable documentation including workplace procedures, regulations, load restraint guide, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID3051 Segregate waste according to waste types

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to segregate waste based on waste type in an on-the-job environment.

It includes identifying and segregating waste at a range of plant sites.

It also includes contributing to the implementation of workplace policies and procedures, systems and plans, as well as recognising potential hazards and controlling risks.

This unit requires the ability to apply safe work practices while working with all types of waste.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Organise for work	1.1 Waste segregation plan is established in accordance with workplace policies and procedures, and regulatory requirements
	1.2 Job requirement hazards are identified, risks are assessed and risk controls are implemented in accordance with workplace policies and procedures, and state/territory regulations and legislation
	1.3 Emergency and personal protective equipment (PPE) is selected, correctly fitted and worn in accordance with job requirements, manufacturer specifications, workplace requirements and relevant regulatory requirements
	1.4 Segregation receptacles/areas are set up to ensure safe and effective segregation of waste in accordance with workplace requirements and relevant regulatory requirements
	1.5 Equipment to be used for segregation is identified in accordance with waste segregation plan and workplace procedures
2 Conduct identification and segregation activity	2.1 Waste is identified and appropriate handling process is implemented in accordance with waste type, workplace requirements and relevant state/territory regulatory requirements
	2.2 Equipment used for segregation is operated in accordance with manufacturer specifications, workplace policies and procedures and external licensing authorities
	2.3 Waste is segregated into categories and labelled in accordance with waste type, workplace policies and procedures, and regulatory requirements
	2.4 Sorted waste is placed into correct waste category receptacles/areas in accordance with workplace policies and procedures, and legislative environmental practices
	2.5 Storage capacity of waste receptacles/areas is monitored in accordance with workplace policies and procedures, and environmental licence requirements
	2.6 Waste receptacles/areas are emptied in accordance with environmental practices and/or replaced in accordance with workplace policies and procedures, and with minimal disruption to work processes
3 Conduct quality	3.1 Quality control inspections are undertaken to ensure

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control inspection	compliance with segregation requirements, in accordance with workplace policies and procedures, and environmental licence requirements
	3.2 Quality control inspection details are documented in accordance with workplace policies and procedures, and environmental authority regulations
4 Clean up area	4.1 Sorting site and equipment are cleaned in accordance with workplace policies and procedures
	4.2 Waste products from cleaning process are disposed of in accordance with environmental licence requirements
	4.3 PPE is checked and stored, and damaged or faulty PPE is reported and replaced in accordance with workplace policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3051A Segregate waste according to waste types.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3051 Segregate waste according to waste types

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- asking questions
- cleaning and fitting personal protective equipment (PPE) in accordance with organisational requirements, manufacturer specifications and regulatory requirements
- conducting work practices safely and efficiently
- consulting with others as required
- facilitating:
  - equipment cleaning and maintenance
  - plant and equipment operations
  - equipment selection
- handling waste non-conformances
- identifying potential risks and hazards for waste sorting and waste non-conformances
- identifying waste types and waste non-conformances
- labelling waste
- listening actively
- organising sorting receptacles/areas in designated areas
- organising work methodically
- providing information
- reading and interpreting:
  - job sheets
  - work requirements and safety data sheets (SDSs)/material safety data sheets (MSDSs)
  - safe systems of work
  - job safety and environmental analysis
  - work method statements
- reporting on waste segregation outcomes
- segregating valuable resources in composite materials
- segregating waste types, including potentially hazardous waste
- selecting emergency and PPE

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- storing PPE in accordance with workplace policies
- using emergency and PPE that includes:
    - communications equipment
    - eye protection such as goggles and protective glasses
    - eyewash kit
    - fire extinguishers
    - first aid kit
    - footwear
    - gloves
    - overalls and protective clothing
- working in a team environment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- emergency response procedures
- emergency spill kits
- environmental issues and relevant regulations
- equipment and materials required to clean and maintain plant and equipment
- hazardous and dangerous goods
- how to measure and calculate volume and weight
- industry environmental standards and relevant legislation
- recycling procedures
- resource recovery options and procedures
- segregation methods for dangerous goods and chemical substances
- waste containment, segregation and disposal procedures
- waste disposal and recovery routes
- waste management issues, including:
  - chemicals used in industry
  - client requirements
  - coding systems
  - duty of care
  - organisational requirements
  - reporting requirements
  - waste storage requirements
  - waste management hierarchy
- waste non-conformances and waste non-conformance procedures
- waste types, streams and characteristics.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so;

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where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant and appropriate materials, tools, equipment, and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID4008 Monitor crane operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor crane operations in accordance with workplace procedures and regulatory requirements, as part of work activities in the stevedoring, transport, distribution and allied industries

It includes monitoring work performance and progress, monitoring personnel working in operational areas, solving problems concerning crane operations and making decisions.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Monitor work performance and progress	1.1 Work is performed in accordance with workplace requirements and objectives to ensure safe work practices are maintained in accordance with statutory authority regulations, national and industry safety codes and workplace procedures

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	1.2 Crane operations and compliance with operational procedures are monitored regularly and refined in consultation with supervisor, crane drivers and other employees
	1.3 Work performance rates are maintained and delays are minimised to ensure work program objectives are met
	1.4 Safety in the work area is continually monitored during crane operations and required action is taken to identify hazards and to control risks
2 Monitor personnel working in operational area	2.1 Vigilance is maintained when personnel are working in the cranes operational area in accordance with statutory requirements, national standards and safety codes
	2.2 Personnel are checked out of operational area before securing operational area/storage location/ships hold after completing shift and when task is completed, ensuring all personnel are safely out of the area/hold
	2.3 Personnel working in the operational area/storage location/ships hold are warned of any danger in accordance with workplace procedures and regulatory requirements
	2.4 Personnel working in the operational area/storage location/ships hold are alerted when required and emergency responses are initiated to provide assistance to personnel in hold
3 Solve problems and make decisions	3.1 Problems are solved and decisions are made to ensure optimum efficiency of operations in accordance with management and client objectives
	3.2 Employees are encouraged to contribute their opinions to facilitate effective decisions and resolution of problems

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID4008A Monitor crane operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID4008 Monitor crane operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying basic fatigue management techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when monitoring crane operations
- completing relevant documentation
- dealing with internal and external customers in small, medium and large worksites
- estimating the size, shape and special requirements of loads
- identifying, selecting and using relevant equipment, processes and procedures when monitoring crane operations
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and emergency information panels
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures, information, labels and signs
- receiving, acknowledging, sending messages and giving signals using required communications equipment and protocols
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and

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work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others when monitoring crane operations
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to crane operations, including the ADG and IMDG Codes
- cargo marking and numbering systems
- operational work systems, equipment, management and site operating systems for crane operations
- problems that may occur during crane operations and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes
- relevant WHS/OHS and environmental protection procedures and guidelines
- requirements for safe working load (SWL) and working load limit (WLL) of cranes
- types of cargo including goods with specialist requirements, temperature controlled goods and dangerous goods
- types of cranes used to transfer loads at transport, rail or shipping terminals or wharves, their application and the regulations, procedures and precautions for their operation
- workplace procedures and policies for monitoring crane operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions including limited or restricted spaces, exposed conditions, controlled or open environments.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry, including
  - gloves
  - safety headwear and footwear
  - safety glasses
  - two-way radios
  - protective clothing
  - high visibility clothing
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID4009 Direct crane operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to direct crane operations in accordance with workplace and regulatory requirements, as part of work activities in the stevedoring, transport, distribution and allied industries.

It includes checking work area, checking cargo, receiving and interpreting directions, anticipating cargo transfer sequence, directing crane operators and transferring loads in accordance with job requirements.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check work area	1.1 Work area is checked to ensure area is in accordance with relevant safety codes and national standards

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	1.2 Unsafe work areas are identified and reported to appropriate personnel
2 Check cargo	2.1 Cargo/containers are checked to ensure they are safe to handle in accordance with national standards and industry safety codes
	2.2 Unsafe or damaged cargo is identified and reported to appropriate personnel
3 Interpret and provide directions	3.1 Directions are provided using the required communications technology/mode
	3.2 Directions are confirmed to ensure any unclear instructions are checked and clarified with relevant staff
4 Anticipate cargo transfer sequence	4.1 Cargo transfer sequence is anticipated to ensure compliance with operating procedures and safe and efficient transfer operations
	4.2 Cargo sequence is anticipated by referral to ship stowage plans/required sheets
5 Direct crane operators and transfer loads	5.1 Crane operators are directed to work locations to ensure cargo/containers are transferred in accordance with workplace procedures and regulatory requirements
	5.2 Crane drivers are immediately alerted to unsafe conditions, safety incidents and emergencies in accordance with workplace procedures and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLID4009A Direct crane operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID4009 Direct crane operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying basic fatigue management techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when directing crane operations
- completing relevant documentation
- dealing with internal and external customers in small, medium and large worksites
- estimating the size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and emergency information panels
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures, information, labels and signs
- receiving, acknowledging, sending messages and giving signals using required communications equipment and protocols while directing crane operations
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using appropriate personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others when directing crane operations

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- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to crane operations, including the ADG and IMDG Codes
- cargo marking and numbering systems
- focus of operation of work systems, equipment, management and site operating systems for crane operations
- problems that may occur during crane operations and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes
- relevant WHS/OHS and environmental protection procedures and guidelines required
- requirements for safe working load (SWL) and working load limit (WLL) of cranes
- types of cranes used to transfer loads at transport, rail or shipping terminals or wharves, their application and the regulations, procedures and precautions for their operation
- workplace procedures and policies for directing crane operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions including limited or restricted spaces, exposed

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conditions, controlled or open environments.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry, including
  - gloves
  - safety headwear and footwear
  - safety glasses
  - two-way radios
  - protective clothing
  - high visibility clothing
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID4030 Supervise mobile crane operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to supervise mobile crane operations, in compliance with the licence/permit to perform high risk work requirements and relevant state/territory regulations for mobile crane operations.

It includes implementing the operational plan for a mobile crane lift, directing operations, supporting crane personnel in their work, and negotiating and resolving site problems on request.

Work is performed under general supervision. It involves the application of some judgement and routine principles and procedures when supervising mobile crane operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Implement operational plan**	1.1	Checks are made that customer has fulfilled agreed obligations and required personnel and equipment are on site
		1.2	Plan is implemented in accordance with legislative and workplace requirements
		1.3	Check is made that hazards have been identified and hazard control strategies implemented
2	**Direct operations**	2.1	Customer is kept advised of changes to operation method and concerns are addressed promptly
		2.2	Crane personnel are encouraged to provide input to the operation
		2.3	Options for unexpected situations are developed and discussed with site and crane personnel
		2.4	Emergency situations are responded to in line with workplace procedures in a manner that minimises risk to personnel and equipment
		2.5	Responsibilities of crane personnel are clarified throughout operation
		2.6	Crane personnel are coordinated and directed to ensure safe and efficient operation
3	**Support crane personnel**	3.1	Assistance with rigging/operating duties is provided as required in accordance with legislative and site requirements
		3.2	Additional equipment and personnel are arranged as necessary in line with legislative requirements
		3.3	Facilities and amenities are arranged as necessary
4	**Resolve site problems on request**	4.1	Where feasible, problem is clarified prior to site visit to enable prioritising of work
		4.2	Problem is assessed through on-site consultation with crane personnel
		4.3	Customer’s perspective on the problem is sought as required
		4.4	Decision is made regarding appropriate solutions to problems, taking into account safety and workplace requirements, and customer expectations
		4.5	Action to be taken is agreed with crane personnel and

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customer

4.6 Agreed commitments are met in a timely manner and undertakings of others are followed up to ensure personnel and customer satisfaction with the outcome

4.7 Workplace records are updated accurately, legibly and promptly as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID4030A Supervise mobile crane operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID4030 Supervise mobile crane operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking and workplace procedures
- calculating safe working load (SWL) and working load limit (WLL)
- communicating effectively with others
- completing documentation related supervising mobile crane operations
- discussing and negotiating with clients and crew on issues related to site access, setting up the crane and lift operations
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying and directing the use of equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment and operating environment in accordance with operating procedures
- planning and guiding the work of others, including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- consultation and communication risk mitigation workplace procedures
- emergency management workplace procedures
- focus of operation of work systems and equipment
- how to calculate total mass of the load (including the mass of the lifting gear) and its distribution
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane crews
- prioritising and multi-tasking work
- problems that may arise when supervising mobile crane operations and actions that should be taken to prevent or solve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant rigging operations code of practice and regulations
- relevant road rules, high risk work regulations, permits and high risk licence requirements pertaining to mobile crane operation
- SWL and WLL of mobile crane and lifting gear
- workplace procedures for supervising mobile crane operations at a worksite.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including high risk workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID4032 Plan and conduct specialised lift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and conduct specialised lift by a mobile crane (excluding demolition work).

It involves a lift that may be specialised in terms of job and equipment requirements, load qualities, or critical aspects of lift location/s.

It includes inspecting site, planning lift, setting up lift, working effectively in a team, lifting and moving load, and following up on a job.

Work must be carried out in accordance with high risk work licence/permit requirements and relevant state/territory authority regulations for specialised mobile crane operations.

Work is performed under general supervision. It involves the application of some judgement and routine principles and procedures for planning and conducting of specialised lifts in a variety of operational contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Inspect site	1.1 Site is inspected as required with other relevant personnel, to assess job requirements
	1.2 All necessary parameters are measured to ensure accuracy of calculations
	1.3 Hazards are identified through inspection of site and load, and required action is taken to minimise, control or eliminate identified hazards
	1.4 Additional information about load and possible hazards is sought from customer and expert personnel, as required
	1.5 Special site requirements are identified
2 Plan lift	2.1 Operation plan is developed in consultation with other relevant personnel, including hazard prevention/control measures in accordance with workplace procedures, applicable Australian Standards and codes of practice
	2.2 Approval to carry out lift is obtained from appropriate statutory authority, as required
	2.3 Multiple crane lifts are planned, as required, to encompass determination of types of cranes suitable for use and an assessment of load share to be carried by each crane
	2.4 Crane load chart is interpreted and information on permissible loads, radii, weights, boom and jib are taken into account in planning job
	2.5 Safe working load (SWL) or working load limit (WLL) is calculated
	2.6 Appropriate drawings and simulations are created to check feasibility of planned operations
	2.7 Information from previous lifts is used in developing operational plan
	2.8 Range of alternatives is considered to ensure effective and safe lift

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	2.9	Unsolicited, irrelevant information is disregarded to focus on task at hand
	2.10	Need for additional/specialised equipment is ascertained and arrangements are made for collection/delivery to site
	2.11	Communications system is determined and all team members are briefed on its use when conducting lift
3 Set up lift	3.1	Site measurements and SWL/WLL are checked to verify accuracy
	3.2	Operating and emergency controls are checked to ensure crane is in safe working order
	3.3	Appropriate personal protective equipment is selected and worn in accordance with manufacturer specifications and site requirements
	3.4	Site is isolated as required and assistance is sought to ensure public safety as required
	3.5	Other personnel on site are directed, as required to ensure risks to personnel and equipment are minimised
	3.6	Variables that affect operation predictability are eliminated wherever possible
4 Work effectively in a team	4.1	Consultation with all team members is sought in developing operational plan
	4.2	Ideas are discussed and evaluated with team members to determine viability and to reach consensus on an effective plan
	4.3	Individual roles and responsibilities are clarified and agreed
	4.4	Other team members are assisted as required, to ensure operation can be completed safety and efficiently
5 Lift and move load	5.1	Nominated authorised person is recognised as being in control and instructions are followed
	5.2	Test runs are conducted as required to ensure a safe lift
	5.3	Load is hoisted and lowered into position using crane movements in accordance with the appropriate Australian Standard

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	5.4	Danger is anticipated by monitoring crane and load, and instruction to stop operation is given, when there are concerns lift is not proceeding as planned
	5.5	Potential impact of change in one area of operation on lift as a whole, is recognised
	5.6	In unanticipated situations, contribution is made to developing alternative operational plan
6 Follow up on job	6.1	Specialised equipment is checked and re-stored in accordance with workplace procedures
	6.2	Operation is reviewed in consultation with relevant personnel and contribution is made to recommendations for review of procedures as required
	6.3	Need for further after-job debriefing or counselling is recognised and appropriate action is taken
	6.4	Records are completed promptly in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID4032A Plan and conduct specialised lift.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID4032 Plan and conduct specialised lift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- calculating safe working load (SWL) or working load limit (WLL)
- communicating and working effectively with others
- completing relevant documentation
- developing contingency plans
- ensuring use of required personal protective equipment conforms to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapt to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- prioritising and multi-tasking work
- providing leadership and working collaboratively with others
- reading and interpreting relevant instructions, procedures, information, technical data, manuals and signs
- reporting and/or rectifying problems promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- calculations for SWL or WLL
- focus of operation of work systems and equipment
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- hazard management, consistent with the principle of hierarchy of control
- high risk work licence requirements
- problems that may arise when planning and supervising a specialised lift using a mobile crane and actions that should be taken to prevent or solve these problems
- relevant agreements, codes of practice or other legislative requirements
- relevant road rules, regulations, permit and licence requirements for mobile crane operation
- relevant WHS/OHS and environmental procedures and regulations
- safe work method statement
- workplace procedures for crane crews
- workplace procedures for setting up and rigging a mobile crane at a worksite.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- mobile crane, of the type currently used in industry
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID4048 Top load a dangerous goods tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to top load a tanker carrying liquid dangerous goods.

It includes loading a top load vehicle, working at heights on a dangerous goods tanker and completing load documentation.

This unit applies to those working in the road transport industry and transporting petroleum products.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

TLIC0001 Operate chemical tanker

or

TLIC0002 Operate fuel tanker

or

TLIC0003 Operate LP gas tanker

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Top load vehicle	1.1 Prior load is determined and prescribed switch load procedures are followed
	1.2 Product type and quantity to be loaded are checked to determine whether they are in accordance with delivery documentation, and are within safe carrying capacity and gross weight limitations of vehicle
	1.3 Discrepancies are rectified in accordance with company procedures
	1.4 Locations of emergency equipment and emergency procedures are identified before loading commences
	1.5 Personal protective equipment (PPE) is identified and worn in accordance with regulatory and site requirements
	1.6 Vehicle is checked to ensure it is correctly placarded for product to be loaded
	1.7 Product transfer equipment is connected and bonded in accordance with organisational and site procedures
	1.8 Site procedures are followed for commencement of loading process
	1.9 Vehicle is safely loaded with product using only approved equipment, in accordance with organisational requirements and site procedures
	1.10 Loading process and fill levels are monitored in accordance with company and site procedures
	1.11 At completion of loading process, all valves on vehicle and load-out facility are closed, and all transfer equipment is secured in accordance with site procedures
	1.12 Loaded vehicle is checked to be within legal weight limitations, and compliant with regulatory requirements and company procedures
	1.13 Pre-departure inspection of loaded vehicle is undertaken to ensure hoses, pipes and cables are disconnected and secure,

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			brake interlock is deactivated, and any obstacles are cleared in accordance with company procedures
		1.14	Site is restored to a clean and tidy condition in accordance with site procedures
		1.15	Vehicle is moved from loading area without damage to property or injury to people in accordance with site procedures
2	**Work at heights on a dangerous goods tanker**	2.1	Prior to ascending or descending vehicle ladders, required fall restraint safety equipment is connected to vehicle in accordance with safety regulations and site procedures
		2.2	When operating on top of vehicle, all fall restraint safety equipment is connected, in accordance with site and safety regulations
3	**Complete load documentation**	3.1	Pre-load documentation is submitted prior to loading and is checked for accuracy of expected load
		3.2	Shipping documentation is completed, checked and secured in vehicle, in accordance with organisational and legislative requirements, at completion of load

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID4048A Top load a dangerous goods tanker.

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Links

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Assessment Requirements for TLID4048 Top load a dangerous goods tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying manual handling practices
- applying correct methods for ascending and descending a tanker ladder
- checking integrity of dangerous goods by checking:
  - caps
  - hatches
  - valves
- completing documentation required for top loading a dangerous goods tanker including:
  - dangerous goods shipping documentation, current Australian Dangerous Goods (ADG) Code
  - relevant Australian Standards and certification requirements
  - relevant internal data entry books, including logbooks, data sheets and load sheets
  - transport regulations as they apply to the enterprise, including local authority regulations and procedures
  - workplace policies and procedures
- ensuring gross weight limitation of a tanker complies with:
  - manufacturer safe fill levels and vehicle mass limits
  - National Heavy Vehicle Accreditation Scheme (NHVAS) requirements
  - state/territory legislation
  - transport emergency response plan (TERP)
- identifying and preparing product transfer tanker equipment including:
  - bonding devices
  - brake interlock
  - delivery hoses
  - external piping and fittings
  - overfill protection systems
  - valves

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    - warning devices
- identifying dangerous goods and hazardous materials
- identifying product and volume of goods
- using emergency equipment including:
    - emergency shutdown controls
    - evacuation controls
    - eye wash equipment and safety showers
    - fire extinguishers
    - spill control equipment
- using personal protective equipment (PPE) and safety measures including:
    - chemical resistant gloves
    - communications switch
    - high visibility clothing and safety vest
    - intrinsically safe, full cover protective clothing
    - safety headwear and footwear
    - safety glasses.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable legislative procedures and codes including:
    - current ADG Code
    - environmental protection legislation and regulations
    - fatigue management regulations
    - relevant state/territory roads and traffic authority driving regulations and licence or permit requirements for operating heavy vehicles on unsealed roads
    - road rules
    - work health and safety (WHS)/occupational health and safety (OHS) legislation
- control operation
- placarding requirements for dangerous goods carrying vehicles
- potential hazards when top loading a dangerous goods tanker
- preparation methods for tanker equipment
- safe loading procedures
- TERP
- working at heights controls and safe methods.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Practical assessment must be in an appropriate vehicle such as:

- AB-Quad
- B-Double combinations
- B-Triple
- rigid vehicle
- road train combinations
- semi combinations
- truck and dog combinations.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, TERP, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- vehicle as listed above.

Online assessment is not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID4049 Bottom load a dangerous goods tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to bottom load a dangerous goods tanker.

It includes conducting pre-loading activities, preparing for loading, bottom loading tanker and leaving loading rack.

This unit applies to those working in the road transport fuel/gas industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

TLIC0001 Operate chemical tanker

or

TLIC0002 Operate fuel tanker

or

TLIC0003 Operate LP gas tanker

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct pre-loading activities	1.1 Documentation is submitted prior to loading and is checked for accuracy of expected load
	1.2 Loading area is checked for hazards
	1.3 HAZCHEM signage and product tumblers are checked or changed in accordance with regulatory requirements, and site and organisational procedures
	1.4 Integrity of dangerous goods is checked prior to loading, in accordance with workplace procedures
2 Prepare for loading	2.1 Loading console instructions are followed and authorisation is gained
	2.2 Tanker equipment is prepared for loading in accordance with organisational and facility procedures
	2.3 Product and volume to be loaded are selected in accordance with loading documents
	2.4 Final check of product type and quantity to be loaded is made in accordance with delivery documentation, safe carrying capacity, and gross weight limitations of tanker
	2.5 Discrepancies are rectified in accordance with organisational procedures
3 Bottom load tanker	3.1 Locations of emergency equipment and emergency procedures are identified before loading commences
	3.2 Vapour recovery product transfer equipment is connected in accordance with organisational requirements
	3.3 Site procedures are followed for commencement of loading process
	3.4 Tanker is safely loaded with product using only approved equipment, in accordance with organisational requirements and site procedures
	3.5 Loading process is manoeuvred at console in accordance with organisational and site procedures

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	3.6	Valves on tanker and load-out facility are closed, and all transfer equipment is secured at completion of loading process in accordance with site procedures
4 Leave loading rack	4.1	Loaded tanker is checked to ensure it is within legal weight limitations and complies with regulatory and organisational procedures
	4.2	Pre-departure inspection of loaded tanker is undertaken to ensure all hoses, pipes and cables are disconnected and secured, brake interlock is deactivated, and any obstacles are cleared, in accordance with organisational procedures
	4.3	Tanker is slowly moved from loading area without damage to property or injury to people, in accordance with site procedures
	4.4	Tanker is parked in designated area and checked to ensure correct placarding
	4.5	Load documentation is completed, checked and secured in tanker in accordance with regulatory requirements
	4.6	Tanker is driven safely from site in accordance with site procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID4049A Bottom load a dangerous goods tanker.

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Links

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Assessment Requirements for TLID4049 Bottom load a dangerous goods tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- checking integrity of dangerous goods by checking:
  - caps
  - hatches
  - valves
- completing documentation required for bottom loading a dangerous goods tanker including:
  - dangerous goods shipping documentation, current Australian Dangerous Goods (ADG) Code
  - relevant Australian Standards and certification requirements
  - relevant internal data entry books, including logbooks, data sheets and load sheets
  - transport regulations as they apply to the enterprise, including local authority regulations and procedures
  - workplace policies and procedures
- ensuring gross weight limitation of a tanker complies with:
  - manufacturer safe fill levels and vehicle mass limits
  - National Heavy Vehicle Accreditation Scheme (NHVAS) requirements
  - state/territory legislation
  - transport emergency response plan (TERP)
- identifying and preparing product transfer tanker equipment including:
  - bonding devices
  - brake interlock
  - delivery hoses
  - external piping and fittings
  - master switch
  - pressure and ullage gauges
  - pressure vessels
  - scully systems

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  - valves
  - warning devices
- identifying dangerous goods and hazardous materials
- identifying volume of goods
- making accurate estimates
- reading and interpreting complex legislative and regulatory requirements
- TERP
- using emergency equipment including:
  - emergency shutdown controls
  - evacuation controls
  - eye wash equipment and safety showers
  - fire extinguishers
  - spill control equipment
- using personal protective equipment (PPE) and safety measures including:
  - chemical resistant gloves
  - communications switch
  - high visibility clothing and safety vest
  - intrinsically safe, full cover protective clothing
  - safety headwear and footwear
  - safety glasses.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable legislative procedures and codes including:
  - current ADG Code
  - environmental protection legislation and regulations
  - fatigue management regulations
  - relevant state/territory roads and traffic authority driving regulations and licence or permit requirements for operating heavy vehicles on unsealed roads
  - road rules
  - work health and safety (WHS)/occupational health and safety (OHS) legislation
- control operations
- placarding requirements for parking procedures
- potential hazards when bottom loading a dangerous goods tanker
- preparation methods for tanker equipment

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- relevant WHS/OHS and environmental procedures and regulations
- safe loading procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical assessment must be in an appropriate vehicle such as:

- AB-Quad
- B-Double combinations
- B-Triple
- rigid vehicle
- road train combinations
- semi combinations
- truck and dog combinations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- vehicle as listed above.

Online assessment is not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID4050 Discharge a dangerous goods tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to pump discharge a dangerous goods tanker.

It includes conducting pre-discharge activities, preparing for discharge, following discharge requirements and procedures, working at heights on a dangerous good tanker and finishing unloading.

This unit applies to those working in the road transport fuel/gas industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Conduct pre-discharge activities**	1.1 Delivery location is checked against site plan and delivery job sheet
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Tanker is positioned to enable discharging to be carried out in accordance with site procedures without injury to people or damage to property
		1.4 Park brake is applied, engine turned is off and battery is isolated, as required
		1.5 Personal protective equipment is used in accordance with site and organisational procedures
		1.6 Site authority to proceed is obtained, as required, and followed in accordance with site organisational procedures
2	**Prepare for discharging**	2.1 Delivery location is checked for hazards and set up, in accordance with regulatory requirements and organisational procedures
		2.2 Lids on spillbox are lifted and spillbox is drained of liquid
		2.3 Identification (ID) markers and tumblers are checked against safe discharge unload plan to verify load will fit, as required
		2.4 Hoses are removed from tanker and test date is checked
3	**Follow discharge requirements and procedures**	3.1 Site product type, quantity and discharged quantity are checked to determine whether receiving vessel can accept to load, and discrepancies are rectified in accordance with organisational procedures
		3.2 Locations of emergency equipment and emergency procedures are identified before discharging commences
		3.3 Product transfer equipment is connected in accordance with regulatory and organisational requirements
		3.4 Internal valve is opened
		3.5 Checks are completed prior to commencing discharge, in accordance with organisational procedures
		3.6 Valve is fully opened and product is discharged safely, in accordance with regulatory and organisational requirements and site procedures

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	3.7	Discharging process is monitored in accordance with regulatory requirements, and company and site procedures
	3.8	Tanks and compartments are changed in accordance with regulatory and organisational requirements and site procedures
4 Work at heights on a dangerous tanker	4.1	Safety equipment is connected to tanker prior to ascending tanker ladders, as required, in accordance with safety regulations and site procedures
	4.2	Safety equipment is connected when operating on top of tanker, as required, in accordance with site and safety regulations
	4.3	Work is completed in accordance with regulatory and organisational requirements and site procedures
5 Finish unloading	5.1	All valves on tanker and receiving facility are closed and transfer equipment is secured in accordance with site procedures
	5.2	Site is re-dipped and readings are recorded on delivery documentation
	5.3	Site is restored to a clean and tidy condition in accordance with site procedures and site defects are reported
	5.4	Final safety inspection of tanker and site is conducted
	5.5	Tanker is moved from unloading area without damage to property or injury to people and in accordance with site procedures
	5.6	Delivery documentation is completed, checked and adjusted, and secured in tanker in accordance with regulatory and organisational requirements at completion of discharge
	5.7	Truck and tanker are checked to ensure correct placarding before departure
	5.8	Site plan is followed for exiting site

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID4050A Discharge a dangerous goods tanker.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID4050 Discharge a dangerous goods tanker

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying correct methods for ascending and descending a tanker ladder
- completing documentation required for discharging a dangerous goods tanker including:
  - dangerous goods shipping documentation, current Australian Dangerous Goods (ADG) Code
  - transport regulations as they apply to the enterprise, including local authority regulations and procedures
  - relevant Australian Standards and certification requirements
  - workplace policies and procedures
  - relevant internal data entry books, including logbooks, data sheets and load sheets
- connecting transfer equipment
- identifying and interpreting containers and goods coding, markings and emergency information panels for mode of transport/storage selected
- reading and interpreting relevant instructions, procedures, information and signs
- using emergency equipment including:
  - emergency shutdown controls
  - evacuation controls
  - eye wash equipment and safety showers
  - fire extinguishers
  - spill control equipment
- using personal protective equipment and safety measures including:
  - chemical resistant gloves
  - communication devices
  - evacuation controls
  - high visibility clothing and safety vest
  - intrinsically safe, full cover protective clothing
  - safety headwear and footwear

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- safety glasses.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable legislative procedures and codes
  - current ADG Code
  - environmental protection legislation and regulations
  - fatigue management regulations
  - relevant state/territory roads and traffic authority driving regulations and licence or permit requirements for operating heavy vehicles on unsealed roads
  - road rules
  - work health and safety (WHS)/occupational health and safety (OHS) legislation
- characteristics of various classes of explosives and dangerous goods relevant to handling the class of explosives and dangerous goods concerned
- compatibility of various types of explosives and dangerous goods
- control operation
- relevant WHS/OHS and environmental procedures and regulations
- risks and hazards when loading, unloading and handling explosives and dangerous goods, and related precautions to control the risks
- workplace procedures and policies for loading and unloading explosives and dangerous goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions

Practical assessment must be in an appropriate vehicle such as:

- AB-Quad
- B-Double combinations
- B-Triple
- rigid vehicle
- road train combinations
- semi combinations
- truck and dog combinations.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- vehicle as listed above.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE1003 Participate in basic workplace communication

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to participate effectively in basic workplace communication as an integral part of routine work in the context of the workplace concerned.

It includes communicating information about routine tasks, processes, events or skills; participating in group discussions to achieve appropriate work outcomes; and representing group views to others.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Communicate information about	1.1 Appropriate form of communication is selected

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routine tasks, processes, events or skills	and used to meet required purpose
	1.2 Effective listening skills are used
	1.3 Questions are used to gain additional information and to clarify understanding
	1.4 Sources of information relevant to communication are identified
	1.5 Information is selected and sequenced correctly
	1.6 Verbal and written reporting is undertaken as required
	1.7 Communication is undertaken in familiar and unfamiliar situations, and with familiar and unfamiliar individuals and groups
2 Participate in group discussions to achieve appropriate work outcomes	2.1 Responses are sought from and ideas are shared with others in the group
	2.2 Constructive contributions are made in terms of the process involved
	2.3 Goals or outcomes are communicated and/or recorded
3 Represent group views to others	3.1 Group views and opinions are interpreted and clarified as required
	3.2 Context of and reasons for representing group views to others are confirmed and explained
	3.3 Groups views and opinions are accurately reflected in representation to others

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE1003A Participate in basic workplace communication.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE1003 Participate in basic workplace communication

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when completing basic work activities
- completing relevant documentation
- modifying communication activities depending on operational contingencies and environments
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified problems in communication promptly, in accordance with workplace procedures
- responding appropriately to cultural preferences in the workplace, including modes of behaviour and interactions with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic communication techniques including barriers to effective communication and how to overcome them
- basic principles of effective communication
- protocols and procedures for communicating with others using relevant workplace technology
- relevant procedures and duty of care requirements
- techniques for communicating effectively with people whose first language is not English

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- techniques for communicating effectively with people whose understanding of English is limited
- typical communication problems and appropriate action and solutions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE1005 Carry out basic workplace calculations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out basic routine workplace calculations.

It includes carrying out required mathematical operations; preparing basic estimates of mass, size and volume; and interpreting basic graphical representations of mathematical information. It also includes calculations for routine industry-related tasks using manual and electronic processes.

It specifically includes the skills and knowledge needed to estimate/calculate manual load shifting requirements. Calculations are carried out as an integral part of routine work in the context of the workplace concerned.

Work is performed under some supervision, generally within a team environment.

Work involves the application of established mathematical principles and techniques in day-to-day work activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and calculation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Carry out calculations	1.1 Items are counted singly and in batches, and sorted numerically as required
	1.2 Calculations needed to complete work tasks are performed using the four basic processes of addition, subtraction, multiplication and division
	1.3 Calculations involving fractions, percentages and mixed numbers, along with using the four basic processes, are performed as required
	1.4 Calculator, numeric keypad or computer are used to perform workplace tasks
	1.5 Numerical information is self-checked and corrected for accuracy
2 Prepare estimates	2.1 Quantities of materials and resources required to complete a work task are estimated
	2.2 Time needed to complete a work activity is estimated
	2.3 Accurate estimates for work completion are made
3 Interpret graphical representations of mathematical information	3.1 Information represented in symbols, diagrams and pictorial representations is recognised
	3.2 Recognised information represented in symbols, diagrams and pictorial representations is interpreted and acted upon

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE1005A Carry out basic workplace calculations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE1005 Carry out basic workplace calculations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- carrying out basic calculations as they relate to the job role
- completing documentation related to work activities
- identifying the most common forms of calculations as they relate to the job role
- interpreting graphical representations of mathematical information
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting instructions, procedures and information relevant to basic workplace calculations
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic mathematical operations and techniques
- procedures for identifying and using relevant workplace technology when carrying out workplace calculations
- relevant procedures and duty of care requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- typical mathematical problems, and appropriate action and solutions
- ways of representing basic mathematical information.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE2001 Present routine workplace information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to present routine workplace information in accordance with workplace requirements as part of work activities in the transport and logistics industry.

It includes preparing and presenting routine workplace documents as well as preparing and delivering oral presentations.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and present documents	1.1 Purpose of the document is identified
	1.2 Information sources are established

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	1.3	Information is collated and presented in a logical order
	1.4	Document style is selected to match purpose and workplace pro-formas
	1.5	Clear and concise language is used to convey appropriate information to target audience
	1.6	Document is checked to ensure it follows workplace requirements
	1.7	Completed document is presented to appropriate personnel as required
2 Prepare and deliver oral presentations	2.1	Purpose of oral presentation is established
	2.2	Target audience is identified
	2.3	Information is gathered and sorted
	2.4	Visual, audio and physical support media are identified or developed, if required, in accordance with workplace procedures
	2.5	Presentation is trialled and adjusted to suit target audience
	2.6	Information is presented in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE2001A Present routine workplace information.

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Links

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Assessment Requirements for TLIE2001 Present routine workplace information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when preparing and presenting routine workplace information
- completing documentation related to preparing and presenting routine workplace information
- identifying, selecting and using relevant equipment, processes and procedures when preparing and presenting routine workplace information
- modifying activities depending on operational contingencies and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and information relevant to preparing and presenting routine workplace information
- receiving, acknowledging and sending messages with available communications equipment
- using computer software presentation packages for slides, overhead projector, computer presentations
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documents, forms and oral presentations required as part of routine workplace activities
- problems that may occur when preparing and presenting routine workplace information and appropriate action that can be taken to resolve these problems
- operational work systems, equipment, management and site operating systems for preparing and presenting routine workplace information
- workplace procedures and policies for preparing and presenting routine workplace information.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE2007 Use communications systems

Modification History

Release. ISC Upgrade - Minor edits to text in Performance Criteria.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use communications systems in accordance with relevant regulations and workplace procedures.

It includes identifying system features, operating a communications system effectively, using appropriate communications system protocols, maintaining equipment and completing documentation.

It involves applying established communication principles and practices, and using local technical, colloquial language and vocabulary in day-to-day communication.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Check communications system requirements	1.1 System features and control functions are identified
	1.2 Impact of battery and signal levels on system's capability is determined
	1.3 Mobile equipment is set up to optimise communication
	1.4 Channels are selected appropriate to the communication as required
2 Communicate using communications technology	2.1 System checks are carried out to confirm communications system is operational, in accordance with manufacturer's instructions and workplace procedures
	2.2 Communications system is operated safely in accordance with manufacturer's instructions, workplace procedures and regulatory requirements
	2.3 Telephone and radio security is maintained in accordance with workplace procedures
	2.4 Channel selection is appropriate for the location and type of communication
	2.5 Messages are transmitted clearly and precisely, and user ethics and protocols are followed
	2.6 Public address (PA) system is used, as required, to communicate with passengers and/or crew in accordance with standard operating procedures
	2.7 Incoming messages are received and answered promptly and courteously in accordance with operating procedures and regulatory requirements
	2.8 Appropriate language, protocols, procedures and codes are followed when using communications systems
	2.9 Received messages are interpreted and recorded in accordance with workplace procedures
	2.10 Clear and unambiguous vocal communication is used
3 Maintain communications equipment operational status	3.1 Equipment is checked and maintained in working order in accordance with workplace procedures
	3.2 Minor communications systems faults are promptly

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		identified, diagnosed, and repaired or reported in accordance with workplace procedures
4 Complete documentation	4.1	Appropriate communications records are maintained in accordance with workplace procedures
	4.2	Communications records are stored/filed as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE2007A Use communication systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE2007 Use communications systems

Modification History

Release. ISC Upgrade - Minor edits to text in Performance Criteria.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist when using communications systems
- communicating and working effectively with others using available communications systems
- completing documentation related to work activities when using communications systems
- following communications security procedures
- identifying and using required communications technology
- implementing contingency plans
- modifying activities depending on differing operational contingencies, risk situations and environments
- monitoring communications equipment performance and taking appropriate action as required
- planning, monitoring and prioritising work activities in terms of planned schedule, including predicting consequences and identifying improvements
- operating and adapting to differences in communications equipment in accordance with standard operating procedures
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- reading, interpreting and following communications systems instructions, procedures and relevant legislation
- using communications equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic communication techniques including barriers to effective communication and how to overcome them
- basic principles of effective communication
- features of various communications systems
- minor routine maintenance procedures for communications equipment
- pre-operational checks for communications systems and equipment
- procedures and protocols for using communications systems during an emergency
- protocols and procedures for communicating with others using relevant communications technology including PA systems
- relevant work health and safety work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- relevant procedures and duty of care requirements
- typical problems that may occur when using communications systems, and appropriate action and solutions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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TLIE2008 Process workplace documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to process workplace documentation in accordance with workplace requirements. Processing documentation is carried out as an integral part of work operations in the context of the workplace concerned.

It includes planning and completing documentation to fulfil an identified purpose.

Work may be performed in team and autonomous working situations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan documentation	1.1 Purpose of workplace documentation is identified and confirmed
	1.2 Information for completing workplace documentation is

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	collected, interpreted, analysed and organised as required
2 Complete documentation	2.1 Required documentation is prepared and/or forms are completed, in accordance with workplace policies and procedures
	2.2 Information is entered into computer-based documents, as required
	2.3 Logs or diaries are maintained accurately and in a timely manner, in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE2008A Process workplace documentation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE2008 Process workplace documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- completing workplace documentation, forms, logs or diaries
- operating and adapting to differences in computing equipment in accordance with standard operating procedures
- reading, interpreting and organising information needed for completing and processing workplace documentation, forms, logs or diaries
- working collaboratively with others when completing and processing workplace documentation, forms, logs or diaries
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- writing and/or entering information into computer-based documentation systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- protocols and procedures for processing workplace documentation using relevant workplace technology
- purpose of workplace documentation, forms, logs or diaries
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- relevant procedures and duty of care requirements
- requirements for workplace documentation, forms, logs or diaries
- sources of information for completing workplace documentation, forms, logs or diaries
- typical problems in processing workplace documentation and appropriate action and

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solutions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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TLIE2029 Conduct workplace information briefings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct workplace information briefings in accordance with organisational requirements.

It includes preparing and delivering workplace briefings, and completing routine workplace documents as part of routine work.

Work is performed under some supervision generally in a team environment. This unit applies to formal types of briefings such as pre-work briefs, pre-start briefs, toolbox talks, worksite protection briefs and safe work method statement safety briefings.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare briefing**	1.1	Purpose of the brief and target audience are identified
		1.2	Sources of information are identified and accessed
		1.3	Information is collected and prepared for presentation in a logical order
		1.4	Briefing style is selected to match purpose and organisational guidelines
		1.5	Information is checked to ensure it is concise and appropriate for target audience
		1.6	Hazards are identified, risks are assessed and control measures are implemented
		1.7	Documents to be issued are checked to ensure they meet organisational requirements
2	**Deliver briefing**	2.1	Purpose of briefing is conveyed to audience
		2.2	Information is presented in accordance with organisational procedures
		2.3	Information is delivered clearly and concisely
		2.4	Appropriate questioning techniques are used to confirm understanding
3	**Complete documentation**	3.1	Required documentation procedures and processes are confirmed
		3.2	Documentation is filled in legibly and proofread
		3.3	Documentation is processed in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE2029A Conduct workplace information briefings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE2029 Conduct workplace information briefings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- communicating effectively with others
- identifying job hazards and documenting required actions to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies and environments
- preparing and delivering workplace briefings and completing routine workplace documents
- reading and interpreting relevant instructions, procedures and information
- reporting and rectifying issues promptly, in accordance with regulatory requirements and organisational procedures
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communication barriers and how to deal with them
- documents, forms and presentations required for workplace information briefings
- effective communication techniques, such as open and closed questioning, active listening and positive body language
- organisational procedures and policies for preparing and presenting workplace information briefings
- problems that may occur when preparing and presenting workplace information briefings, and action that can be taken to resolve these problems.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant consultation and communication exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable consultation documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE2031 Use communication systems for on-track vehicle operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use communication systems for on-track vehicle operations.

It includes identifying systems features, communicating using communications technology, maintaining communications equipment and completing documentation.

This unit involves the application of established communication principles and practice, and the use of local technical and colloquial language and vocabulary, in accordance with network owner communications protocols.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Confirm communication systems features	1.1 Available communication systems are identified
	1.2 Features and control functions of each system are identified
	1.3 Battery and signal levels are monitored as required
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Channels are selected as required, appropriate to the types of communications to be made
2 Communicate using communications technology	2.1 Systems checks are carried out to confirm communications system is operational, in accordance with manufacturer instructions and organisational/network owner procedures
	2.2 Communications system is operated safely in accordance with manufacturer instructions, workplace procedures and regulatory requirements
	2.3 Channel selection is made as required, appropriate for the location and type of communication
	2.4 Appropriate protocols and procedures are followed when using communication systems
	2.5 Received messages are interpreted and recorded, as required, in accordance with organisational/network owners procedures
3 Maintain communications equipment	3.1 Equipment is checked and serviced as required to keep it in good working order, in accordance with workplace procedures
	3.2 Minor faults in communications systems are identified, diagnosed and repaired or reported, in accordance with workplace procedures
4 Complete documentation	4.1 Required communication records are confirmed
	4.2 Communication records are filled out legibly and proofread
	4.3 Communication records are processed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE2031A Use communication systems for on-track vehicle operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE2031 Use communication systems for on-track vehicle operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- communicating effectively with others using available communications systems
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying and using required communications equipment and technology
- monitoring performance of communications equipment and taking appropriate action as required
- operating and adapting to differences in communications equipment in accordance with operating procedures
- reading and interpreting relevant instructions and procedures
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic principles of effective communication
- communications protocols
- communications security
- hazards that may exist when using communications systems for on-track vehicle operation and ways of controlling the risks involved
- organisational procedures for using communications systems for on-track vehicle operation
- problems that may occur when using communications systems for on-track vehicle operation and action that can be taken to report or resolve these problems

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- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace communications procedures, regulations, rules, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE2032 Assess removal load

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assess a removal load for pre-packing across a variety of removal contexts, in accordance with workplace procedures, relevant standards and certification requirements.

It includes selecting packing materials and equipment, identifying potential hazards, identifying discrepancies against inventory, ensuring all pre-packed items are ready for uplift, and completing all relevant records.

Work is normally performed under general supervision. Defined accountability and responsibility for self and others in achieving the required outcomes is involved.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Check removal requirements	1.1 Potential internal hazards are identified and appropriate action is planned to minimise risk or injury and/or damage to items, equipment or structure
	1.2 In consultation with client, removal consultant/client inventory is checked for accuracy and discrepancies are made known to appropriate personnel in accordance with workplace procedures
	1.3 Special requirements are identified in consultation with client and are documented in accordance with workplace procedures
	1.4 Client is advised of any pre-damaged or damage-risked items and appropriate documentation is completed
	1.5 Items unacceptable for removal are identified and client is appropriately informed
2 Complete uplift process	2.1 Pre-packed items of furniture and effects are stored appropriately at client premises to ensure orderly and efficient uplift
	2.2 Records are updated accurately, legibly and promptly in accordance with workplace procedures
	2.3 Records are checked to ensure they include required information relevant to the job
	2.4 Changes to consultant appraisal are confirmed with office in accordance with workplace procedures
	2.5 Confirmed items are appropriately prepared for travel in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIE2032A Assess removal.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE2032 Assess removal load

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- checking requirements against inventory, ensuring items are ready for uplift and completing records
- communicating effectively with others
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- working systematically with required attention to detail without injury to self or others or damage to furniture or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- client service requirements including appropriate language, courtesy, behaviour and problem solving
- company work procedures
- furniture removal procedures and codes of practice
- hazards and related hazard control measures
- items unsuitable for removal and reasons for this unsuitability
- records and signed agreements completed during a removal load assessment and related procedures
- relevant agreements and legislation applicable to furniture removal
- relevant state/territory procedures and codes:
  - environmental protection legislation and regulations
  - road and traffic authority vehicle driver licence requirements
  - traffic Act and related regulations
  - work health and safety (WHS)/occupational health and safety (OHS) legislation and regulations
- special requirements that may need to be addressed in a removal and related procedures to be applied
- uplift requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3002 Estimate/calculate mass, area and quantify dimensions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to estimate and calculate mass, area and quantify dimensions of loads in accordance with workplace requirements and relevant regulations, as part of work functions within the transport and logistics industry.

It includes estimating loads to be transported or placed in storage, estimating load limits of transport and/or storage systems, and organising a load.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Estimate loads for transport or storage	1.1 Order forms/work orders are read and requirements are noted
	1.2 Shape, balance characteristics, dimensions and mass of load/s are identified
	1.3 Area/volume required for storage is estimated
	1.4 Weights and volumes are totalled to calculate load requirements of transport or storage system
2 Estimate load limits of transport and/or storage	2.1 Allowable load limits for storage and/or transport systems are identified in accordance with workplace procedures
	2.2 Capacity of transport and storage systems in terms of mass, area and volume is calculated
3 Organise load	3.1 Load/s is restricted to allowable range
	3.2 Load/s is spread to ensure safe weighting on pallets, trucks, platforms or other storage or transport systems
	3.3 Appropriate workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3002A Estimate/calculate mass, area and quantify dimensions.

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Assessment Requirements for TLIE3002 Estimate/calculate mass, area and quantify dimensions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying, selecting and using relevant calculators, computing and office equipment
- interpreting and following operational instructions and prioritising work
- performing basic mathematical operations required when estimating and/or calculating mass, area and volumes of loads and transport/storage facilities including addition, subtraction, multiplication and division
- reading and interpreting relevant instructions, procedures, information and labels
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to workplace activities
- documentation requirements for the workplace activities concerned
- focus of operation of work systems, equipment, management and site operating systems for transporting and/or storing goods and stock
- problems that may occur when estimating and/or calculating mass, area and volumes of loads and transport/storage facilities, and appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines

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- workplace procedures and policies for estimating and/or calculating mass, area and volumes of loads, and transport and storage facilities, including the quantification of dimensions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3004 Prepare workplace documents

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare workplace documents and forms in accordance with workplace requirements and applicable regulations or codes, as part of work activities within the transport and logistics industry.

It includes planning and preparing simple workplace documents and gathering relevant information enabling the completion of a workplace form.

Work is performed under general supervision within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Plan workplace document**	1.1	Purpose and audience for document are identified
		1.2	Appropriate format for document is established to meet workplace requirements
		1.3	Relevant information is identified and selected for inclusion in document
2	**Prepare workplace document**	2.1	Document is drafted in accordance with workplace procedures and conventions for sentence construction, grammar, spelling, style, punctuation and vocabulary appropriate for reader/s
		2.2	Document is edited and presented in a final version appropriate to task
3	**Complete workplace forms**	3.1	Work related form/s is interpreted to identify information required for its completion
		3.2	Required information for completion of form is gathered from relevant sources in accordance with workplace procedures
		3.3	Form/s is completed in accordance with workplace policy and procedures, and applicable regulations and codes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3004A Prepare workplace documents.

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Assessment Requirements for TLIE3004 Prepare workplace documents

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing documentation related to work activities
- reading and interpreting relevant instructions, procedures, information and labels
- reading, writing and comprehending simple statements in English
- working collaboratively with others
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- conventions for sentence construction, grammar, spelling, style and punctuation
- equipment and materials required for completing documents and forms, and instructions and precautions for their use
- format and layout of various documents and forms used in workplace activities
- relevant Australian and international codes of practice and regulations relevant to documents and/or forms being prepared
- relevant work health safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- workplace procedures and policies for completing documents/forms.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3009 Use pilot and escort communication

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use pilot and escort communications equipment and resources, in accordance with relevant state/territory roads and traffic authority licence/permit requirements and regulations.

It includes deploying/operating equipment to communicate with drivers of oversized/overmassed vehicles and other relevant personnel during pilot and escort duties, and maintaining all required records.

Work is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Operate communications equipment and resources	1.1 Communications equipment and resources for use in piloting and escorting duties are deployed/operated in accordance with relevant rules, regulations and manufacturer specifications
	1.2 Messages are transmitted and received clearly and precisely with and required ethics and protocols are observed
	1.3 Backup communications strategies are established and relevant personnel are informed of operating and coordination procedures
	1.4 Alternative communications strategies are used to communicate messages in response to communications failures and problems
2 Maintain records	2.1 Records on oversized and overmassed vehicle movements are maintained in accordance with legal and workplace documentation requirements
	2.2 Damage and other incidents are reported clearly and legibly to appropriate authorities in accordance with relevant rules, regulations and company policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3009A Use pilot and escort communication.

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE3009 Use pilot and escort communication

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of communications equipment and resources and taking appropriate action as required
- operating communications equipment, signage and other communications resources required during piloting and escorting operations
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- servicing communications equipment in terms of maintenance schedule and standard operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- available backup communications strategies
- documentation requirements for piloting and escorting oversized and overmassed loads
- permit and licence requirements applicable for piloting and escorting oversized and overmassed loads
- pre-operational checks required for communications equipment, signage and other communications resources needed for piloting and escorting operations, and related action
- procedures for communication during piloting and escorting operations
- procedures to be followed in a piloting or escorting emergency
- relevant state or territory roads and traffic authority road rules, regulations, permit and licence requirements for piloting and escorting oversized and overmassed loads
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- types of communications equipment, signage and other communications resources required for piloting and escorting operations, and their use.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIE3010 Estimate furniture removal jobs

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to estimate furniture removal jobs in accordance with organisational procedures.

It includes estimating removal job requirements, interacting with customers about removal job, and preparing removal job documentation. Estimates may include estimates of the volume of a furniture removals job and calculations of expenses, time and resources.

Work is normally performed unsupervised or under limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Estimate removal job	1.1 Accurate and complete inventory is taken, which records all

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requirements	furniture and effects to be removed
	1.2 Type of goods to be removed is accurately defined so appropriate arrangements for fragile or dangerous goods can be made, in accordance with organisational procedures and legislative requirements
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Job requirements are estimated in relation to size of van, amount of time required, labour required, hazards involved, and other resources needed to complete the job
	1.5 Job costs are calculated on the basis of volume, time and distance
2 Interact with customers regarding removals	2.1 Customer requests and queries are courteously handled face-to-face and on the telephone, in accordance with organisational procedures
	2.2 Customers are appropriately briefed about organisational details, legal liability, insurance and contractual details of removal job, in accordance with organisational procedures
	2.3 Personal contact with customer is maintained during and following removal to ensure customer needs are satisfied and concerns are addressed
3 Prepare documentation for removal job	3.1 Job quotation is documented and submitted to customer as required, in accordance with organisational procedures
	3.2 Removal is scheduled and booking staff are informed as required
	3.3 Removal job is audited against pre-job estimates and recommendations for improvements are made as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3010A Estimate furniture removal jobs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE3010 Estimate furniture removal jobs

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- carrying out required calculations
- communicating effectively with others
- completing relevant documentation
- estimating mass, volume and area and to quantify dimensions
- identifying equipment used in removals, how it is applied and the procedures involved
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following instructions, procedures, information and signs
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- customer service requirements including appropriate language, courtesy, behaviour and problem solving
- documentation to be completed when estimating a removal job
- furniture removal estimation procedures and related codes of practice
- hazards that may be experienced on a removal job and related hazard control measures
- items unsuitable for removal and associated reasons
- relevant agreements and legislation

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- relevant procedures and duty of care requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection legislation and policies
- special requirements that may need to be addressed in a removal and the related procedures to be adopted.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3012 Consolidate manifest documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to consolidate manifest documentation in accordance with relevant codes of practice and regulations for freight carriage.

It includes identifying and processing documentation required in accordance with workplace procedures.

Work is performed under general supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify required documentation**	1.1	Relevant documentation is collated and checked to ensure all appropriate information has been entered
		1.2	Omissions/discrepancies are noted and reported in accordance with workplace procedures
		1.3	Identification codes, manifest codes, details of dangerous goods declarations and pertinent data are entered into record system in accordance with workplace procedures and, as required, statutory requirements
		1.4	Relevant clearances for moving goods/freight are checked and, as required, actions to rectify deficiencies are followed in accordance with workplace procedures
2	**Process documentation**	2.1	Files/system are amended including the appending of all relevant data/information
		2.2	Tracking/monitoring processes are completed and documentation is forwarded in accordance with workplace procedures and, as required, statutory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3012A Consolidate manifest documentation.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE3012 Consolidate manifest documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reporting and/or rectifying identified problems that may arise promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures, information and labels
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational procedures for document control
- relevant codes of practice and legislative requirements including current Australian Dangerous Goods (ADG) Code and relevant freight regulations
- sources of information/documentation needed when consolidating manifests
- workplace procedures to be followed when consolidating manifests.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3015 Undertake rigger/dogger and driver communication

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to enable effective communication between riggers or doggers and drivers, and to lift and move loads using slewing and non-slewing mobile cranes up to and including 20 tonnes, in a variety of operational contexts.

It includes establishing an agreed communications system, trialling and configuring communications and communicating effectively during a lift.

Work must be carried out in compliance with the licence/permit requirements and regulations of the relevant state/territory authorities pertaining to operations of mobile cranes up to and including 20 tonnes.

Work is performed with limited or minimum supervision, with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Establish agreed communications system	1.1 Forms of signals/communication conforming to Australian Standards and codes of practice are identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Communication methods to be used in crane operations are agreed with relevant personnel
2 Trial and configure communications	2.1 Communication is trialled, adjusted and/or confirmed as required to ensure a safe and effective lift
	2.2 Communications equipment is checked for correct operation and configured in line with legislative and workplace requirements
	2.3 Defective equipment is tagged, rejected and reported to authorised personnel for corrective action
	2.4 Signals/communications are given both within sight and out of sight of crane operator
3 Communicate effectively during a lift	3.1 Communication methods and communications systems are used during a lift in accordance with regulatory requirements, manufacturer instructions and workplace procedures
	3.2 Problems identified during communication are reported and immediate action is initiated in accordance with workplace procedures and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIE3015A Undertake rigger/dogger and driver communication.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE3015 Undertake rigger/dogger and driver communication

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others during a lift
- identifying and correctly using equipment, processes and procedures
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- planning own work including predicting consequences and identifying improvements
- prioritising and multi-tasking work
- reading and interpreting relevant instructions, procedures, regulations, information and signals
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others during a lift
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- communications systems used during a lift
- methods used to signal movement of the load during a lift
- mobile crane applications, capacities, configurations, safety hazards and control measures
- problems that may occur when communicating during a lift and associated action that can be taken to address these problems concerned
- relevant road rules, regulations, permit and licence requirements for mobile crane operations
- risks and hazards involved in mobile crane operations and associated action that can be taken to eliminate or minimise the risk
- workplace procedures and statutory regulations concerning communication between a rigger or dogger and a mobile crane driver before and during a lift.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3016 Estimate/calculate load shifting requirements for a mobile crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to estimate/calculate load shifting requirements for mobile crane, in accordance with relevant state/territory authority licence/permit requirements and regulations for mobile crane operations.

It includes carrying out required calculations, preparing estimates of loads, and interpreting graphical representations of mathematical information.

Work is performed with limited or minimum supervision. It involves the application of routine principles, procedures and regulations to estimate/calculate load shifting requirements for a mobile crane.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify mathematical information and tools used in the workplace	1.1 Dimensions and/or weights to be measured are identified from work procedures and, as required, work order forms
	1.2 Units of measurement for allowable safe working load (SWL) and working load limits (WLL) for load shifting are identified from crane load chart
	1.3 Information presented in mathematical symbols, diagrams and pictorial representations is recognised, interpreted and used to complete workplace tasks
	1.4 Measuring equipment, features and/or scales and units of measurement are selected as appropriate for task and process
2 Estimate and calculate requirements for load shifting	2.1 Appropriate methods are selected to perform calculations required to complete workplace tasks, including addition, subtraction, multiplication, division, fractions, decimals, percentages and mixed numbers
	2.2 Quantities of materials and resources required to complete work task are calculated
	2.3 Load balance characteristics are identified
	2.4 Time needed to complete a work activity is estimated
	2.5 Calculations required for weight, reach, radii, boom and jib configurations are undertaken and checked for conformity with crane load chart information
	2.6 Load spread is estimated/calculated to ensure safe weighting on pallets, trucks, platforms or other storage or transport systems
	2.7 Measuring instruments are read to limit of tool accuracy
3 Complete documentation using mathematical information	3.1 Appropriate workplace documentation is completed using recognised symbols and mathematical terms for work tasks
	3.2 Numerical information is self-checked and corrected for accuracy

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3016A Estimate/calculate load shifting requirements for a mobile crane.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE3016 Estimate/calculate load shifting requirements for a mobile crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying mathematical procedures to estimate load shifting requirements including:
  - addition
  - subtraction
  - multiplication
  - division
  - percentages and fractions
- applying relevant legislation and workplace procedures
- calculating safe working load (SWL)/working load limits (WLL)
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using equipment, processes and procedures
- interpreting and following operational instructions and prioritising work
- interpreting permit or licence requirements in terms of height, weight and type of lift
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading and interpreting mathematical scales, digital readouts, specifications and customer or workplace instructions
- reporting and/or rectifying any problems promptly, in accordance with workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- calculations for SWL/WLL
- hazard management that follows the principle of hierarchy of control
- high risk work licence requirements
- metric and, as required, imperial measurement systems
- mobile crane applications, capacities, configurations, safety hazards and limitations
- problems that may occur during a lift and associated action that can be taken to address these problems
- relevant regulations, permit and licence requirements for mobile crane operations
- risks and hazards involved in mobile crane operations and associated action that can be taken to eliminate or minimise the risk
- workplace procedures concerning estimating/calculating mobile crane load shifting requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLIE3018 Maintain freight records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain freight records in accordance with regulations and workplace requirements, as part of work activities in the transport and logistics industry.

It includes recording all freight receipts and despatch documentation in manual and/or computer-based systems.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Record freight receipt	1.1 Freight is identified and consignment/cartnote details are confirmed

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	1.2 Documentation is appropriately actioned in accordance with workplace procedures and legislative requirements
	1.3 Dangerous goods are identified and appropriate documentation is prepared and attached, in accordance with workplace procedures and legislative requirements
	1.4 Freight information is recorded on workplace freight tracking system
	1.5 Freight is directed for loading or storage as indicated by documentation
2 Record freight despatch	2.1 Documentation for freight despatch is checked, verified and forwarded in accordance with workplace procedures
	2.2 Loads not cleared due to incorrect documentation are appropriately processed, in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3018A Maintain freight records.

Links

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Assessment Requirements for TLIE3018 Maintain freight records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- directing freight for loading and storage
- identifying freight including dangerous goods, and preparing and attaching appropriate documentation
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant computer, communications and office equipment when maintaining freight records.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant for maintaining freight records, including the Australian Dangerous Goods (ADG) Code and relevant bond, quarantine or other legislative requirements
- documentation requirements for maintaining freight records including workplace freight tracking systems
- freight transport timetables, yard/terminal facilities, and site layout
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for

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maintaining freight records
- problems that may occur and appropriate action that can be taken to resolve these problems
- types of goods and related handling and documentation requirements including dangerous goods and hazardous substances
- workplace procedures and policies for maintaining freight records, including relevant international code and regulation requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3021 Work and communicate effectively with others

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to work and communicate effectively with others in accordance with relevant regulations and workplace procedures.

It includes communicating effectively to achieve required outcomes, working with others, communicating using technology, operating a communications system effectively, using appropriate communications protocols when using a system, and maintaining operational status of communications equipment.

Work is performed under some supervision, generally within a team environment. It involves the application of established communications principles and practice.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Communicate effectively to achieve required work outcomes	1.1 Effective listening skills are applied
	1.2 Questions are used to gain additional information and to clarify understanding
	1.3 Information received is clarified as required, interpreted and accurately communicated and/or reported in accordance with communications protocols and workplace procedures
	1.4 Communication is undertaken in varying situations and with familiar and unfamiliar individuals and groups
	1.5 Appropriate protocols and procedures are followed when using communications systems during emergencies
	1.6 Responses are sought and provided to others in a timely manner
2 Work with others	2.1 Forms of communication appropriate to the activity are used
	2.2 Assistance in completing activities is requested as required
	2.3 Contributions to achieving a required outcome are made
	2.4 Work is undertaken in accordance with specified procedures on an individual and shared basis as required
	2.5 Problems are discussed and resolved where possible through agreed and accepted processes
	2.6 Suggestions for improvements to processes are made and discussed within the team in accordance with workplace procedures
3 Communicate using technology	3.1 Communications system features and control functions are identified
	3.2 Appropriate equipment is selected as fit for purpose for intended communication
	3.3 Hazards are identified, risks are assessed and risk control measures are implemented
	3.4 Equipment is optimised for communication in

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	accordance with organisational procedures and policies
	3.5 Equipment is operated safely in accordance with manufacturer instructions, workplace procedures and regulatory requirements
4 Operate communications systems	4.1 Telephone and radio security is maintained in accordance with workplace procedures
	4.2 Channel selection is made appropriate to location and type of communication
	4.3 Communications systems are used to communicate with passengers and crew as required, in accordance with operating procedures
5 Maintain operational status of communications equipment	5.1 Equipment is checked and maintained in working order in accordance with workplace procedures
	5.2 Minor communications equipment faults are promptly identified, diagnosed, and repaired or reported in accordance with workplace procedures
	5.3 Faulty communications equipment is reported and/or recorded in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3021A Work and communicate effectively with others.

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Assessment Requirements for TLIE3021 Work and communicate effectively with others

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- communicating effectively in different workplace situations and when using communications equipment
- contributing actively to achieving workplace outcomes
- identifying and using required communications technology in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating, adapting to, and monitoring communications equipment and taking appropriate action as required, in accordance with operational procedures
- planning own communication style and identifying improvements
- reading and interpreting relevant instructions and procedures
- reporting and/or recording and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- working systematically with required attention to detail without damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- communications techniques including barriers to effective communication and how to overcome them
- features of various communications systems
- instructions, procedures, information and signs relevant to working with others as a team
- minor routine maintenance procedures for communications equipment
- pre-operational checks for communications systems and equipment
- procedures for promptly reporting and/or rectifying identified misunderstandings and problems, and appropriate ways of dealing with them in accordance with workplace procedures
- protocols and procedures for communicating with others using relevant communications technology
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- techniques for communicating effectively with customers with specific needs
- typical problems that may occur when using communications systems, and appropriate action and solutions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3022 Complete workplace documents

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to collect, prepare, analyse and process workplace documents in accordance with workplace requirements. It includes collecting, preparing, analysing and interpreting information, and completing documents.

Documents are completed as an integral part of routine work in the context of the workplace concerned.

Work is performed under minimal supervision, generally in a team environment.

Work involves the application of established communications principles and practices, and may include using local technical language and vocabulary in documents.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Collect and prepare information	1.1 Purpose and audience for document are identified
	1.2 Appropriate document format is identified to meet organisational requirements
	1.3 Relevant information is collected for inclusion in document
	1.4 Active listening skills are applied when collecting information
	1.5 Questioning techniques are used to gain additional information and to clarify understanding
2 Interpret and analyse information	2.1 Relevant information is interpreted, analysed and collated as required for inclusion in document
	2.2 Draft is prepared as required in accordance with organisational procedures
3 Finalise workplace documents	3.1 Document is completed in accordance with organisational policies and procedures
	3.2 Document is edited and a final version appropriate to identified communication purpose is presented

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3022A Complete workplace documents.

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Links

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Assessment Requirements for TLIE3022 Complete workplace documents

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying methods of analysis and interpretation for workplace documents
- applying relevant workplace procedures
- collecting relevant information for inclusion in workplace documentation
- reading and interpreting relevant instructions, procedures and information
- reporting and rectifying identified problems
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communications techniques, including active listening and effective questioning
- format and layout of documents and forms used in workplace activities
- issues that may occur when preparing and completing workplace documents, and action that can be taken to resolve them
- methods used to analyse and interpret information to be included in workplace documents and forms
- organisational procedures and policies for completing workplace documents and forms.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3023 Use electronic communication systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use electronic communications systems in accordance with relevant regulations and workplace procedures.

It involves the application of established communication principles and practices and the use of local technical and colloquial language and vocabulary in day-to-day communication.

It includes identifying system features, operating a communications system effectively, using appropriate communication protocols when using a system, ensuring equipment is operational, identifying any system access requirements and completing documentation.

Work is performed under some supervision, generally in a team environment.

This unit covers activities where a number of different communications systems are used concurrently including radios, fixed-line and mobile telephones, and computers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Apply WHS/OHS principles**	1.1 Information about work health and safety (WHS)/occupational health and safety (OHS) requirements when using electronic communications equipment is accessed and interpreted
		1.2 Hazards are identified, risks are assessed and control measures are implemented
		1.3 Posture and ergonomic settings of chair and workstation are adjusted in accordance with WHS/OHS guidelines
		1.4 WHS/OHS and organisational guidelines on the use of periods of rest and exercise are followed when using electronic communications equipment
2	**Identify electronic communications equipment and systems**	2.1 Types of electronic communications equipment, component parts and accessories used in work area are identified
		2.2 Applications for workplace activities of different electronic communications systems and, as required, related software, are interpreted
		2.3 Routine faults in operating systems, software applications and operator errors are identified and reported, as required
3	**Identify communications equipment features**	3.1 Electronic communications systems features and control functions are identified
		3.2 Electronic communications equipment is set up to optimise communication
		3.3 Appropriate communications system is selected, as required
4	**Enter data**	4.1 Text and numeric data are entered into communications system using appropriate technology, as required
		4.2 Entered information is checked and corrected, as required
5	**Use communications equipment**	5.1 System checks are carried out to confirm communications system is operational in accordance with organisational requirements
		5.2 Communications system is operated safely in accordance with organisational procedures and regulatory requirements

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	5.3	Communications system security is maintained in accordance with organisational procedures
	5.4	Communications system appropriate for location and type of communication is selected, as required
	5.5	Messages are transmitted clearly, unambiguously and precisely in accordance with ethics and protocols required of users as outlined in organisational procedures
	5.6	Messages are received, interpreted and recorded in accordance with operating procedures and regulatory requirements
6 Complete documentation	6.1	Appropriate communications records are maintained in accordance with organisational procedures
	6.2	Documentation is filled in legibly and proofread
	6.3	Documentation is processed in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3023A Use electronic communication systems.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE3023 Use electronic communication systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate potential work health and safety (WHS)/occupational health and safety (OHS) hazards when using communications equipment
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing documentation related to work activities
- identifying and reporting problems, faults and malfunctions, in accordance with workplace procedures
- identifying and using required communications technology
- prioritising communication activities depending on operational contingencies, risk situations and environments
- using appropriate numeric functions when entering data into a computer system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communications techniques, including barriers to effective communication
- features of various communications systems
- problems that can occur when using communications systems and associated corrective actions
- procedures and protocols for using communications systems during an emergency
- procedures for using communications systems
- protocols and procedures for communicating with others using relevant communications technology

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- WHS/OHS risks and hazards when using communications systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3026 Carry out advanced calculations in the transport and logistics industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out advanced calculations in the transport and logistics industry.

It includes identifying required calculations, applying advanced calculation in workplace tasks, preparing estimates, and interpreting graphical representations of mathematical information.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify required	1.1 Nature of calculation required and items involved are

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	calculations		determined
		1.2	Tools required to perform calculations are identified and sourced
2	**Apply advanced calculations in workplace tasks**	2.1	Calculations involving fractions, percentages and mixed numbers, using the four basic processes, are performed as required to complete workplace tasks
		2.2	Numerical information is checked and corrected for accuracy
3	**Prepare estimates**	3.1	Quantities of materials and resources required to complete work task are estimated and calculated accurately, using fractions, percentages and mixed numbers
		3.2	Accurate estimates for work completion are made using fractions, percentages and mixed numbers
		3.3	Working load limits (WLL) and safe working limits (SWL) of workplace equipment are calculated using advanced calculations
4	**Interpret graphical representations of mathematical information**	4.1	Information represented in symbols, diagrams and pictorial representations is recognised
		4.2	Recognised information represented in symbols, diagrams and pictorial representations is interpreted and acted upon

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIE3026A Carry out advanced calculations in the transport logistics industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE3026 Carry out advanced calculations in the transport and logistics industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- calculating load limit
- calculating mass and dimension of work function for job role using fractions, percentages and mixed numbers
- completing documentation relating to work activities
- estimating working load limits
- interpreting and analysing a workplace mathematical symbol
- interpreting and following operational instructions and prioritising work
- making accurate estimates in a range of situations
- modifying activities depending on operational contingencies and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- reading complex dials and indicators, non-standard units of measurement, metric and imperial unit conversion, more advanced time estimates
- reading complex legislative and regulatory requirements
- using multiple pieces of mathematical information to perform complex mathematical processes
- using ratios and proportion, and applying rates
- working collaboratively with others
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- accurate estimates including:

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  - damage
  - gradient
  - included angles
  - mechanical advantage
  - potential snapping path
  - resistance
  - rolling
- advanced mathematical operations and techniques
- advanced mathematical problems, and appropriate action and solutions
- brackets, order, divide, multiply, add, subtract (BODMAS)
- complex numeracy around job functions in transport and logistics
- four basic calculations processes:
  - addition
  - division
  - multiplication
  - subtraction
- methods of representing advanced and complex mathematical information from data collected
- procedures for identifying and using relevant workplace technology when carrying out workplace calculations
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- symbols, diagrams and pictorial representations including:
  - graphic representation within transport and logistics operations
  - pie charts
  - spreadsheets
- working load limits (WLL) and safe working limits (SWL) including**:**
  - air cushion (shock absorber that uses an air chamber)
  - force (leverage)
  - horizontal winch pull
  - mass
  - vertical winch pull
  - winch pull (leverage) required for recovery.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3028 Complete a work diary in the road transport industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to compile information required for a national driver work diary used in the road transport industry and to complete the work diary in accordance with national heavy vehicle regulator (NHVR) and heavy vehicle legislative requirements.

It includes identifying legislative and regulatory requirements relating to work diary, compiling information and completing a work diary.

A work diary is completed as an integral part of day-to-day work operations in the road transport industry.

Work is performed under minimum supervision within the road transport industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Identify legislative and regulatory requirements relating to work diary**	1.1 Work diary regulations are identified as they relate to job function
		1.2 Purpose of work diary is determined as it relates to job role
		1.3 Penalties relating to specific job function are identified
2	**Compile information required for the diary**	2.1 Type of information required to complete work diary is compiled in accordance with regulatory requirements and workplace procedures
		2.2 Factual information specific to job function is gathered
		2.3 Information is gathered in a timely manner in accordance with regulatory requirements and workplace procedures
3	**Complete work diary**	3.1 Information is entered into work diary accurately in accordance with regulatory requirements and workplace procedures
		3.2 Work diary is maintained and updated in accordance with regulatory requirements and workplace procedures
		3.3 Work diary is stored in a safe and accessible location for required duration

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIE3028A Complete a work diary in the road transport industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE3028 Complete a work diary in the road transport industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying knowledge of associated state/territory regulations completing a work diary
- applying relevant workplace policy and procedures
- completing all required sections of work diary
- completing an accurate work diary to regulator regulations
- reading, interpreting and organising information required for completing and processing work diaries.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- implications for non-compliance with a work diary
- protocols and procedures for processing work diaries using relevant workplace procedures
- purpose of work diaries
- relevant procedures and duty of care requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- requirements for work diaries
- sources of information for completing work diaries
- typical problems completing work diaries, and appropriate action and solutions.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in the road transport industry
- work diary consistent with current industry standards.

Simulation and online assessment are not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE4006 Collect, analyse and present workplace data and information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to collect, analyse and present workplace data and information as part of workplace operations.

It includes identifying required information, analysing and preparing information for use, explaining information and presenting workplace information to others.

Work is performed under general or limited supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Collect required data	1.1 Purpose of data and information collection is confirmed

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and information	1.2 Sources of data and information are established
	1.3 Appropriate data and information is identified
2 Prepare data and information for use	2.1 Data and information is collated and analysed in accordance with workplace procedures
	2.2 Data and information are organised and presented in a logical manner
	2.3 Checks for accuracy are made
3 Explain information	3.1 Data and information collection and analysis is explained to others in a way that effectively contributes to workplace operations
	3.2 Outcomes of data and information analysis are presented to others using appropriate presentation modes and resources
	3.3 Questions are answered and appropriate clarification is given
4 Present workplace information	4.1 Information is processed and forwarded to appropriate personnel in accordance with workplace procedures
	4.2 Processed information is collated and stored in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIE4006A Collect, analyse and present workplace data and information.

Links

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Assessment Requirements for TLIE4006 Collect, analyse and present workplace data and information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when collecting, analysing and presenting workplace data and information
- completing relevant documentation
- identifying and using required communications and presentation technology
- monitoring and prioritising work activities in terms of planned schedule
- planning own work including predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions and procedures
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- presentation and communication techniques including barriers to effective communication and how to overcome them
- principles of effective presentation and communication of information
- protocols and procedures for the collection, analysis and presentation of workplace data and information using relevant technology
- relevant procedures and duty of care requirements
- sources of data and information and procedures for processing the information for workplace use
- typical presentation and communications problems, and appropriate action and solutions.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE4013 Apply workplace statistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply statistical data in the workplace. The application of workplace statistics is carried out as an integral part of work operations in the context of the workplace concerned.

It includes identifying situations where statistics are used in the workplace, collecting numerical data, processing and presenting data, and interpreting trends and patterns from numerical data. It includes applying established statistical principles for work outcomes within workplace operations.

Work is performed under general guidance on progress and outcomes of work. It involves discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within organisational policy and procedures.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify situations where statistics are used in the workplace	1.1 Types of statistical representations of data are identified
	1.2 Users of statistical data in the workplace are identified
	1.3 Statistical data representations are matched for appropriate workplace applications
2 Collect numerical data	2.1 Purpose of data collection is identified
	2.2 Sources of information are established
	2.3 Data collection methods are used
	2.4 Mathematical processes are used to arrange data
	2.5 Data collected is checked for accuracy
	2.6 Potential for inaccurate results arising from variables is estimated and outlined
3 Process and present data	3.1 Data collected is represented in graphs, tables, averages and percentages as required
	3.2 Spreadsheets and flowcharts are used to present data
4 Interpret trends and patterns from numerical data	4.1 Non-conforming results outside of predicted outcome/s are noted and reasons are identified
	4.2 Trends or patterns in data are noted
	4.3 Possible reasons for trends or patterns are generated
	4.4 Potential solutions are identified
	4.5 Appropriate techniques are used to encourage participation of team/group members to interpret and use statistical data
5 Apply outcomes of statistical analysis to workplace operations	5.1 Interpreted data is used to identify possible improvements in work processes and organisation
	5.2 Appropriate action is initiated to implement identified strategies for improving processes or work organisation in accordance with workplace procedures
	5.3 Improvements are statistically monitored and evaluated in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4013A Apply workplace statistics.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE4013 Apply workplace statistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- interpreting data and providing appropriate, timely information on the outcomes of data analysis to appropriate personnel
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- selecting and appropriately applying technology, information systems and procedures to workplace tasks
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- coaching and mentoring approaches to support team members to develop knowledge and skills in statistical collection, collation and analysis
- customer and supplier contact and coordination
- operational recording, reporting and statistical analysis systems and resources
- relevant procedures and duty of care requirements
- resource availability including the processing capacity of equipment and software systems for statistical data analysis

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- workplace business policies and plans including procedures for reporting performance
- workplace protocols and procedures for applying workplace statistics within work activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE4025 Prepare and process transport documentation for dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare and process transport documentation relating to dangerous goods.

It includes preparing regulatory documentation for dangerous goods; completing despatch, receival and organisational forms for dangerous goods; and processing documentation.

This unit applies to those working in the heavy recovery industry. It does not include salvage operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Prepare regulatory documentation for dangerous goods	1.1 Reasons and requirements for reporting and recording are identified
	1.2 Statutory documentation for dangerous goods is used in accordance with regulatory and organisational procedures
	1.3 Information is collected and checked with a range of personnel to confirm its accuracy, relevance and status
	1.4 Need for additional information is established
	1.5 Conclusions drawn and actions taken are checked to ensure they match available information
	1.6 Information is recorded and reported in required format, style, structure and timeframe
	1.7 Documentation is checked to ensure it is in accordance with regulatory requirements
2 Complete despatch and receival documentation for dangerous goods	2.1 Order request information is analysed to identify work requirements to fill order
	2.2 Products are noted and site locations are identified
	2.3 Required schedules for order movement are identified
	2.4 Documentation is completed in accordance with organisational procedures and regulatory requirements
	2.5 Order is checked against schedule and order form
	2.6 Records are completed and appropriate documentation is attached, in accordance with organisational procedures and regulatory requirements
3 Complete organisational forms for dangerous goods	3.1 Correct form for purpose is identified
	3.2 Information for completion of form is collected
	3.3 Relevant sections of form are completed
	3.4 Completion of other sections of form by relevant persons is organised
	3.5 Supporting documentation or information is gathered
	3.6 Signatory requirements are determined and completed

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4	**Process documentation**	4.1 Documentation is submitted to relevant persons
		4.2 Documentation is adjusted, in response to feedback and comments received
		4.3 Documentation is copied and stored in accordance with regulatory and organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4025A Prepare and process transport documentation for dangerous goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE4025 Prepare and process transport documentation for dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- identifying regulatory requirements for completing dangerous goods documentation accurately including:
  - relevant Australian Standards and certification requirements
  - relevant internal data entry books, including logbooks, data sheets and load sheets
  - transport emergency response plan (TERP)
  - transport regulations as they apply to the enterprise, including local authority regulations and procedures
  - workplace policies and procedures
- interpreting and following operational instructions and prioritising work
- preparing current dangerous goods documentation accurately
- processing dangerous goods documentation in accordance with workplace procedures
- reading, interpreting and organising information
- reporting and rectifying, within limits of own role, identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- writing and/or entering information into computer-based documentation systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable legislative procedures and codes
  - current Australian Dangerous Goods (ADG) Code

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  - environmental protection legislation and regulations
  - fatigue management regulations
  - relevant state/territory roads and traffic authority driving regulations and licence or permit requirements for operating heavy vehicles on unsealed roads
  - road rules
  - work health and safety (WHS)/occupational health and safety (OHS) legislation
- protocols and procedures for preparing and processing dangerous goods documentation
- relevant procedures and duty of care requirements for preparing and processing dangerous goods documentation
- relevant sources of information for preparing and processing dangerous goods documentation
- relevant WHS/OHS responsibilities for preparing and processing dangerous goods documentation
- transport emergency response plan (TERP)
- typical problems in processing workplace documentation, and appropriate action and solutions
- workplace procedures for preparing and processing dangerous goods documentation
- workplace requirements relating to documentation format, style, structure and timeframe.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, TERP, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE4030 Prepare rail safety reports

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare rail safety reports to meet legislative, regulatory and organisational requirements.

It includes collecting, interpreting and evaluating information, composing a rail safety report and editing it prior to submission.

Rail safety reports may be required to meet rail safety national law, regulatory and organisational requirements. They would typically include safety performance reports, regulatory reporting, incident reports and safety system audit reports.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify rail safety	1.1 Reasons for and requirements of rail safety report are identified and established procedures for specific types of report are

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report needs		followed
	1.2	Target audience for report is identified and appropriate style of recording and reporting is chosen to meet audience needs
	1.3	Timeframe for delivery of report is identified and met
2 Collect and analyse information	2.1	Information is sourced from inside and outside the organisation in accordance with organisational and legislative requirements
	2.2	Information is validated to ensure accuracy, relevance, sufficiency and currency
	2.3	Collected information is analysed and recorded in accordance with organisational requirements and identified report requirements
3 Record information	3.1	Collected information is recorded and reported in required format, style, structure and timeframe
	3.2	Technology available in the workplace is used to store and retrieve data
	3.3	Appropriate measures are taken to ensure all written material complies with legislative requirements and organisational policies and procedures
4 Compose rail safety reports	4.1	Rail safety report purpose, objectives and format are determined in accordance with organisational and regulatory requirements
	4.2	Sourced information is collated in a logical manner and assessed for relevance and inclusion
	4.3	Content, structure and sequencing of materials are determined in line with purpose and intended audience
	4.4	Actions and/or recommendations are included as required
	4.5	Rail safety report is compiled and reviewed to confirm objectives, and organisational and legislative requirements
	4.6	Rail safety report is completed within agreed timeframes
5 Edit final report	5.1	Content of final report is checked and proofread for grammar, spelling and punctuation
	5.2	Information is amended as required, and final report is authorised in accordance with organisational policy and procedures prior to submission

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4030A Prepare rail safety reports.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE4030 Prepare rail safety reports

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adjusting written communication to suit audience and situation
- applying appropriate written communication techniques
- applying relevant legislation and workplace procedures
- checking and confirming accuracy and validity of information
- collecting and analysing data
- handling and storing information securely and safely, with an awareness of environmental and sustainable practices
- making conclusions that are clearly based on evidence
- presenting written material in a range of media types used in the workplace
- reading, analysing and interpreting documents containing required information
- recording complete, accurate, clear and objective information
- sorting information into a logical pattern
- writing and editing a rail safety report.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislative requirements and safety reporting obligations
- barriers to effective communication
- format and layout of documents and forms used in workplace rail safety reports
- industry terminology used in rail safety sectors
- organisational report writing procedures, guidelines and requirements
- protocols and procedures for meeting regulator and organisational requirements in written communications

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- security, freedom and confidentiality of information
- workplace procedures and instructions for notifiable occurrence reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE4032 Use internal communication systems for rail industry regulatory compliance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use internal communication systems for rail industry regulatory compliance.

It includes identifying regulatory compliance requirements, disseminating information, updating systems and managing data.

This unit covers identifying relevant information related to safety management and disseminating the information to the appropriate personnel.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Confirm regulatory compliance requirements	1.1 Regulatory compliance information is received and analysed for relevance and importance
	1.2 Relevant personnel to whom the information is to be communicated are determined in accordance with regulatory and/or organisational requirements
	1.3 Data is formatted into suitable media prior to disseminating information as required
2 Disseminate information	2.1 Method/s of communication is determined in accordance with regulatory and/or organisational requirements
	2.2 Regulatory compliance information is disseminated promptly and, where applicable, receipt of information is confirmed and stored/managed in accordance with organisational requirements
3 Update systems and manage data	3.1 Organisational systems affected by regulatory compliance information are identified and updated in accordance with regulatory and/or organisational requirements
	3.2 Regulatory compliance information is filed or stored in accordance with regulatory and/or organisational document control procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4032A Use internal communication systems for rail industry regulatory compliance.

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Assessment Requirements for TLIE4032 Use internal communication systems for rail industry regulatory compliance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others verbally and in writing
- identifying and using media available for disseminating information
- identifying rail industry regulatory compliance requirements
- identifying regulatory compliance information storage methods
- reading and interpreting relevant instructions, procedures and information
- using appropriate media to disseminate information
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- data management systems
- organisational risk management systems
- organisational systems available for information communication and dissemination
- rail safety national law and regulatory requirements related to rail safety management system (SMS)
- regulatory compliance information
- requirements of organisational systems including SMSs, risk management plans and risk registers
- workplace procedures and instructions for notifiable occurrence reports.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, SMS, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE4033 Use communications systems to control tram/light rail operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use radio systems to control tram/light rail operations.

It includes identifying equipment types and features, using communications equipment and responding to requests.

This unit covers activities where a number of different communications systems are used concurrently, including radios, fixed-line and mobile telephones and computers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify communications equipment systems and features	1.1 Types of communications equipment, component parts and accessories used in the work area are identified
	1.2 Applications for workplace activities of the different communications systems and related software are interpreted as required
	1.3 Communications system features and control functions are identified
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Appropriate communications system is selected depending on type of communication to be made
2 Use communications equipment systems	2.1 System checks are carried out prior to operations to confirm communications system is operational, in accordance with organisational requirements
	2.2 Communications systems are operated safely in accordance with organisational procedures and regulatory requirements
	2.3 Communications system security is maintained in accordance with organisational procedures
	2.4 Messages are received, interpreted and recorded in accordance with operating procedures and regulatory requirements
	2.5 Text and numeric data are entered into communications system using appropriate technology as required
	2.6 Entered information is checked and corrected as required
3 Receive and respond to requests	3.1 Details of the situation are established using effective communication skills, techniques and resources, in accordance with organisational procedures
	3.2 Communication difficulties are acknowledge and efforts are made to overcome these difficulties
	3.3 Complete details of request are accurately recorded in a timely and efficient manner, in accordance with organisational procedures
	3.4 Urgency of request is determined using information

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	gained from person making the request
	3.5 Suitable response is formulated in accordance with organisational procedures
	3.6 Request is referred in accordance with situation presented and organisational procedures
	3.7 Requests are answered promptly in accordance with organisational procedures
	3.8 Requests are dealt with in a professional manner at all times
	3.9 Appropriate follow-up action is taken, in accordance with needs of the situation and organisational procedures
4 Respond to communications system faults	4.1 Communications system technical faults are identified and appropriate action is taken
	4.2 Back-up or alternative systems are utilised when primary system fails or as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4033A Use communications systems to control tram/light rail operations.

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Assessment Requirements for TLIE4033 Use communications systems to control tram/light rail operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others using available communications equipment
- completing relevant documentation
- identifying and reporting problems, faults or malfunctions
- identifying and using required communications technology
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- prioritising communications activities depending on operational contingencies, risk situations and environments
- terminating calls in accordance with organisational procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communications systems features
- effective communication techniques including barriers to communication and how to overcome them
- manufacturer specifications for communications equipment
- problems that can occur when using communications systems and corrective actions
- procedures and protocols for communicating with others
- procedures and protocols for using communications systems during an emergency
- procedures for using communications systems in the workplace
- relevant sections of legislated rail safety requirements, codes of practice and/or guidelines
- work health and safety (WHS)/occupational health and safety (OHS) risks and hazards

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when using communications systems
- workplace communication procedures, protocols, checklists and instructions
- workplace communication records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate tram/light rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE5020 Apply knowledge of freight forwarding documentation and permits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop, maintain and apply an in-depth understanding of required documentation, forms and permits for freight forwarding activities.

All activities are carried out in accordance with relevant organisational policy and procedures, as well as national and global codes of practice and regulations applicable to international freight forwarding.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Access and interpret information on freight forwarding documentation and permits	1.1 Current information on documentation requirements for international freight forwarding and for obtaining international freight forwarding permits, is regularly accessed from appropriate sources and is correctly interpreted
	1.2 Continuous professional development is undertaken to ensure currency of knowledge of the requirements for completing international freight forwarding documentation and obtaining international freight forwarding permits in accordance with industry practice and standard operating procedures
2 Apply knowledge of freight forwarding documentation and permits to freight forwarding function	2.1 Current information for completing international freight forwarding documentation is consistently applied
	2.2 Current information for obtaining international freight forwarding permits is consistently applied

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE5020A Apply knowledge of freight forwarding documentation and permits.

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Links

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Assessment Requirements for TLIE5020 Apply knowledge of freight forwarding documentation and permits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant national and international codes of practice, regulations and legislative requirements
- communicating effectively with others when preparing and processing required documentation, forms and permits, including using unambiguous closed-loop communication and checking to confirm messages and responses are correctly and clearly understood (particularly in situations where communication is with a person for whom English is a second language)
- completing the preparation and processing of documentation, forms and permits required in international freight forwarding, including computer data entry
- implementing contingency plans
- interpreting and applying current knowledge of the required documentation, forms and permits to an international freight forwarding role and functions
- interpreting and following operational instructions and prioritising work
- maintaining currency of knowledge about required international freight forwarding documentation, forms and permits through appropriate continuous professional development activities
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in information and communications equipment in accordance with standard operating procedures
- operating applicable information and communications technology to required protocol
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- responding appropriately to cultural differences in the workplace
- selecting and appropriately applying information and communications systems and procedures to complete workplace tasks
- working collaboratively with others when preparing and processing required

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documentation, forms and permits
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable regulations and legislation:
  - Australian and international regulations, conventions and codes of practice for the international freight forwarding
  - Australian and international standards and certification requirements
  - relevant Australian and international environmental protection legislation
  - relevant Australian and international transport security and safety legislation
  - relevant regulations for importing and exporting cargo
  - relevant regulations for international trading and financial transactions
- Australian customs and border protection requirements:
  - Australian customs and border protection procedures
  - Australian customs and border protection tariffs
  - control of import and export consignments
  - general information on the Australian customs administration
  - definitions, purpose and use of Incoterms and Combiterms
  - import licences for certain types of dangerous goods
  - intellectual property, counterfeit, artefacts, boycott issues
  - international conventions
  - GST (applicable rate and taxable value)
  - veterinarian control and live plant control (phytosanitary control)
- documentation requirements for billing and accounts
- factors impacting on international freight forwarding documentation, forms and permits:
  - bills of lading, waybills or consignment notes
  - cargo manifests
  - commercial invoices with an Incoterm and extra details to ensure proper passage and clearance
  - consular documents
  - container lists
  - delivery notes
  - fumigation or other treatment certificates for shipments containing wood or other

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materials of plant origin
    - health and phytosanitary certificates
    - industry recognised inspection certificates and reports
    - insurance certificates, claim forms and policies
    - origin certificates
    - packing declarations for wood and other materials of plant origin
    - packing lists
    - pre-advice and pre-alert documents
    - quality analysis or weight/measurement certificates
- international sales contracts – principles, conditions and specifications, consequences of poor preparation or mistakes
- principles and techniques of communications such as checking to confirm messages and responses given or received are unambiguous and are correctly and clearly understood
- principles of quality assurance and customer service standards, policies and procedures as they apply in the international freight forwarding industry
- procedures and protocols for preparing and processing international freight forwarding documentation, forms and permits
- relevant Australian and international conventions, codes of practice and regulatory requirements for completing international freight forwarding documentation, forms and permits in (including those applicable to importing, exporting and transiting goods)
- responsibilities and liabilities of a freight forwarder in ensuring all required documentation, forms and permits are accurately and correctly prepared
- sources of information about the documentation, forms and permits required when providing international freight forwarding services
- standard International Federation of Freight Forwarders Associations (FIATA) forms and documentation including:
    - Forwarders Certificate of Receipt (FCR)
    - Forwarders Certificate of Transport (FCT)
    - Forwarders Forwarding Instructions (FFI)
    - Forwarders Warehouse Receipt (FWR)
    - House Air Waybill (HAWB)
    - House Bill of Lading (HBL)
    - Master Air Waybill (MAWB)
    - Multimodal Transport Bill of Lading (MTB/L)
    - Negotiable Multimodal Transport Bill of Lading (FB/L)
    - Non-negotiable Multimodal Transport Waybill (FWB)
    - Shippers Declaration for the Transport of Dangerous Goods (SDT)
    - Shippers Intermodal Weight Certification (SIWC)
    - Original Bill of Lading (OB/L)
    - veterinary certificates for materials of biological origin, which are for human consumption
- systems and processes for completing documentation and forms online

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- typical problems that can occur and related appropriate action that can be taken to prevent or resolve these problems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0001 Apply chain of responsibility legislation, regulations and workplace procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify, apply and follow chain of responsibility legislation, regulations and workplace procedures in relation to heavy vehicles as they apply to an individual's own job role.

It includes explaining the chain of responsibility features, applying the requirements, and identifying and reporting breaches in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Explain the chain of responsibility features in the Heavy Vehicle National Law and regulations or applicable state/territory law and regulations	1.1 Principal obligations within chain of responsibility in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations are identified
	1.2 Principal duties of each party in the chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained
	1.3 Breaches and penalties for each party for failure to comply with chain of responsibility as identified in the HVNL and regulations or applicable state/territory law and regulations are explained
	1.4 Reasonable steps to be followed by each party to comply with chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained
2 Apply chain of responsibility requirements in the Heavy Vehicle National Law and regulations or applicable state/territory law and regulations	2.1 Workplace policies, procedures and other documents that include chain of responsibility as it applies to own job role are identified and explained
	2.2 Methods and requirements to ensure management of speed and fatigue are explained
	2.3 Methods to calculate vehicle dimension and mass limits are explained
	2.4 Methods to ensure loads are secured are explained
	2.5 Workplace documents relating to chain of responsibility are completed and processed to workplace requirements
3 Identify and report chain of responsibility breaches	3.1 Chain of responsibility breaches are identified and explained
	3.2 Workplace procedures and industry practices for reporting chain of responsibility breaches are identified and followed

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is **not** equivalent to TLIF2092A Demonstrate awareness of chain of responsibility regulations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0001 Apply chain of responsibility legislation, regulations and workplace procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include:

- applying chain of responsibility obligations relating to own job role on a minimum of three occasions
- explaining the chain of responsibility obligations of own job role and at least two other job roles directly related to own job role
- preparing reports of chain of responsibility breaches on a minimum of three occasions, each about a different type of breach.
-

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- action required when possible breaches of the chain of responsibility are identified
- consequences of non-compliance with the chain of responsibility
- methods and requirements to ensure management of fatigue, speed, load restraint, mass and dimension
- parties in the chain of responsibility including
  - consignors and consignees
  - drivers/owner drivers
  - employers, prime contractors and operators
  - parties in the extended liability provisions of the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations
  - loaders
  - loading managers
  - packers
  - schedulers
- principal obligations in chain of responsibility in the HVNL and regulations or applicable state/territory law and regulations including
  - consideration of traffic conditions in managing speed and fatigue

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  - extended liability
  - fatigue, work and rest times
  - securing loads
  - vehicle dimension and load limits
- what constitutes a duty, a reasonable step, a breach and a penalty to chain of responsibility legislation as they apply to a range of job roles
- where to locate current chain of responsibility information
- workplace policies and procedures around chain of responsibility for own job role.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Online assessment is not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0002 Administer chain of responsibility policies and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify, apply and follow chain of responsibility policies and procedures in a supervisory role in relation to heavy vehicles.

It includes explaining the chain of responsibility features and administering the requirements in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations. It also involves administering and monitoring chain of responsibility workplace policies and procedures, and identifying and reporting chain of responsibility breaches.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the

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element.

1 Explain chain of responsibility features in the Heavy Vehicle National Law and regulations or applicable state/territory law and regulations	1.1 Principal obligations relating to chain of responsibility in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations are identified 1.2 Principal duties of each party in the chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained 1.3 Breaches and penalties for each party for failure to comply with chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained 1.4 Reasonable steps to be followed by each party to comply with chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained
2 Administer chain of responsibility requirements in the Heavy Vehicle National Law and regulations or applicable state/ territory law and regulations	2.1 Workplace policies, procedures and other documents that include chain of responsibility as it applies to responsibilities of own job role are identified and explained 2.2 Methods and requirements to ensure management of speed and fatigue are explained 2.3 Methods to calculate vehicle dimension and mass limits are explained 2.4 Methods to ensure loads are secured are explained 2.5 Workplace documents relating to chain of responsibility are completed and processed to workplace requirements
3 Administer and monitor chain of responsibility workplace policies and procedures	3.1 Workplace policies and procedures relating to chain of responsibility are applied within the scope of responsibilities of own role 3.2 Workplace policies and procedures relating to chain of responsibility and any associated

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	changes are communicated to all staff
	3.3 Application of workplace policies and procedures relating to chain of responsibility is monitored to ensure compliance with requirements
	3.4 Appropriate action is taken when non-compliances with chain of responsibility requirements are identified
4 Identify and report chain of responsibility breaches	4.1 Chain of responsibility breaches are identified and investigated, and appropriate rectification action is taken
	4.2 Workplace and industry practices for reporting chain of responsibility breaches are identified and followed

Foundation Skills

Foundation skills essential to performance are explicit at a broad level in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide

Unit Mapping Information

This unit replaces but is not equivalent to TLIF3093A Implement chain of responsibility regulations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0002 Administer chain of responsibility policies and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include:

- applying chain of responsibility obligations relating to own job role on a minimum of three occasions
- applying and monitoring workplace policies and procedures relating to chain of responsibility in a supervisory role for a minimum of four weeks
- preparing reports of chain of responsibility breaches on a minimum of three occasions, each about a different type of breach.
-

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- action required when possible breaches of the chain of responsibility are identified
- consequences of non-compliance with the chain of responsibility
- roles including
  - duties within the individual's own role
  - duties performed by others under the individual's supervision
  - duties that influence or direct other parties in the chain of responsibility
- methods and requirements to ensure management of fatigue, speed, load restraint, mass and dimension
- parties in the chain of responsibility including
  - consignors and consignees
  - drivers/owner drivers
  - employers, prime contractors and operators
  - loaders
  - loading managers
  - packers
  - parties in the extended liability provisions of the HVNL and regulations or applicable

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    state/territory law and regulations
  - schedulers
- principal obligations relating to chain of responsibility in the HVNL and regulations or applicable state/territory law and regulations including
  - consideration of traffic conditions in managing speed and fatigue
  - extended liability
  - fatigue, work and rest times
  - securing loads
  - vehicle dimension and load limits
- what constitutes a duty, a reasonable step, a breach and a penalty to chain of responsibility regulations as they apply to a range of job roles
- where to locate current chain of responsibility information
- workplace policies and procedures around chain of responsibility for own job role and the range of job roles for which own job role is responsible.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Online assessment is not suitable for final assessment of this unit of competency.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0003 Develop and implement policies and procedures to ensure chain of responsibility compliance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to ensure workplace compliance with chain of responsibility legislation in relation to heavy vehicle laws and regulations.

It includes explaining the chain of responsibility features in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations.

It also involves ability to identify the requirements for and to develop, implement and review, workplace policies and procedures for chain of responsibility.

Work is performed under minimum supervision generally as a manager.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Explain chain of responsibility	1.1 Principal obligations relating to chain of

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features in the Heavy Vehicle National Law and regulations or applicable state/ territory law and regulations	responsibility in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations are identified
	1.2 Principal duties of each party in the chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained
	1.3 Breaches and penalties for each party for failure to comply with chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained
	1.4 Reasonable steps to be followed by each party to comply with chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained
2 Develop and implement workplace policies and procedures for chain of responsibility	2.1 Activities relating to chain of responsibility in the HVNL and regulations or applicable state/territory law and regulations, are embedded into workplace policies, procedures and recording requirements in consultation with relevant stakeholders
	2.2 Policies, procedures and recording requirements relating to chain of responsibility are implemented in the workplace
3 Review workplace policies and procedures relating to chain of responsibility	3.1 Workplace policies and procedures relating to chain of responsibility are monitored and reviewed
	3.2 Records and information relevant to chain of responsibility are analysed and reviewed
	3.3 Changes and amendments are made to policies, procedures and recording requirements to maintain chain of responsibility compliance
	3.4 Changes to workplace policies and procedures relating to chain of responsibility are communicated to relevant stakeholders

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is **not** equivalent to TLIF4094A Ensure compliance with chain of responsibility.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0003 Develop and implement policies and procedures to ensure chain of responsibility compliance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- checking how staff implement required policies and procedures
- ensuring continuous quality improvement of relevant policies, procedures and recording requirements to maintain chain of responsibility compliance
- liaising with relevant stakeholders as required
- producing policies and procedures that ensure workplace compliance with chain of responsibility in relation to heavy vehicle laws and regulations.
-

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria include knowledge of:

- action required when possible breaches of the chain of responsibility are identified
- consequences of non-compliance with the chain of responsibility
- methods and requirements to ensure management of fatigue, speed, load restraint, mass and dimension
- parties in the chain of responsibility including
  - consignors and consignees
  - drivers/owner drivers
  - employers, prime contractors and operators
  - loaders
  - loading managers
  - packers
  - parties in the extended liability provisions of the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations
  - schedulers
- principal obligations relating to chain of responsibility in the HVNL and regulations or

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applicable state/territory law and regulations including
  - extended liability
  - consideration of traffic conditions in managing speed and fatigue
  - fatigue, work and rest times
  - securing loads
  - vehicle dimension and load limits
- what constitutes a duty, a reasonable step, a breach and a penalty to chain of responsibility regulations as they apply to a range of job roles
- where to locate current chain of responsibility information
- workplace policies and procedures around chain of responsibility in the organisation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Online assessment is not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0004 Work effectively in a train-driving environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to work effectively in a train-driving environment.

It includes monitoring own health and wellbeing, maintaining situational awareness, maintaining workplace safety, mitigating threats and errors, and maintaining currency of industry skills and knowledge.

This activity applies to individuals who are engaged in operating rolling stock in the work environment and who are responsible for their own work. This may be in a defined context under direct supervision and/or with some individual responsibility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Monitor own health and wellbeing	1.1	Health and wellbeing issues that impact on train driving are identified
	1.2	Own health and wellbeing is assessed against identified issues
	1.3	Potential for own health and wellbeing to deteriorate in relation to identified issues is determined
	1.4	Action is taken to improve own health and wellbeing status in relation to identified issues
	1.5	Locomotive cab is set up for individual comfort and optimum safety levels are ensured
2 Manage tasks and workload	2.1	Work activities are planned for the completion of tasks in accordance with organisational requirements
	2.2	Changes to workplace environment and related risks are monitored and managed to ensure a safe outcome to workplace operations, in accordance with guidelines, directions or instructions
	2.3	Attention is focused and distractions are managed in normal and high workload situations
	2.4	Activities are modified depending on work situations and contingencies
	2.5	Tasks, activities and information gathering are prioritised and scheduled, in accordance with their importance and need for action
3 Maintain situational awareness	3.1	Factors that impact on safe train operations are continuously monitored
	3.2	Situational awareness is applied through effective visual scans, use of communication systems, use of rail traffic information and use of systems of safe working, in accordance with workplace procedures
	3.3	Information that impacts on the operation of the train is continually gathered and interpreted to determine whether the current situation matches the expected state
	3.4	Changes in the current situation are anticipated and action is taken to correct or mitigate any negative impacts of these anticipated changes

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4	**Recognise, manage and mitigate threats and errors**	4.1 Relevant human limitations/conditions of self and others are recognised as threats
		4.2 Strategies for reducing the frequency of errors are implemented
		4.3 Relevant environmental and/or operational threats and errors are identified
		4.4 Operating procedures are applied to avoid identified operational threats and errors occurring
5	**Maintain currency of industry skills and knowledge**	5.1 New and altered policies, processes and procedures are read and implemented
		5.2 Clarification is sought from relevant personnel about anything that is not clear in relation to policies, processes and procedures
		5.3 Feedback regarding policies, processes and procedures is provided to relevant personnel as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to TLIF4111A Work effectively in a train-driving environment.

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Assessment Requirements for TLIF0004 Work effectively in a train-driving environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing and reassessing situations continually
- being vigilant
- communicating effectively with rail operations staff
- developing and implementing safety and operations plans
- executing response training in critical situations
- familiarising oneself with locomotive and train system being used
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- keeping industry knowledge up-to-date
- performing to track owner requirements, specifications and operational demands
- prioritising safety issues that will impact on work tasks
- prioritising tasks
- remaining alert and active when monitoring train operations
- reporting changes in situations as necessary
- scanning environment at regular intervals or important points in the process.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- decision making processes
- emergency management plan and procedures
- factors that impact on worker health and wellbeing and their effects
- fatigue management strategies
- how preconceptions of what is going to happen can detract from situational awareness

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- how to interpret and prepare for rosters
- how to make better use of resources (human, equipment, information and procedures) to reduce rail safety occurrences
- how to reduce rail safety occurrences attributable to human error
- human error as a source of risk in rail operations
- impact illness and medication can have on information processing
- notices and directives about new and altered policies, processes and procedures
- operating procedures to avoid identified threats and errors occurring
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- risk management processes (hazard identification, risk management and risk controls)
- roles of other rail operations staff as they impact on train driving
- self-management
- situations that can result in a loss in situational awareness
- teamwork
- threat and error management
- tools and techniques to improve and manage human factors.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLIF0005 Apply a fatigue risk management system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency involves the skills and knowledge required for heavy vehicle drivers to manage fatigue and to work safely within the Transport and Logistics industry.

It includes applying fatigue risk management strategies, identifying and acting on signs of fatigue, operating within a fatigue risk management system, planning and navigating trips, updating and maintaining records, complying with work and rest limits, and implementing appropriate strategies to minimise fatigue during work activities.

Work is performed under some supervision as a single operator and/or within a team environment.

Legislative and regulatory requirements are applicable to this unit. The primary legislative requirement of this unit of competency is the Heavy Vehicle National Law (HVNL).

Being awarded this unit of competency is a necessary requirement to operate under National Heavy Vehicle Regulator (NHVR) Fatigue Management Accreditation but is only one of the criteria. Prospective applicants should check with the NHVR before undertaking training and/or assessment.

Pre-requisite Unit

Not applicable

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and manage fatigue risk in the road transport sector	**1.1** Potential causes and symptoms of fatigue are identified and action is taken to minimise their effects in accordance with workplace procedures
	1.2 Fatigue symptoms are recognised and necessary steps are taken in accordance with workplace procedures, to ensure that effective work capability and alertness are maintained
	1.3 Own and others' fitness to drive is monitored and assessed in accordance with workplace procedures, and appropriate action is taken as required
	1.4 Factors that increase the risk of fatigue related incidents are managed
	1.5 Counter measures and relevant workplace practices in combating fatigue are adopted and applied
	1.6 Health and wellbeing choices are identified that ensure driver fitness to safely perform workplace duties
2 Operate within a road transport fatigue risk management system	**2.1** HVNL legal requirements, liabilities and responsibilities for effective fatigue management within the workplace are identified, interpreted and complied with
	2.2 Relevant regulations related to driving heavy vehicle offences, and fatigue duty of care are identified and applied in accordance with legislation
	2.3 Heavy vehicle driver regulations and workplace procedures for fatigue risk management, wellbeing, and fitness for work are identified and applied
	2.4 Relevant workplace induction into the road transport fatigue risk management system is completed
	2.5 Workplace fatigue management strategies are identified and implemented to minimise driver fatigue
	2.6 Workplace requirements and responsibilities for fatigue risk management are identified and applied
	2.7 Relevant documentation is carried while in a heavy vehicle

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	2.8	Legal exemptions for fatigue compliance are identified and applied
	2.9	Concerns related to strategies to address fatigue and associated workplace risks are communicated to relevant personnel
3 Plan and navigate a heavy vehicle trip	**3.1**	Heavy vehicle driver trips are planned, communicated and implemented and potential fatigue hazards are planned for in accordance with workplace procedures
	3.2	Rest and work periods are identified to match heavy vehicle driver fitness and trip conditions
	3.3	Legal requirements as they relate to fatigue management are complied with when changes in schedules, trip conditions and operational requirements are required
	3.4	Deviations made to proposed trip plan prior to departure are communicated with relevant personnel in accordance with workplace procedures
	3.5	Deviations made to proposed trip plan while on route are communicated with relevant personnel in accordance with workplace procedures
4 Comply with work and rest hours	**4.1**	Work and rest options available to heavy vehicle drivers are identified and applied in accordance with workplace procedures and HVNL
	4.2	Relevant work hours including standard, solo and two-up arrangements and long/night hours are complied with in accordance with workplace procedures and HVNL
	4.3	Suitable and minimum rest breaks are complied with in accordance with workplace procedures and fatigue management regulations
	4.4	Information is identified and relevant actions are taken to prevent non-compliance with fatigue management procedures while working in standard hours and within an accredited fatigue risk management system
	4.5	Rest and work periods are counted in accordance with the HVNL
5 Update and maintain records	**5.1**	Heavy vehicle regulatory requirements relating to work diary, records and work duties are applied

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5.2 Requirements of work diary/records are determined as they relate to heavy vehicle driver duties

5.3 Trip information is gathered in a timely manner and accurately entered into work diary/record in accordance with regulatory requirements and workplace procedures

5.4 Information entered into work diary/records is accurately and legibly maintained in accordance with regulatory requirements and workplace procedures

5.5 Work diary/records are recorded after each work and rest change in accordance with HVNL

5.6 Corrections are accurately and legibly entered into work diary/records in accordance with workplace procedures and regulations

5.7 Work diary/records are stored in an accessible location in accordance with workplace procedures

5.8 Penalties relating to heavy vehicle drivers for failing to record information or making false or misleading entries in work diary/records are identified

5.9 Records are submitted within regulated timeframes to relevant personnel

5.10 Requirements while operating under an exemption notice are recorded and maintained

5.11 Work diary/record/equipment malfunctions are recorded in accordance with regulations and workplace procedures, and are reported to relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This is a new unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0005 Apply a fatigue risk management system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) legislation
- applying relevant workplace policies and procedures
- applying strategies to address signs and symptoms of heavy vehicle driver fatigue
- applying workplace fatigue risk management policies and procedures
- communicating unplanned events and deviations to relevant personnel
- complying with Heavy Vehicle National Law (HVNL) fatigue requirements
- complying with trip work and rest requirements
- counting work and rest time accurately
- identifying and acting on fatigue risk factors as a heavy vehicle driver
- implementing risk mitigation control measures
- planning and navigating a heavy vehicle trip
- preparing and maintaining heavy vehicle driver work diaries/records and relevant documentation in accordance with workplace procedures
- providing feedback on compliance in a fatigue risk management system
- reading and interpreting heavy vehicle driver fatigue management workplace policies and procedures
- recognising breaches of fatigue management strategies and taking appropriate action in accordance with fatigue risk management system
- recording equipment malfunctions in work diary and/or workplace records in accordance with workplace procedures
- recording in work diary and/or workplace records in accordance with workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- consequences of fatigue risk management non-compliance
- fatigue management hierarchy of risk control
- fatigue management workplace policies and procedures
- HVNL exemption notices or permits related to fatigue
- obligations and requirements of periodic audits of fatigue management documentation/records
- organisation nominated record keeper
- principal obligations relating to fatigue management in HVNL, including:
  - consideration of traffic conditions in managing speed and fatigue
  - fatigue, work and rest times
- record keeping responsibilities and compliance obligations
- relevant WHS/OHS regulation as it relates to fatigue
- risks, hazards and consequences created by fatigue in the workplace
- strategies of fatigue management and evaluating own fitness for work, inclusive of sleep disorders
- symptoms and strategies relevant to heavy vehicle driving fatigue management
- workplace fatigue risk management program
- workplace procedures as they relate to duty of care, fatigue non-compliance, and fatigue regulations penalties as they apply to a heavy vehicle driver.

Assessment Conditions

Registered Training Organisations (RTOs) are required to be approved by the National Heavy Vehicle Regulator (NHVR) to deliver and assess this unit for NHVR accreditation purposes.

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLIF0006 Administer a fatigue risk management system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency involves the skills and knowledge required for road transport schedulers or supervisors/managers to administer a fatigue risk management system within the Transport and Logistics industry.

It includes identifying and managing risks associated with fatigue during heavy vehicle driving, operating within a fatigue risk management system, planning trips and updating records, and developing and implementing policies, procedures and strategies to minimise fatigue in the workplace.

Work is performed under limited supervision generally within a team environment.

Legislative and regulatory requirements are applicable to this unit. The primary legislative requirement of this unit of competency is the Heavy Vehicle National Law (HVNL).

Being awarded this unit of competency is a necessary requirement to obtaining National Heavy Vehicle Regulator (NHVR) Fatigue Management Accreditation but is only one of the criteria. Prospective applicants should check with the NHVR before undertaking training and/or assessment.

Pre-requisite Unit

Not applicable

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Manage heavy vehicle driver fatigue strategies	**1.1** Symptoms of fatigue in heavy vehicle drivers are identified in accordance with workplace procedures and regulations
	1.2 Potential causes and symptoms of fatigue are identified and actions are taken to minimise their effects in accordance with the fatigue risk management system
	1.3 Heavy vehicle driver schedules are planned and implemented in accordance with HVNL regulations, fatigue risk management strategies and driver consultation
	1.4 Compliance within the workplace fatigue risk management system and related workplace procedures is managed
	1.5 Compliance of heavy vehicle drivers operating and under exemption notice, is monitored and reviewed
	1.6 Heavy vehicle drivers are provided with feedback on identified non-compliance with the fatigue risk management system
	1.7 Training and/or counselling is supported by the supervisor to address heavy vehicle driver non compliance
	1.8 Legal requirements and responsibilities for effective management of fatigue within the workplace for drivers are identified and monitored
	1.9 Heavy vehicle driver health, wellbeing and personal fatigue risk management strategies are communicated with drivers and relevant personnel
	1.10 Communication strategies are implemented to ensure heavy vehicle drivers are informed of relevant fatigue compliance obligations
	1.11 Training is provided to develop and enhance heavy vehicle driver workplace fatigue risk management

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		strategies
2 Operate within a road transport fatigue risk management system	**2.1**	Driver completion of workplace induction in the workplace fatigue risk management system is ensured
	2.2	Road transport fatigue risk management system is reviewed and maintained in accordance with HVNL and workplace procedures
	2.3	Fatigue risk management plans and procedures are distributed to relevant personnel in accordance with workplace procedures
	2.4	Actions are taken in conjunction with relevant parties in the chain of responsibility to ensure compliance with the workplace's fatigue risk management policy and procedures
	2.5	Outcomes of incidents and safety investigations are reviewed and analysed to identify the extent to which fatigue may have been a contributing factor and corrective actions are taken as required
	2.6	External risk factors within the supply chain and chain of responsibility relating to the effects of fatigue are identified and reviewed in accordance with fatigue risk management regulations and corrective actions are taken as required
	2.7	Reports relating to non-compliance are submitted to relevant personnel with details of action taken to prevent recurrences
	2.8	Non-compliance from external parties in the chain of responsibility are recognised and reported in accordance with workplace procedures
	2.9	Exemptions for work, rest, emergency, and/or record keeping are identified and documented, as required
	2.10	Personnel who contribute to a non-compliance with workplace fatigue procedures are provided appropriate feedback
3 Schedule work and rest hours in compliance with a road transport fatigue risk management system	**3.1**	Heavy vehicle driver rest and work hours are scheduled with consideration to the trip and road conditions in accordance with fatigue risk management workplace procedures and regulations

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	3.2	Heavy vehicle driver input into schedules is obtained and considered in planning heavy vehicle driver trips
	3.3	Changes in schedules/rosters and workplace procedures related to fatigue risk management are identified and managed
	3.4	Legal requirements, liabilities and responsibilities for fatigue risk management within the organisation are identified and applied
	3.5	HVNL fatigue risk management compliance and safety strategies are identified and implemented
	3.6	Reviews are undertaken of scheduled versus actual hours of work and where a non-compliance is identified, appropriate action is taken to analyse the reasons and to take corrective action
4 Plan and navigate heavy vehicle trips	**4.1**	Trip conditions, timelines, work and rest requirements are planned and reviewed to ensure driver fatigue is minimised, in accordance with workplace procedures, driver fitness for work and HVNL
	4.2	Workplace procedures for loading and unloading a heavy vehicle are considered to ensure driver does not become impaired by fatigue
	4.3	Proposed trip is communicated with heavy vehicle driver/s and relevant personnel
	4.4	Deviations to proposed trip plan are communicated to heavy vehicle driver/s and relevant personnel in accordance with workplace procedures and regulations
	4.5	Unplanned situations are responded to in accordance with workplace procedures, in a manner that minimises risk to personnel and equipment
	4.6	Exemption requirements are planned in accordance with workplace procedures and regulations
5 Update and maintain records	**5.1**	Workplace policies and procedures for fatigue risk management record storage and retrieval are implemented and monitored
	5.2	Road transport fatigue risk management system and workplace procedures are reviewed and amended, as required, to ensure compliance with HVNL

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5.3 Work diary/records are monitored and reviewed for compliance with workplace procedures and HVNL

5.4 Relevant heavy vehicle workplace records are maintained in accordance with workplace policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0006 Administer a fatigue risk management system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least two separate occasions and include:

- applying a road transport fatigue risk management system
- applying fatigue risk management principles when scheduling heavy vehicle drivers:
  - allowing for reasonably foreseeable circumstances when scheduling
- applying strategies to address signs and symptoms of heavy vehicle driver fatigue
- applying work health and safety (WHS)/occupational health and safety (OHS) workplace policies and procedures
- applying workplace fatigue risk management policies and procedures
- communicating with relevant personnel
- communicating unplanned events and deviations to relevant personnel
- complying with relevant fatigue Heavy Vehicle National Law (HVNL) requirements
- dealing effectively with unplanned events in accordance with workplace policies and procedures
- identifying and assisting heavy vehicle drivers with fatigue risk management implementation and issues identified
- identifying fatigue risk factors for heavy vehicle drivers
- implementing compliance with trip, work and rest requirements
- implementing risk mitigation control measures
- interpreting fatigue risk management principles
- monitoring and maintaining work diaries/records and all relevant workplace documentation in accordance with workplace procedures
- monitoring heavy vehicle driver signs and symptoms of fatigue
- participating in internal reviews and periodic audits
- planning and monitoring heavy vehicle trips
- preparing and actioning non-compliance reports
- providing feedback to inform heavy vehicle drivers about compliance when implementing the fatigue risk management system
- reading and interpreting relevant documentation on fatigue risk management regulations
- recognising non-compliance with fatigue risk management strategies and regulations, and

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taking appropriate action.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- chain of responsibility
- consequences of non-compliance and failure to manage fatigue within the chain of responsibility
- fatigue risk management hierarchy of risk control
- fatigue risk management key performance indicators including:
  - corrective action monitoring
  - trend analysis
- fatigue risk management principles
- fatigue risk management signs, symptoms and strategies
- heavy vehicle fatigue risk management workplace policies and procedures
- management of a fatigue risk management system including:
  - implementing a fatigue risk management system
  - monitoring a fatigue risk management system
  - planning implementation of a fatigue risk management system
  - reviewing a fatigue risk management system
- non-compliance and penalties related to relevant driver fatigue legislation
- parties in the chain of responsibility, including:
  - consignors/consignees
  - drivers and owner drivers
  - employers, prime contractors and operators
  - loaders
  - loading managers
  - packers
  - schedulers
- periodic audit requirements
- principal obligations relating to fatigue risk management in HVNL including:
  - consideration of traffic conditions in managing speed and fatigue
  - fatigue, work, and rest times
  - securing loads
  - trip conditions including vehicle dimension and load limits
- processes and resources for assessing heavy vehicle driver fatigue risk management competence
- program for assisting drivers to assess their level of fatigue and evaluate their own fitness for work, inclusive of sleep disorders
- record keeping responsibilities and compliance obligations

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- relevant fatigue risk management training programs and support resources
- relevant WHS/OHS legislation
- resources for providing training on the implementation of the workplace's fatigue risk management system
- road transport fatigue risk management program
- strategies and requirements to ensure management of fatigue
- strategies required when non-compliance with fatigue HVNL is identified within the chain of responsibility
- training program for heavy vehicle drivers on fatigue risk management.

Assessment Conditions

Registered Training Organisations (RTOs) are required to be approved by the National Heavy Vehicle Regulator (NHVR) to deliver and assess this unit for NHVR accreditation purposes.

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0007 Manage a fatigue risk management system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency involves the skills and knowledge required for road transport business owners and agents of heavy vehicle drivers to oversee and operate a fatigue risk management system within the Transport and Logistics industry.

It includes identifying legal requirements, responsibilities and liabilities for establishing and/or improving fatigue risk management implementation plans; operating within a fatigue risk management system; and managing operations.

It also includes communicating; updating records, policies and procedures; acting appropriately on reports and identified breaches of fatigue management regulations; and ensuring operational systems are compliant with fatigue management regulations and policy.

Agents of heavy vehicle drivers and/or business owners are defined as a ‘relevant party’ under Heavy Vehicle National Law (HVNL), with responsibility for operating policies and procedures; human resources and contract provisions; and arrangements for managing safety and fatigue risk management.

Legislative and regulatory requirements are applicable to this unit. The primary legislative requirement of this unit of competency is HVNL.

This unit is also intended for road transport business owners and agents of heavy vehicle drivers who in future may be required to satisfy National Heavy Vehicle Regulator (NHVR) Fatigue Management Accreditation legislative requirements. Prospective applicants should check with the NHVR before undertaking training and/or assessment.

Pre-requisite Unit

Not applicable

Competency Field

F – Safety Management

Unit Sector

Not applicable

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Implement a heavy vehicle fatigue risk management system	**1.1** Heavy vehicle fatigue risk management system and workplace policies and procedures are planned, developed and implemented
	1.2 Workplace fatigue risk management system and related policies and procedures are managed and maintained
	1.3 HVNL requirements, workplace procedures and duty of care for fatigue risk management are identified and managed in accordance with fatigue hierarchy of risk control
	1.4 External risk factors within the supply chain relating to the effects of fatigue are identified and reviewed in accordance with fatigue management regulations
	1.5 Appropriate action is taken in conjunction with relevant parties in the chain of responsibility to ensure compliance with the workplace's fatigue risk management policy and procedures
	1.6 Appropriate action is taken to ensure communication with drivers and other relevant personnel regarding health, wellbeing and personal fatigue risk management strategies, takes place
	1.7 Training is provided to develop and enhance heavy vehicle driver workplace fatigue risk management strategies
2 Operate within a road transport fatigue risk management system	**2.1** Fatigue risk management plans, policies and procedures are distributed to relevant personnel in accordance with workplace procedures
	2.2 Fatigue risk principles are identified and applied while operating within a fatigue risk management system
	2.3 Action is taken to ensure heavy vehicle driver rest and work periods are audited and managed in compliance with HVNL, taking into account driver fitness
	2.4 Reports relating to non-compliance with workplace fatigue incidents are investigated and details of action

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		taken to prevent recurrences are documented in accordance with workplace procedures
	2.5	Relevant personnel who contributed to a non-compliance with workplace fatigue procedures are provided with appropriate feedback
	2.6	Outcome of incidents and safety investigations are reviewed and analysed to identify the extent to which fatigue may have been a contributing factor
	2.7	Heavy vehicle regulation compliance and fatigue risk management strategies, are identified and implemented
	2.8	Exemption notice requirements are applied in accordance with workplace procedures and the HVNL
	2.9	Periodic audits of the fatigue risk management system are carried out in accordance with workplace procedures and HVNL
	2.10	Legal requirements, liabilities and responsibilities for effective fatigue risk management in the workplace are managed and complied with
	2.11	Management and scheduling of heavy vehicle driver rest/work hours, with consideration for trip and road conditions, is carried out in accordance with workplace procedures and HVNL
	2.12	Processes are followed to identify signs and symptoms of fatigue in heavy vehicle drivers and action is taken in accordance with workplace procedures and HVNL
	2.13	Potential causes and symptoms of fatigue are identified, documented and actions are taken to manage and minimise their effects in accordance with the fatigue risk management system, workplace policies and procedures
	2.14	Trip conditions, timelines, work and rest requirements are planned and reviewed to minimise driver fatigue in accordance with workplace procedures
	2.15	Deviations to proposed trips are advised to heavy vehicle drivers and relevant personnel in accordance with workplace procedures and HVNL
3 Manage operations within a road transport fatigue	**3.1**	Reviews/comparisons of trip schedules to actual work/rest hours are undertaken and where non-compliance is identified, action is taken to analyse,

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risk management system		rectify and document the non compliance in accordance with workplace procedures
	3.2	Heavy vehicle driver input into schedules is obtained and considered when planning trips
	3.3	Trip conditions, timelines, work and rest requirements are planned and reviewed to minimise driver fatigue in accordance with workplace procedures
	3.4	Heavy vehicle driver schedules are managed in accordance with HVNL and workplace procedures
	3.5	Loading and unloading heavy vehicles are managed so as not to contribute to driver becoming impaired by fatigue in accordance with HVNL and workplace procedures
	3.6	Audit requirements are continuously managed in accordance with HVNL and workplace procedures
4 Communicate required information to relevant personnel	**4.1**	Fatigue risk management system policies and procedures are communicated to all personnel, this communication is documented and training is provided to maintain compliance with HVNL
	4.2	Non-compliance involving external parties in the chain of responsibility is recognised, reported and communicated in accordance with workplace procedures and HVNL
	4.3	Heavy vehicle drivers are provided with feedback on identified non-compliance with fatigue risk management strategies
	4.4	Support, training and/or counselling is provided to heavy vehicle drivers to address non-compliance
	4.5	Changes in schedules/rosters and workplace procedures that impact on fatigue risk management are documented and communicated to relevant personnel
5 Update and maintain records	**5.1**	Fatigue risk management record storage and retrieval policies and procedures are followed
	5.2	Road transport fatigue risk management system and workplace policies and procedures are reviewed and amended as required to ensure compliance with HVNL

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5.3 Work diary/records are monitored and audited for compliance with workplace procedures and HVNL, and audit findings are documented

5.4 Relevant heavy vehicle workplace records are maintained and stored in accordance with workplace policies and procedures, and HVNL

5.5 Potential fatigue hazards and control measures are listed on a fatigue risk management register in accordance with workplace procedures and HVNL

5.6 Exemptions to work and rest hours and/or record keeping are appropriately identified and documented

5.7 Workplace records, systems and procedures are reviewed to ensure compliance with HVNL

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0007 Manage a fatigue risk management system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) legislation
- applying strategies to address signs and symptoms of heavy vehicle driver fatigue
- applying workplace fatigue risk management policies and procedures
- communicating effectively with relevant personnel
- complying with Heavy Vehicle National Law (HVNL) fatigue management requirements
- identifying fatigue risk factors for heavy vehicle drivers
- identifying, preparing and actioning non-compliance reports
- identifying relevant documentation on fatigue risk management and HVNL
- implementing a road transport fatigue risk management system
- implementing compliance with trip, work and rest requirements
- monitoring and maintaining work diaries/records and all relevant workplace documentation in accordance with workplace procedures and HVNL
- participating in internal reviews and periodic audits
- planning and monitoring heavy vehicle trips
- providing training on the fatigue risk management system
- recognising non-compliance with fatigue risk management strategies and HVNL, and taking appropriate corrective action.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- actions required to address non-compliance with fatigue risk management procedures within the supply chain
- fatigue management signs, symptoms and strategies
- fatigue risk management hierarchy of risk control

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- fatigue risk management principles
- heavy vehicle fatigue risk management workplace policies and procedures
- non-compliance and penalties related to relevant driver fatigue legislation
- parties within the chain of responsibility, including:
  - consignors/consignees
  - drivers and owner drivers
  - employers, prime contractors and operators
  - loaders
  - loading managers
  - packers
  - schedulers
- periodic audit requirements
- principal obligations relating to fatigue risk management in HVNL including:
  - consideration of traffic conditions in managing speed and fatigue
  - fatigue, work and rest options
  - loading and unloading heavy vehicles
  - securing loads
  - trip conditions including vehicle dimension and load limits
- processes and resources for assessing heavy vehicle driver fatigue management competence
- program for assisting drivers to assess their level of fatigue and evaluate their fitness for work in accordance with HVNL
- record keeping responsibilities and HVNL compliance obligations
- relevant WHS/OHS legislation
- risk mitigation control measures
- road transport fatigue risk management system
- strategies and requirements to ensure management of fatigue
- training resources for the workplace's fatigue risk management system
- training programs for heavy vehicle transport operators operating under a fatigue risk management system.

Assessment Conditions

Registered Training Organisations (RTOs) are required to be approved by the National Heavy Vehicle Regulator (NHVR) to deliver and assess this unit for NHVR accreditation purposes.

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, HVNL, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0075 Demonstrate awareness of interacting with other road users

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to demonstrate awareness of interacting with other road users in accordance with approved standards, safe working and regulatory requirements.

It includes identifying types of road users, the use and reason for road rules, and potential risk consequences of interacting with road users.

Work is performed under supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.	
1	**Identify road users**	1.1 Different road user groups are recognised
		1.2 Interactions between road user groups, both positive and negative, are acknowledged
		1.3 Strategies are suggested to assist in the positive interaction of road users
2	**Identify potential risk consequences of interaction with road users**	2.1 Potential risks for each road user group are recognised
		2.2 Potential consequences for each road user group are explained
		2.3 Potential risk and consequences when road user groups interact are identified
3	**Identify use and reason for road rules**	3.1 Road rules and their purpose are explained
		3.2 Sources of road rules and regulations are identified
		3.3 Rules and regulations for all road users are identified
		3.4 Rules and regulations governing road use are explained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF0075A Demonstrate awareness of interacting with other road users.

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Links

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Assessment Requirements for TLIF0075 Demonstrate awareness of interacting with other road users

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- demonstrating an understanding of rules and regulations as they apply to road users
- demonstrating an understanding of the purpose of road rules
- identifying other road users
- reading, interpreting and following relevant instructions, procedures and information
- using basic interpersonal and communication skills (including listening, questioning, receiving feedback).

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable road regulations and legislation
- consequences of not adhering to road rules including:
  - economic impact
  - emotional reaction
  - financial effect
  - legal repercussions
  - physical injury
  - social repercussions
- risk factors and how they affect driver performance
- road users including:
  - cyclists and skaters
  - farm vehicles
  - heavy commercial vehicles
  - mobility scooters

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- other drivers
- passengers
- pedestrians
- segways.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies/and or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Driving a vehicle is not part of the assessment of this unit of competency.

Simulators are not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0076 Demonstrate awareness of factors to reduce road harm

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to demonstrate awareness of risk factors to reduce road harm in accordance with approved standards, safe working and regulatory requirements.

It includes identifying the significance of safety features of the road network and traffic control devices, and determining environmental factors that may contribute to road harm.

Work is performed under supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify safety features of road network and traffic control devices**	1.1	Primary/passive safety features of road network are identified
		1.2	Secondary/active safety features of road network are identified
2	**Identify significance of safety features of road networks and traffic control devices**	2.1	Significance of road markings and their meaning are identified and explained
		2.2	Significance of traffic control devices and their meaning are identified and explained
		2.3	Legal penalties for not obeying road markings and traffic control devices are explained
3	**Determine environmental factors that contribute to road harm**	3.1	Environmental factors affecting road harm are identified
		3.2	Environmental factors affecting road harm are explained
		3.3	Driver actions when environmental factors are encountered are outlined

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF0076A Demonstrate awareness of factors to reduce road harm.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0076 Demonstrate awareness of factors to reduce road harm

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- identifying active and passive road network features
- identifying significance of traffic control devices and their meaning
- reading, interpreting and following instructions, procedures and information
- using basic interpersonal and communication skills (including listening, questioning, receiving feedback).

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- active road network safety features including:
  - audible run-off road strip
  - electronic lane advice
  - electronic speed signs
  - guide posts
  - lane markings
  - radio announcements
  - road surface
  - roundabouts
  - traffic lights
- environmental factors including:
  - rain
  - snow

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  - ice
  - water on road
  - dust
  - sand
  - mud
  - rocks
- high risk behaviour factors including:
  - alcohol
  - distraction
  - drugs
  - fatigue
  - hoon behaviour
  - inattention
  - speed (high speed or inappropriate for circumstances)
- road users including:
  - cyclists and skaters
  - farm vehicles
  - heavy commercial vehicles
  - mobility scooters
  - other drivers
  - passengers
  - pedestrians
  - segways
- passive road network safety features including:
  - breakaway poles
  - culvert (1 metre sealed)
  - decoy road work vehicles
  - frangible poles
  - safety rails/barriers
  - separated dual carriage lanes
  - water barriers
- potential consequences of not adhering to road networks and traffic control devices including:
  - economic impact
  - emotional reaction
  - financial effect
  - legal repercussions
  - physical injury
  - social repercussions
- risk factors and how they affect performance

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- relevant Australian Road Rules and legislation
- relevant state/territory roads and traffic authorities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies/and or simulations
- applicable documentation including workplace procedures, regulations, Australian Road Rules, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Driving a vehicle is not part of the assessment of this unit of competency.

Simulators are not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0077 Demonstrate knowledge of risk factors and consequences in interacting with other road users

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to demonstrate knowledge of risk factors and consequences in interacting with other road users in accordance with approved standards, safe working and regulatory requirements.

It includes identifying types of high risk behaviour, understanding reasons why people engage in high risk behaviour, and identifying high risk behaviour consequences.

Work is performed under supervision, generally within a team environment. This unit does not involve driving.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify high risk behaviour	1.1 High risk behaviour that road user groups engage in is identified
	1.2 Strategies to reduce high risk behaviour in others and self are identified
2 Identify reason why high risk behaviour is undertaken	2.1 Factors that influence people to engage in high risk behaviour are identified and explained
	2.2 Australian Road Rules and legislation that attempt to address high risk behaviour are identified
	2.3 Roles of regulatory bodies in addressing high risk behaviour are identified and explained
3 Identify the consequences of high risk behaviour	3.1 Possible short-term consequences of high risk behaviour are identified and outlined
	3.2 Possible long-term consequences of high risk behaviour are identified and outlined

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF0077A Demonstrate knowledge of risk factors and consequences in interacting with other road users.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0077 Demonstrate knowledge of risk factors and consequences in interacting with other road users

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- identifying high risk behaviour
- identifying regulatory bodies
- identifying ways to reduce high risk behaviour within peer group and self
- reading interpreting and following instructions, procedures and information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- high risk behaviour factors including:
  - alcohol
  - distraction
  - drugs
  - fatigue
  - hoon behaviour
  - inattention
  - speed (high speed or inappropriate for circumstances)
- other road users including:
  - cyclists and skaters
  - farm vehicles

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  - heavy commercial vehicles
  - mobility scooters
  - other drivers
  - passengers
  - pedestrians
  - segways
- potential consequences of high risk behaviours including:
  - economic impact
  - emotional reaction
  - financial effect
  - legal repercussions
  - physical injury
  - social repercussions
- risk factors and how they affect performance
- relevant Australian Road Rules
- relevant state/territory roads and traffic authorities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

- Resources for assessment include:
- a range of relevant exercises, case studies/and or simulations
- applicable documentation including workplace procedures, regulations, Australian Road Rules, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Driving a vehicle is not part of the assessment of this unit of competency.

Simulators are not suitable for final assessment of this unit of competency.

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TLIF0078 Recognise motor vehicle road crash risks and post-crash actions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to recognise motor vehicle road crash risks and post-crash actions in accordance with approved standards, safe working and regulatory requirements.

It includes identifying types of motor vehicle crashes, the risks and causes for these crashes, and post-crash actions.

Work is performed under supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify types of motor vehicle crashes	1.1 Common types of motor vehicle crashes are identified and outlined
	1.2 Possible risk factors that contribute to motor vehicle crashes are identified
2 Identify risks and causes of motor vehicle crashes	2.1 Common causes of motor vehicle crashes are explained
	2.2 Human, environmental and vehicular factors that contribute to motor vehicle crashes are identified and outlined
	2.3 Measures to prevent the most common road crashes are identified
3 Identify actions to be taken post-crash by drivers and others	3.1 Legal obligations of drivers and others after a motor vehicle crash are explained
	3.2 Practical strategies that can be applied to a crash scene to decrease further risk are identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF0078A Recognise motor vehicle road crash risks and post crash actions.

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Assessment Requirements for TLIF0078 Recognise motor vehicle road crash risks and post-crash actions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- explaining common causes of major road crashes
- explaining factors that contribute to motor vehicle crashes
- explaining legal obligations of a driver and others post-crash
- explaining the common types of major road crashes
- identifying risk management strategies at a crash scene
- reading interpreting and following instructions, procedures and information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- human, environmental and vehicular factors including:
  - human:
    - fatigue
    - drugs
    - alcohol
    - speed
    - inattention
    - distraction
  - environmental:
    - road surface (gravel/sealed)

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    - animals
    - road debris
    - geographical obstacle
    - architectural obstacle
  - vehicular factors:
    - mechanical failure
    - vehicle defects – tyres, brakes
- relevant regulations and rules
- relevant risk factors and how they affect motor vehicle performance
- types of common motor vehicle crashes including:
  - rear end collision
  - side impact collision/adjacent direction collision
  - right turn in front of oncoming traffic
  - run off road on straight collision
  - run off road on curve collision
  - head on collision
  - pedestrian collision
- types of common motor vehicle crashes and their potential causes including:
  - rear end collision:
    - travelling too fast
    - not leaving enough distance between vehicles
  - side impact collision/adjacent direction collision:
    - poor or insufficient scanning of driving environment
    - not sufficiently judging gap in traffic
    - overconfidence in driving ability
  - head on collision:
    - not judging speed or distance correctly when overtaking
    - not detecting hazards early enough
    - impatience
  - run off road on straight collision:
    - travelling too fast for conditions
    - inexperience resulting in over steering or misjudging distances
  - pedestrian collision:
    - pedestrians not judging amount of time it takes a vehicle to stop
    - encountering intoxicated or unpredictable pedestrians
  - right turn in front of oncoming traffic:
    - not judging speed accurately.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, Australian Road Rules, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Driving a vehicle is not part of the assessment of this unit of competency.

Simulators are not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0079 Select a safe vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to select a motor vehicle for safety, in accordance with motor vehicle standards, safe working and regulatory requirements.

It includes identifying types of motor vehicle applicable to first time drivers, recognising safety features of vehicles and how these safety features are affected by road and environmental conditions.

Work is performed under supervision, generally within a team environment

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify different motor vehicle types applicable to first time drivers**	1.1	Characteristics of motor vehicles are identified for purchase, that can be used by first time users
		1.2	Licensing requirements for drivers of different motor vehicles that can be used by first time users are outlined
		1.3	Australian new and used car rating system is utilised to select an appropriate vehicle
2	**Recognise safety and design features in motor vehicles**	2.1	Different safety features of vehicles are identified and explained
		2.2	Safety features and their function to protect driver and other road users are explained
		2.3	Primary/passive safety features of motor vehicles are identified
		2.4	Secondary/active safety features of motor vehicles are identified
3	**Identify factors that can affect vehicle safety**	3.1	Corrosion and its effect on vehicle safety is outlined
		3.2	Tyre inflation and tyre wear are recognised
		3.3	Vehicle fluids and their effect on vehicle safety are identified
		3.4	Seat belts, their condition and the effects on road safety are explained
		3.5	Importance of correct motor vehicle safety maintenance is explained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF0079A Select a safe vehicle.

Links

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Assessment Requirements for TLIF0079 Select a safe vehicle

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- completing basic documentation
- explaining major aspects of selecting a safe and appropriate motor vehicle for learner drivers
- identifying criteria for selecting a motor vehicle
- identifying vehicle safety features and evaluating required action to minimise, control or eliminate potential hazards
- reading and interpreting instructions, procedures and information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- active motor vehicle safety features including:
  - anti-lock braking system (ABS)
  - electronic brake assist (EBA)
  - electronic brake force distribution (EBD)
  - electronic stability control (ESC)
  - safety assist technologies (SAT)
  - seat belt pre-tensioners
  - speed alert
  - structural integrity
  - tyres
- motor vehicle hazards and risks rating

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- motor vehicle standards, regulations and rules
- passive motor vehicle safety features including:
  - air conditioning
  - airbags (front/side/curtain)
  - automatic transmission
  - cargo barrier
  - cruise control
  - daytime running lights
  - frontal impact protection
  - head restraints
  - mirrors
  - over-speed warning devices
  - seat belts
  - seats
  - steering wheel
- workplace procurement procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Driving a vehicle is not part of the assessment of this unit of competency.

Simulators are not suitable for final assessment of this unit of competency.

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Links

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TLIF0098 Apply personal and equipment lockouts for rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply personal and equipment lockouts to rolling stock in accordance with legislated rail safety requirements.

It includes following Rail Infrastructure Manager policies, procedures and protocols.

This unit is for rail safety workers required to apply lockouts to defined areas, rolling stock and specific equipment in order to carry out maintenance activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify personal and equipment lockout requirements	1.1 Area and rolling stock to be locked out is identified
	1.2 Appropriate lockouts are determined in accordance with activities to be undertaken and organisational policies and procedures
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Appropriate documentation is completed in accordance with organisational procedures
	1.5 Appropriate personnel are informed in accordance with organisational procedures
2 Apply and remove area lockout	2.1 Danger zone is safely accessed in accordance with organisational procedures
	2.2 Where existing lockouts are identified, appropriate personnel are contacted in accordance with organisational procedures
	2.3 Area lockouts are applied as required in accordance with organisational policies and procedures
	2.4 After all work has been completed and all sub lockouts have been removed, area lockout is removed
3 Apply and remove rolling stock lockout	3.1 Confirmation is made that area is locked out in accordance with organisational procedures
	3.2 Where existing lockouts are identified, appropriate personnel are contacted in accordance with organisational procedures
	3.3 Rolling stock lockouts are applied as required in accordance with organisational policies and procedures
	3.4 After all work has been completed and all sub lockouts have been removed, rolling stock lockout is removed
4 Apply and remove personal lockouts	4.1 Confirmation is made that area and rolling stock are locked out in accordance with organisational procedures
	4.2 Where existing lockouts are identified, appropriate personnel are contacted in accordance with organisational procedures

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	4.3 Personal lockouts are applied as required in accordance with tasks to be performed and organisational policies and procedures
	4.4 After work has been completed all personal lockouts are removed
5 Maintain lockout equipment	5.1 Any damaged or unserviceable equipment is labelled and reported in accordance with organisational procedures
	5.2 Missing or damaged equipment is replaced in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF0098A Apply personal and equipment lockouts for rolling stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0098 Apply personal and equipment lockouts for rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant rail safety legislation and workplace procedures
- communicating effectively with individuals and work groups
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying and following workplace procedures for locking out rolling stock
- identifying unsafe situations and emergencies
- removing rolling stock lockouts in accordance with workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational safety management system policies, lockout/tag out procedures and/or isolation protocols
- Rail Infrastructure Manager policies, procedures and protocols for identified unsafe situations or emergencies
- relevant rail danger zones
- relevant workplace procedures for applying personal and equipment lockout systems for rolling stock.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

- Practical assessment must occur in an appropriate range of situations in the rail workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF1001 Follow work health and safety procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to follow and apply work health and safety (WHS)/occupational health and safety (OHS) procedures when carrying out work activities in compliance with the relevant WHS/OHS regulations and procedures.

It includes following workplace procedures for hazard identification and risk control, contributing to WHS/OHS management arrangements and completing WHS/OHS records.

Work is performed under some supervision generally within a team environment. It involves applying established WHS/OHS and hazard minimisation principles and procedures to conduct workplace activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Follow workplace procedures for hazard identification and risk control	1.1 Workplace procedures for dealing with accidents, fire and emergencies are identified and followed
	1.2 Workplace procedures for WHS/OHS and related work instructions for controlling risks in a workplace are accurately followed
	1.3 Hazards in the workplace are identified and appropriate action is taken to report them and to minimise or eliminate risk to personnel, workplace and the environment
	1.4 Safety regulations and established workplace safety and hazard control practices and procedures are obtained, interpreted and applied to day-to-day work activities
	1.5 Procedures and precautions necessary for entry into confined spaces in the workplace are correctly followed
	1.6 Personal protection clothing and equipment is correctly used in accordance with established safety practices and procedures
	1.7 Established emergency and contingency plans are followed
2 Contribute to arrangements for managing work health and safety	2.1 WHS/OHS issues and identified safety hazards are raised with designated personnel in accordance with workplace procedures and relevant WHS/OHS legislation
	2.2 Contributions to managing WHS/OHS in the workplace are made in accordance with workplace procedures and relevant legislation
	2.3 WHS/OHS issues are raised with designated personnel in accordance with workplace procedures and relevant legislation
	2.4 Participative arrangements for managing WHS/OHS in the workplace are contributed to in accordance with workplace procedures, and within scope of responsibilities and competence
3 Complete work health and safety records	3.1 WHS/OHS records are completed in accordance with workplace requirements
	3.2 WHS/OHS records and legal requirements for maintaining records of occupational injury and diseases

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are followed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF1001A Follow occupational health and safety procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF1001 Follow work health and safety procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when following WHS/OHS procedures
- completing documentation related to WHS/OHS in the workplace
- implementing WHS/OHS workplace procedures
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- reading and comprehending simple statements in English
- reading and interpreting relevant safety-related information including safety labels, instructions for safe work, relevant safety data sheets (SDSs)/material safety data sheets (MSDSs), workplace procedures and codes of practice
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working collaboratively with others when following WHS/OHS procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency and evacuation procedures
- HAZCHEM symbols and implications for safe work and storage
- housekeeping standards and procedures
- location and use of safety alarms, manifests, emergency shut-off systems, emergency

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communications systems
- manual and mechanically-assisted lifting and load shifting procedures
- procedures for handling broken or damaged equipment
- relevant terms used in SDSs/MSDSs
- relevant WHS/OHS procedures and guidelines
- reporting procedures for unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- site layout and obstacles
- storage and use of hazardous substances
- WHS/OHS warning signs and signals.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulation
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF1002 Conduct housekeeping activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct housekeeping activities in the workplace.

It includes identifying housekeeping requirements, procedures and resources of different areas of the workplace; monitoring and maintaining cleanliness and tidiness in the workplace; and completing assigned housekeeping tasks.

Work is performed under some supervision generally in a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F - Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine housekeeping requirements for different workplace areas	1.1 Workplace housekeeping procedures are identified
	1.2 Equipment and consumables are selected in accordance with work area requirements

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	1.3 Specific procedures and resources for housekeeping activities in different parts of the work area are identified and followed
2 Monitor and maintain cleanliness and tidiness in the workplace	2.1 Initiative is used to continuously monitor worksite cleanliness and tidiness
	2.2 Housekeeping issues are raised with designated personnel in accordance with workplace procedures
	2.3 Housekeeping equipment is operated in accordance with manufacturer instructions and workplace policy
	2.4 Housekeeping equipment and supplies are maintained and stored
3 Complete assigned housekeeping duties	3.1 Assigned housekeeping duties are conducted in accordance with workplace procedures and ensuring that waste is removed
	3.2 Maintenance requirements of any damaged items are notified to appropriate personnel
	3.3 Schedules and records for housekeeping duties are maintained
	3.4 Work areas are checked and required workplace standards are met
	3.5 Work is carried out following enterprise practices and safe work procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF1002B Conduct housekeeping activities.

Links

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Assessment Requirements for TLIF1002 Conduct housekeeping activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during housekeeping activities
- communicating and working effectively with others when carrying out housekeeping activities
- identifying workplace housekeeping requirements and undertaking housekeeping in the workplace
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring condition and performance of housekeeping tools and equipment and servicing, in terms of servicing schedule and standard operating procedures
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reporting and rectifying within limits of own role, problems, faults and malfunctions identified when carrying out housekeeping activities, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards
- purpose of housekeeping within the workplace

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- relevant enterprise practices and safeworking procedures for own job role
- risks when carrying out housekeeping tasks and related precautions to control them
- servicing procedures for housekeeping equipment
- site layout and obstacles
- workplace procedures and policies for carrying out housekeeping activities in the workplace.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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TLIF1009 Conduct cleaning operations in enclosed spaces

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct cleaning operations in enclosed spaces.

It includes identifying risks, planning cleaning operations and cleaning the required enclosed space in accordance with safety regulations, procedures and operational requirements.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify risks and plan operation	1.1 Cleaning operation requirements are assessed
	1.2 Potential risks or hazards to self, the environment or others are identified

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	1.3 Relevant information including workplace procedures and health & safety codes are identified, read and clarified as required
	1.4 Cleaning and personal protective equipment and consumables are identified
	1.5 Requirements are assembled in accordance with national regulations, standards, safety codes and workplace procedures
	1.6 Work is planned identifying critical parameters of the work
2 Clean required enclosed space	2.1 Unauthorised persons are removed from the work area
	2.2 Engineering and personal safety equipment is used
	2.3 Unwanted labels are removed
	2.4 Cleaning products are mixed in accordance with manufacturer's and workplace instructions as required
	2.5 Containers are swept out and washed so that mud, grime and residue from products stored in the containers are removed
	2.6 Security of chemicals and equipment is maintained
	2.7 Run-off is contained and waste is disposed of in accordance with local laws and workplace procedures
	2.8 Relevant documentation is completed
	2.9 Equipment used for the process is checked and stored
	2.10 Worksite is checked and returned to operational status

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF1009A Conduct cleaning operations in enclosed spaces.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF1009 Conduct cleaning operations in enclosed spaces

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist when conducting cleaning procedures in enclosed spaces
- communicating and working effectively with others when conducting cleaning procedures in enclosed spaces
- completing documentation related to conducting cleaning procedures in enclosed spaces
- following routine servicing procedures for cleaning tools and equipment
- identifying and correctly using equipment, emergency equipment and cleaning materials
- implementing contingency plans when conducting cleaning procedures in enclosed spaces
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and applying relevant legislation, processes and workplace procedures for carrying out cleaning operations in enclosed spaced
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- Critical parameters for cleaning operations in enclosed spaces include:
  - emergency precautions, tests and procedures
  - evacuation and rescue procedures
  - precautions for self, others and work area
  - relevant workplace procedures to be followed
  - sequence of operations
  - workplace personnel
- maintenance procedures for cleaning equipment
- procedures for carrying out tests for contaminant gases in enclosed spaces prior to performing cleaning operations
- relevant industrial regulations and requirements
- relevant WHS/OHS regulations, codes and guidelines concerning cleaning operations in enclosed spaces
- risks when carrying out cleaning operations in enclosed spaces and related precautions to control these risks
- site layout and obstacles
- workplace procedures and policies for carrying out cleaning operations in enclosed spaces.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operations manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2006 Apply accident-emergency procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply accident-emergency procedures in accordance with work health safety (WHS)/occupational health and safety (OHS) codes of practice, regulations and workplace requirements.

It includes responding to an incident, controlling and assisting at an accident or emergency site, finalising accident-emergency processes and completing records.

Work is performed under limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Respond to an incident	1.1 Response to incident or accident is in accordance with workplace emergency procedures and relevant regulatory requirements
	1.2 Incident cause and effects details are identified and reported
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Assistance requirements for accidents and emergencies are clarified and reported immediately to appropriate parties
	1.5 Requests for assistance are made to relevant personnel and emergency services
2 Control and assist at accident or emergency site	2.1 Site is controlled and protected until arrival of authorised personnel
	2.2 Assistance is provided to injured persons, within limitations of duty of care responsibilities and workplace procedures
	2.3 Relevant authorities at the site are cooperated with and assisted in accordance with workplace policies
3 Finalise accident - emergency process and complete records	3.1 Relevant information is exchanged in accordance with state/territory law and workplace procedures
	3.2 Documentation and reports are completed and processed in accordance with workplace and relevant regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF2006A Apply accident-emergency procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2006 Apply accident-emergency procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing work environment to identify hazards, assess safety risks and implement appropriate work health and safety (WHS)/occupational health and safety (OHS) control procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- negotiating and resolving issues when responding to an accident or an emergency
- operating electronic communications equipment to required protocol
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures and information
- selecting and appropriately applying technology, information systems and policies during a safety incident, accident or emergency
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- focus of operation of work systems, equipment or management, site and organisational operating and emergency procedures
- relevant WHS/OHS and environmental protection policies and procedures
- relevant regulatory and codes of practice requirements applicable in accident/emergency situations
- site layout
- typical problems that can occur during a safety incident, accident or emergency and related action that can be taken
- workplace emergency, fire and accident procedures
- workplace procedures for accident-emergency response.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2010 Apply fatigue management strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply fatigue management strategies within the transport and logistics industry. Work is undertaken in compliance with relevant legislation, regulations, codes and guidelines.

It includes identifying and acting on signs of fatigue and implementing appropriate strategies to minimise fatigue during work activities, in particular when operating equipment, trains, vehicles, load shifting equipment, marine vessels and aircraft.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and act on signs of fatigue	1.1 Potential causes of fatigue are identified and action is taken to minimise their effects in accordance with company procedures

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	1.2 Personal warning signs of fatigue are recognised and necessary steps are taken in accordance with workplace procedures, to ensure that effective work capability and alertness are maintained
2 Implement strategies to minimise fatigue	2.1 Workplace procedures are assessed to minimise fatigue
	2.2 Factors that increase the risk of fatigue-related accidents and incidents are minimised
	2.3 Fatigue management strategies are implemented in accordance with workplace policy
	2.4 Lifestyle choices are made that promote the effective long-term management of fatigue
	2.5 Effective practices in combating fatigue are adopted and applied
	2.6 Personal fatigue management strategies are communicated to relevant people
	2.7 Appropriate counter measures are planned to combat fatigue

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2010A Apply fatigue management strategies.

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Assessment Requirements for TLIF2010 Apply fatigue management strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to changes in rosters and standard operating procedures as they relate to fatigue management
- adjusting lifestyle patterns to ensure effective fatigue management during work activities
- applying precautions and required action to minimise and control the effects of fatigue when carrying out own work functions
- applying relevant legislation and workplace procedures
- communicating effectively with others when applying fatigue management strategies
- identifying and meeting own learning needs about fatigue management related matters
- modifying activities and taking appropriate initiatives to manage fatigue in the workplace depending on work contexts, risk situations and environments
- reading and interpreting instructions, procedures, regulations and signs related to fatigue management and applying them to work activities
- recognising symptoms of fatigue and taking appropriate action in accordance with fatigue management regulations and workplace procedures
- working collaboratively with others to manage and minimise the effects of fatigue during work activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on workers
- factors that increase fatigue-related accidents
- how fatigue affects workplace performance

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- how fatigue contributes to workplace accidents
- lifestyles that promote effective long-term fatigue management
- relevant fatigue management codes, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) regulations as they relate to fatigue
- risks and hazards created by workplace fatigue
- sources of information on fatigue
- strategies and ways of managing fatigue
- ways of recognising fatigue
- workplace policies and procedures related to fatigue management and the control of factors that can contribute to fatigue and fatigue-related accidents.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulation
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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TLIF2012 Apply safe procedures when handling/transporting dangerous goods or explosives

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply safe handling strategies when handling/transporting dangerous goods or explosives.

It includes driving vehicle concerned in a safe manner and consulting with relevant authorities/persons in accordance with regulatory requirements.

Work must be carried out in accordance with relevant Australian and state/territory regulations and codes, including current:

- Australian Code for the Transport of Explosives by Road and Rail (AE Code)
- Australian Dangerous Goods (ADG) Code
- Code for the Safe Transport of Radioactive Material.

Work is performed under limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate equipment and/or vehicle in a safe manner	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Safety equipment is checked for serviceability and required quantities and types
	1.3 Equipment/vehicle is operated safely in accordance with the relevant industry regulations, licence/permit requirements/or standards and as directed by police and/or competent authority
	1.4 Safety guidelines and codes of practice are applied in accordance with workplace procedures
	1.5 Dangerous goods/explosives/hazardous substances are handled/conveyed in accordance with relevant government regulations and current ADG Code
	1.6 Relevant emergency procedures are assessed relative to the dangerous goods/explosives/hazardous substances concerned
	1.7 Emergency procedures are instigated in accordance with current ADG Code, relevant codes of practice and government regulations, to ensure precautions are taken consistent with directions set out in emergency workplace procedures
	1.8 Procedures are implemented to minimise damage to equipment, facilities and the environment, and to minimise injury to personnel
2 Consult with relevant authorities/persons	2.1 Dangerous goods occurrences are reported in specified timeframes to competent authority, fire brigade and/or police using appropriate workplace procedures, in accordance with relevant regulatory requirements
	2.2 Assistance is provided to competent authority as requested
	2.3 Other persons within affected emergency area are warned about hazard/s in accordance with workplace procedures as required

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2.4 Documentation is completed and proofread in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2012A Apply safe procedures when handling/transporting dangerous goods or explosives.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2012 Apply safe procedures when handling/transporting dangerous goods or explosives

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- communicating effectively with others
- completing relevant documentation
- handling/transporting dangerous goods/explosives/hazardous substances safely, in accordance with workplace procedures and regulatory requirements
- identifying characteristics and hazards of dangerous goods/explosives/hazardous substances being handled
- identifying, selecting and using appropriate handling/transportation equipment, vehicles, personal protection equipment and related procedures
- interpreting and following operational instructions and prioritising work
- interpreting relevant signs, placards, labels and codes
- locating, interpreting and applying relevant information
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in handling and transportation equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and use required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of various dangerous goods, explosives or hazardous substances and their implications for handling and transport
- company incident reporting system and employer responsibility to report incidents to relevant government authority
- compatibility of various types of dangerous goods, explosives or hazardous substances
- emergency management plan
- housekeeping standards and procedures
- relevant Australian and state/territory regulations and codes pertaining to identifying, handling and marking dangerous goods, explosives or hazardous substances including current ADG Code
- risks and hazards when handling and conveying dangerous goods, explosives or hazardous substances, and related precautions to control the risk
- site layout and obstacles
- WHS/OHS procedures and guidelines for lifting and movement of loads
- workplace procedures for handling and transporting dangerous goods, explosives or hazardous substances.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG/AE Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in

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industry.

Links

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TLIF2018 Operate firefighting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate firefighting equipment. Work is undertaken in accordance with relevant codes of practice, manufacturer's instructions and workplace emergency procedures, as part of work activities within the transport and logistics industry.

It includes checking, identifying, selecting and using the appropriate firefighting equipment.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check firefighting	1.1 Firefighting equipment is checked for serviceability in accordance with manufacturer's specifications and regulatory

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equipment		requirements
	1.2	Non-functioning equipment or equipment past its service date is identified and reported to designated personnel for replacement or service
2 Use firefighting equipment	2.1	Equipment and personal safety equipment used for fighting fires are correctly selected for type of fire in accordance with manufacturer's instructions
	2.2	Fire is controlled using firefighting equipment in accordance with manufacturer's instructions and workplace emergency procedures
	2.3	Equipment is stored safely in accordance with manufacturer's instructions and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2018A Operate firefighting equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2018 Operate firefighting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when fighting fires using firefighting equipment
- identifying and correctly selecting, using and carrying out basic checks on firefighting equipment relevant to own work functions
- interpreting and following operational instructions and prioritising work
- monitoring performance of firefighting equipment and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in firefighting equipment and emergency procedures in the workplace
- reading and comprehending simple statements in English
- reading and interpreting instructions, procedures, regulations, signs and labels relevant to using firefighting equipment and applying them to work activities
- selecting and using required personal protective equipment conforming to industry, and work health and safety (WHS)/occupational health and safety (OHS) standards
- working safely and collaboratively with others when fighting fires using firefighting equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian codes of practice, regulations and safeworking systems relevant using and checking firefighting equipment
- chemistry of fire, the effects of different types of material in a fire and the principles underlying the spread of fire and its extinguishment firefighting techniques, agents and precautions applicable to different classes of fire
- different classes of fire, their characteristics and strategies, and equipment needed for their extinguishment
- fixed fire prevention and extinguishing installations and their principles of operation
- manufacturer's instructions for checking firefighting equipment
- relevant WHS/OHS and environmental protection procedures and guidelines
- types of firefighting appliances, equipment and systems, their identifying features, principles of operation and the procedures for their use and basic checking of serviceability
- typical problems that can occur with firefighting equipment and operations, and appropriate action and solutions
- workplace procedures and policies for using and checking firefighting equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2019 Ensure a safe on-board passenger and working environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to ensure a safe on-board passenger and working environment in accordance with work health and safety (WHS)/occupational health and safety (OHS) regulatory requirements, relevant codes of practice, insurance and workplace requirements, as part of work activities in the transport and logistics industry.

It includes performing checks and inspections, rectifying and reporting work hazards and non-compliances, and completing all required documentation.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Perform checks and inspections	1.1 Non- compliances are identified in accordance with WHS/OHS procedures and statutory requirements
	1.2 Actual and potential hazards are accurately identified
2 Rectify and report work hazards and non-compliances	2.1 Hazards and non-compliances are reported in accordance with workplace instructions
	2.2 Appropriate action to minimise or eliminate identified hazards is taken in accordance with workplace procedures and WHS/OHS regulations
3 Complete documentation	3.1 Procedures and processes for required records, reports and other documentation concerning inspections, identified safety hazards and action taken are confirmed
	3.2 Required records, reports and other documentation concerning inspections, identified safety hazards and action taken are completed and proofread
	3.3 Required records, reports and other documentation concerning inspections, identified safety hazards and action taken are processed in accordance with workplace and WHS/OHS regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2019A Ensure a safe on-board passenger and working environment.

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Assessment Requirements for TLIF2019 Ensure a safe on-board passenger and working environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- making appropriate judgements about the relative urgency of hazard reports
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and safely using relevant equipment and materials during work activities
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using correct manual handling procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- writing and preparing safety incident reports and other documents required within workplace activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- communication and negotiation requirements
- documentation and record requirements
- emergency procedures
- equipment, and materials used during work activities, and precautions and procedures that should be followed in their use
- first aid procedures
- hazards that may occur in the workplace and action that can be taken to control and minimise the risks involved
- location of safety equipment and procedures for its use
- manual handling procedures
- personal protective equipment and procedures for its use
- regulations and codes of practice relevant to work activities including the Australian Dangerous Goods (ADG) Code
- relevant WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies related to ensuring a safe workplace.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2062 Apply awareness of safeworking rules and regulations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply a basic awareness of applicable safeworking rules and regulations to work functions in the rail industry.

It includes interpreting and applying safeworking rules and protocols, recognising and reporting unsafe situations, following safeworking procedures, and taking appropriate safety precautions.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice, rules and/or guidelines.

Work is performed under established procedures, with accountability and responsibility for self and others in achieving the prescribed outcomes within the limits of duty of care responsibility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply applicable safeworking rules and regulations	1.1 Relevant procedures for applicable safeworking rules and regulations are identified, accessed and interpreted when carrying out work activities as part of rail operations
	1.2 Relevant safeworking regulations are applied to all work activities applicable to rail functions
	1.3 Communications are conducted in accordance with applicable safeworking system requirements
	1.4 Appropriate communications records are maintained as required, in accordance with applicable safeworking system rules and regulations
2 Recognise and report unsafe situations	2.1 Hazards are identified, risks are assessed and control measures are implemented
	2.2 Unsafe situations are identified in accordance with applicable safeworking rules and workplace procedures
	2.3 Situations in the work environment identified as unsafe are reported to appropriate personnel in accordance with applicable safeworking rules and regulations
3 Follow safeworking rules and procedures	3.1 Relevant protocols are followed as specified in applicable safeworking system rules and regulations, as required
	3.2 Appropriate records and documentation pertinent to safeworking protocols are completed in accordance with the requirements of applicable safeworking system rules and regulations
	3.3 Appropriate safety precautions are interpreted and followed during work activities, in accordance with applicable safeworking rules and regulations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2062A Apply awareness of safeworking rules and regulations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2062 Apply awareness of safeworking rules and regulations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others applicable to rail operations concerned
- completing documentation related to safeworking requirements applicable to rail functions concerned
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating electronic communications equipment to required protocol
- reading and interpreting relevant rules, regulations and instructions applicable to rail operations concerned
- recognising problems and hazards that may arise during rail operations and taking appropriate action
- working collaboratively with others to fulfil safeworking requirements applicable to rail operations concerned.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant regulations, nationally approved compliance codes and/or guidelines
- communication protocols as they relate to the functions of the occupation concerned
- emergency management plan
- rail terminology as defined in applicable safeworking system
- safeworking system rules and workplace procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation with terminology as defined by the relevant Rail Transport Operator safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2068 Work at height in the stevedoring industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit covers the skills and knowledge required to work at height in the stevedoring industry under the relevant regulatory requirements; it includes using site safe work instructions and procedures for working at height.

Working at height in a stevedoring environment involves the application of workplace safe work instructions, procedures and regulatory requirements as part of work activities. It also includes an understanding of the risk management procedures for working at height.

Working at height tasks are performed by a minimum two-person team under some supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Apply working at height regulations and procedures	1.1 Standards and regulations relevant to working at height are accessed, interpreted and applied
	1.2 Relevant safe work instructions, procedures and risk assessment policies and procedures are accessed, interpreted and applied
	1.3 Hazards are identified, risks are assessed and control measures are implemented
2 Select and inspect equipment for working at height	2.1 Appropriate working at height equipment required for the stevedoring industry is identified and selected in accordance with regulatory requirements and standard operating procedures
	2.2 Working at height equipment is inspected in accordance with regulatory requirements and standard operating procedures
	2.3 Malfunctioning or damaged equipment is recorded and reported to relevant personnel
3 Use working at height equipment in the stevedoring industry	3.1 Working at height safety requirements are interpreted and implemented, and required action is taken to ensure a safe work area in accordance with regulatory requirements and standard operating procedures
	3.2 Correct working at height manual handling techniques are interpreted and used
	3.3 Appropriate action is taken to ensure compliance with working at height site safe work instructions and standard operating procedures
	3.4 Working at height equipment is used in accordance with regulatory requirements and standard operating procedures
	3.5 Working at height equipment is used from a workcage in accordance with regulatory requirements and standard operating procedures
	3.6 Anchorage points are identified and used in accordance with regulatory requirements and standard operating procedures
	3.7 Working at height emergency procedures are interpreted and implemented as required
	3.8 Working at height rescue kit is inspected and appropriate

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action is taken to rectify or replace defective components

3.9 Working at height rescue kit is used in accordance with regulatory requirements and standard operating procedures

3.10 Working at height procedures are followed during a rescue operation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2068A Work at height in the stevedoring industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2068 Work at height in the stevedoring industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying basic fatigue management techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- assisting in a vessel exception risk assessment and ensuring vessel inspection checklist has been completed prior to commencing work on a vessel
- communicating effectively with others
- completing relevant documentation
- complying with applicable legislative and procedural working at height requirements
- employing correct manual handling techniques
- identifying risk factors that might impact on working at height and implementing appropriate response measures
- identifying, selecting and using relevant working at height equipment
- implementing contingency plans
- inspecting working at height equipment
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using appropriate equipment to enable safe and efficient work
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards

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- using ancillary working at height equipment
- working collaboratively with others
- working from a workcage when working at height
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- Australian Standards, codes and regulations relevant to working at height
- manual handling methods for working at height
- procedures for using portable ladders when working at height
- relevant sections of Marine Orders Part 32 – Cargo handling equipment as promulgated by the Australian Maritime Safety Authority (AMSA)
- relevant WHS/OHS procedures and guidelines
- risk assessment policies and procedures
- risks and hazards involved in working at height and related precautions to control these risks and hazards
- working at height equipment checklist
- working at height rescue procedures
- working at height safe work instructions and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

This should be undertaken in a range of work environments, in all weather conditions working in ships' holds, on top of containers, in limited or restricted spaces while in a workbox or workcage.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- personal protective equipment, including:
  - gloves
  - safety headwear and footwear
  - safety glasses
  - protective clothing
  - high visibility clothing
  - full arrest safety harness
- relevant materials, tools and equipment currently used in the industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2072 Comply with safety and security procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to work safely in the taxi industry by following and applying work health and safety (WHS)/occupational health and safety (OHS) and security procedures when carrying out taxi work activities. Work is undertaken in accordance with relevant WHS/OHS regulations and procedures.

It includes identifying and following workplace procedures for safety/security and accident/emergency situations, and identifying, minimising and managing fatigue.

Work is performed with limited or no supervision and with full accountability and responsibility for self and others in achieving the prescribed outcomes.

This unit meets part of the certification requirements for obtaining taxi driver accreditation. As requirements may vary between states and territories, people seeking taxi accreditation should contact their state/territory taxi regulator.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Follow procedures for safety and security	1.1 Procedures for WHS/OHS and security are identified and clarified as required
	1.2 Safe work practices are identified and followed
	1.3 Breaches of safety and security and hazards are identified and appropriate action is taken to minimise or eliminate risk to self, others, vehicle and vehicle equipment
	1.4 Taxi security system features and functions are identified and operated within legal and workplace parameters in accordance with jurisdictional regulations
2 Follow procedures for accident/emergency situations	2.1 Emergency and potential emergency situations are recognised promptly and required actions are determined and taken within the scope of own duty of care responsibility
	2.2 Procedures for dealing with accidents, fire and emergencies are identified and followed
	2.3 Assistance from taxi network and/or other authorities is sought as required
	2.4 Details of emergency situations are reported in accordance with workplace, industry and regulatory policies and procedures
	2.5 Support services are identified for an incident or accident
3 Identify, report and respond to threats of physical violence	3.1 Security equipment is operated within legal and workplace parameters in accordance with jurisdictional regulations
	3.2 Potential circumstances for difficult customer or other road user behaviour are accurately assessed and conflict resolution strategies are used
	3.3 Procedures are followed to minimise escalation of conflict, manage the situation and ensure personal safety
	3.4 Assistance is sought from others including external support staff as required
	3.5 Incidents are reported using appropriate document format, in

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			accordance with workplace policies and procedures
		3.6	Any follow-up action is implemented in accordance with the appropriate workplace rules, regulations and guidelines
4	**Identify and implement strategies to minimise and manage fatigue**	4.1	Potential causes of fatigue and its effects on driver and road safety are identified
		4.2	Personal warning signs of fatigue are recognised and appropriate action to manage fatigue is taken

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2072A Comply with safety and security procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2072 Comply with safety and security procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying information about accident and emergency policies and procedures and duty of care responsibilities
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- applying safe work practices
- communicating effectively with others
- completing relevant documentation
- completing work health and safety (WHS)/occupational health and safety (OHS), and accident and emergency records/reports as required
- diffusing threats of physical violence
- following correct fatigue management precautions and procedures
- following established procedures for WHS/OHS, security, hazard identification and risk controls
- identifying difficult customer or road user situations and applying conflict resolution or avoidance behaviour
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring passenger and road user behaviour
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- seeking assistance, as required, from external emergency support services in accordance with established procedures
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate reporting procedures including emergency, fire and accident procedures
- codes and systems for breaches of security
- cultural sensitivities that may lead to angry responses
- culturally appropriate responses to potential problematic situations
- emergency response procedures
- fatigue management techniques, causes and effects of fatigue on drivers and how fatigue contributes to workplace accidents
- lifestyles that promote effective long-term fatigue management
- location and use of safety alarms, emergency shut-off systems, and emergency communications systems
- manual lifting and manual assisted lifting
- potentially difficult situations, such as poorly lit pick-up areas, fare evasion, intoxication, over crowding
- procedures and protocols for safety and security procedures
- recognising risks and hazards created by fatigue and ways of managing them
- relevant codes of practice and legislative requirements
- relevant WHS/OHS procedures and guidelines
- safe work practices relevant to individual work roles
- sources of information and documentation for complying with safety and security procedures
- typical problems that can occur when complying with safety and security procedures and related appropriate action that can be taken to prevent or solve these problems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Assessment of duress alarm and security cameras is to be conducted on actual equipment used in the taxi industry.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry including:
  - taxi security/communication equipment
  - duress alarm.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2080 Safely access the rail corridor

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to enter the rail corridor.

It includes taking appropriate safety precautions to:

- access the danger zone
- access the rail corridor
- respond appropriately in an emergency.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice, rules and/or guidelines.

This unit involves the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety.

This unit applies to all people accessing the rail corridor.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Take appropriate safety precautions to access the rail corridor	1.1 Authority to enter the rail corridor is obtained from Protection Officer/Possession Protection Officer
	1.2 Appropriate personal protective equipment (PPE) is worn conforming to Rail Infrastructure Manager requirements
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Rail corridor is entered and a visual assessment is maintained to monitor and respond appropriately to potential risks
2 Take appropriate safety precautions to access the danger zone	2.1 Direction of approaching trains and maximum speed is recognised
	2.2 Safe place is identified
	2.3 Types of warning provided are recognised and confirmed
	2.4 Changed local conditions are identified, impact on safety is determined and safety precautions are modified as required
	2.5 Communications with other personnel are maintained in accordance with workplace procedures
	2.6 Unsafe situations and/or emergencies are identified and appropriate action is taken in accordance with workplace procedures
3 Take appropriate action in an emergency	3.1 Emergencies and potential emergencies are identified
	3.2 Range of appropriate responses for specific emergencies are outlined
	3.3 ‘Emergency’ or ‘danger’ response signal is given as required

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2080C Safely access the rail corridor.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2080 Safely access the rail corridor

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- accessing the rail corridor safely
- applying relevant workplace rules and procedures
- communicating effectively with individuals and/or groups
- following workplace policies, procedures and protocols
- identifying the danger zone and safe places
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- using personal protective equipment (PPE) that conforms to Rail Infrastructure Manager requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- extent of rail corridor and relevant rail danger zones
- Rail Infrastructure Manager defined entry requirements and limitations
- Rail Infrastructure Manager policies, procedures, rules and protocols for identified unsafe situations or emergencies within the limits of the role being undertaken
- Rail Infrastructure Manager rules and procedures for working around electrical infrastructure and/or power sources
- rail terminology as defined by the applicable Rail Infrastructure Manager safeworking system
- safety management system.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate a rail corridor.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate PPE, materials, tools and equipment currently used in the rail industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2081 Perform lookout duties

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to perform lookout duties on a rail network, in accordance with Rail Infrastructure Manager, legislative and regulatory requirements.

It includes taking up looking position, conducting lookout duties and taking action in unsafe situations or emergencies.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Take up lookout position	1.1 Danger zone is safely accessed in accordance with workplace procedures
	1.2 Location of lookout position is confirmed in accordance with workplace procedures
	1.3 Sighting distance of rail traffic is calculated in accordance with workplace procedures
	1.4 Unsafe and/or ineffective lookout positions are identified and reported in accordance with workplace procedures
	1.5 Audible warning equipment is tested as required
	1.6 Changed local conditions are identified and impact on lookout position is determined
	1.7 Effectiveness of lookout placement and method of communicating rail traffic movements is tested and confirmed
2 Conduct lookout duties	2.1 Vigilance is maintained at all times
	2.2 Approach of rail traffic is communicated using agreed methodology in accordance with workplace procedures
	2.3 Hand signals are used to confirm safe conditions to rail traffic in accordance with workplace procedures
3 Take action in unsafe situations or emergencies	3.1 Unsafe situations and/or emergencies are identified, and appropriate action is taken to minimise risk in accordance with workplace procedures
	3.2 Emergencies and incidents are recorded and reported to relevant personnel in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2081B Perform lookout duties.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2081 Perform lookout duties

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with individuals and work groups
- complying with worksite protection plan
- complying with relevant workplace safeworking system rules and procedures
- identifying job hazards including unsafe and ineffective lookout positions and taking required action to minimise, control or eliminate identified hazards
- providing sufficient warning time for workers and equipment to move to a safe place
- taking up lookout position that enables effective communication of rail traffic movements
- using hand signals (with or without a flag or light) to communicate with rail traffic crew in accordance with workplace instructions.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- audible warning equipment and its use
- emergency management plan and workplace procedures
- rail terminology as defined by the applicable Rail Infrastructure Manager
- relevant rail danger zones and safeworking systems
- relevant Rail Infrastructure Manager policies, procedures, rules and protocols for identifying unsafe situations or emergencies
- relevant Rail Infrastructure Manager rules, procedures and protocols.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant protection plan exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2082 Perform handsignaller duties

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to perform handsignaller duties, in accordance with Rail Infrastructure Manager, legislative and regulatory requirements.

It includes identifying site protection requirements, taking up hand signaller positions, using hand signal commands to manage rail traffic, and taking action in unsafe situations or emergencies.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for performing handsignaller duties.

A hand signal is a signal given by hand movements, with or without a flag or light.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify site protection requirements	1.1 Worksite protection plan briefing conducted by relevant personnel is attended
	1.2 Responsibilities as handsignaller for protection are identified and clarified as required
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Tools and equipment required for handsignalling duties are identified, obtained and checked for functional condition
	1.5 Communications equipment to be used is tested and set to correct channel
2 Take up handsignaller position	2.1 Danger zone is safely accessed in accordance with workplace procedures
	2.2 Unsafe and/or ineffective signalling positions are identified and reported in accordance with workplace procedures
	2.3 Handsignalling positions that conform to worksite protection plan and workplace procedures are identified and the most appropriate position is chosen
	2.4 Situational awareness is conducted to identify potential risks
	2.5 Audible track warning devices are applied in accordance with workplace procedures as required
	2.6 Effectiveness of handsignalling position and communications protocols are confirmed
3 Use hand signal commands to manage rail traffic	3.1 Vigilance is maintained at all times
	3.2 Protection Officer is alerted to approaching rail traffic in accordance with workplace procedures
	3.3 Correct hand signal is displayed to rail traffic in accordance with Protection Officer instructions
	3.4 Verbal instructions are provided to train driver as required
	3.5 Railway track signals are replaced as required

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4 Take action in unsafe situations or emergencies	4.1 Unsafe situations and/or emergencies are identified, and appropriate action is taken to minimise risk in accordance with workplace procedures
	4.2 Emergencies and/or incidents are recorded and reported to relevant personnel in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2082B Perform handsignaller duties.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2082 Perform handsignaller duties

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying and responding to hand, light and flag signals during the day and at night
- applying Rail Infrastructure Manager procedures for using railway track signals
- communicating effectively with individuals and work groups
- ensuring effectiveness of handsignalling placement
- explaining appropriate action in an unsafe situation and/or emergency in accordance with workplace procedures
- following workplace policies, procedures and safeworking protocols
- giving and interpreting STOP and ALL CLEAR hand signals in accordance with Rail Infrastructure Manager workplace procedures
- identifying and selecting correct equipment and ensuring equipment functional condition
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying unsafe and ineffective handsignalling positions
- taking appropriate safety precautions when accessing the danger zone in accordance with workplace procedures
- taking up handsignalling position that enables effective communication with rail traffic crew
- using hand signal commands to instruct a rail traffic crew in a clear and timely manner.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- hand, light and flag signals used during the day and at night
- operational communications protocols and safeworking systems
- positioning requirements for handsignallers
- Rail Infrastructure Manager and organisational policies, procedures, rules and protocols relevant to handsignaller duties
- Rail Infrastructure Manager emergency management plan
- rail terminology as defined by the applicable Rail Infrastructure Manager
- railway track signals and their use
- relevant rail danger zones
- worksite protection plan in accordance with workplace briefing and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2097 Use audible track warning devices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to access, place and remove audible track warning devices (ATWDs) in accordance with legislative and regulatory requirements.

It includes accessing, placing and removing ATWDs in accordance with legislative requirements, organisational and/or network owner policies and procedures.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

ATWDs are used to warn rail traffic crews and rail safety workers within the rail corridor. ATWDs are also known as:

- railway track signals
- audible safety signalling devices.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and transport ATWDs	1.1 Required ATWDs are obtained in accordance with organisational procedures
	1.2 Hazards are identified, risks are assessed and risk control measures are implemented
	1.3 ATWDs are checked to ensure they are within their use-by date, in accordance with legislative requirements, organisational and/or network owner policies and procedures
	1.4 ATWDs are stored and transported in accordance with legislative requirements, organisational and/or network owner policies and procedures
	1.5 Documentation is completed in accordance with organisational procedures
2 Place ATWDs	2.1 Advice is confirmed as to where the ATWDs are to be placed
	2.2 ATWDs are placed in accordance with organisational and/or network owner policies and procedures
	2.3 Safe distances from ATWDs are maintained in accordance with organisational and/or network owner policies and procedures
	2.4 Others are advised of safe distances to be maintained from ATWDs, in accordance with organisational and/or network owner policies and procedures
3 Remove ATWDs	3.1 ATWDs are removed as advised in accordance with organisational and/or network owner policies and procedures
	3.2 Unused ATWDs are stored and returned in accordance with organisational and/or network owner policies and procedures
4 Dispose of ATWDs	4.1 Out of date ATWDs are removed from service and returned in accordance with organisational and/or network owner policies and procedures
	4.2 Defective ATWDs are removed from service, reported and returned in accordance with organisational and/or network owner policies and procedures
	4.3 Documentation is completed in accordance with organisational and/or network owner policies and procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2097A Use audible track warning devices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2097 Use audible track warning devices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and transporting, placing, removing and disposing of audible track warning devices (ATWDs)
- communicating effectively with individuals and groups
- completing documentation
- complying with site safety plans, work health and safety (WHS)/occupational health and safety (OHS) regulations and rail safety regulatory requirements
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- reading and interpreting organisational procedures for placing and removing ATWDs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational procedures for lost and stolen ATWDs
- organisational procedures for placing and removing ATWDs
- relevant ATWDs and/or railway track signal workplace procedures for storing and transporting dangerous goods
- relevant rail danger zones
- relevant rail safety, WHS/OHS and environmental procedures and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in a rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, Australian Dangerous Goods (ADG) Code, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2106 Respond to emergencies and abnormal situations when driving medium/heavy on-track vehicles

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to respond to emergencies and abnormal situations when driving a medium/heavy on-track vehicle, in accordance with regulatory requirements, relevant codes of practice and workplace procedures.

It includes identifying emergencies or abnormal situations, responding to emergencies or abnormal situations and completing incident reports.

It involves the application of workplace procedures and regulatory requirements when responding to emergencies and abnormal situations, as part of work activities in a range of contexts across the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess emergencies or abnormal situations	1.1 Emergencies, potential emergencies or abnormal situations are identified and needs are prioritised in accordance with organisational and/or network emergency response plans and procedures
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Implications of the emergency, potential emergency or abnormal situation are evaluated in accordance with organisational and/or network requirements and procedures
2 Respond to emergencies or abnormal situations	2.1 Potential actions are considered in accordance with organisational and/or network procedures and regulatory requirements
	2.2 Relevant personnel are alerted to the emergency, potential emergency or abnormal situation in accordance with organisational and/or network emergency procedures and plans
	2.3 Communications are maintained with relevant personnel to determine appropriate course of action
	2.4 Response is taken in accordance with organisational and/or network procedures, received instructions from relevant personnel, regulatory requirements and emergency response plan
	2.5 Safety incidents and emergencies are handled appropriately in accordance with established response plan and within limits of responsibility and duty of care
	2.6 Information is provided to relevant emergency service personnel in accordance with regulatory and organisational and/or network procedures
3 Complete incident reports	3.1 Required incident reporting procedures and processes are confirmed
	3.2 Incident reports are filled in legibly and proofread
	3.3 Incident reports are processed in accordance with regulatory requirements and organisational and/or network procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2106A Respond to emergencies and abnormal situations when driving medium/heavy on-track vehicles.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF2106 Respond to emergencies and abnormal situations when driving medium/heavy on-track vehicles

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safety management system actions and workplace safeworking procedures
- communicating effectively with network control officer and/or protection officer
- communicating effectively with relevant personnel
- completing incident reports
- explaining possible responses to identified emergency or abnormal situation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- hazards that may exist when responding to emergencies and abnormal situations and ways of controlling the risks involved
- organisational procedures for using communications systems for on-track vehicle operation
- principles of effective communication
- relevant rail danger zones
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations

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- safety management plan.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager including rules, workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3003 Implement and monitor work health and safety procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor work health and safety (WHS)/occupational health and safety (OHS) procedures, in compliance with relevant WHS/OHS regulations.

It includes accessing information about WHS/OHS workplace policies and procedures, and implementing and monitoring procedures for identifying and assessing hazards and controlling risks. It also includes planning and supervising housekeeping arrangements, and implementing and monitoring procedures for dealing with hazardous events.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access information about WHS/OHS and workplace policies and procedures	1.1 Relevant provisions of WHS/OHS legislation and codes of practice are accurately followed
	1.2 Information on workplace WHS/OHS health and safety policies, procedures and programs is stored in a readily accessible location and manner
	1.3 Information is accurately and clearly explained to work team
	1.4 Information about risk identification outcomes and control procedures is provided to appropriate personnel
2 Implement and monitor procedures for identifying and assessing hazards	2.1 Existing and potential hazards in work area are identified and reported
	2.2 Identified hazards are assessed in relation to relative risk
	2.3 Appropriate action is initiated to minimise and control risks/hazards
3 Implement and monitor procedures for controlling risks	3.1 Incorporation of hierarchy of risk control measures within hazard register is checked
	3.2 Existing risk control measures are implemented, monitored and reviewed
	3.3 Work procedures to control risks are implemented and adherence to them by work group is monitored
	3.4 Required improvements to existing risk control measures are identified, including required resources for implementation, and reported to appropriate personnel
4 Plan and supervise housekeeping arrangements	4.1 Housekeeping tasks are identified and incorporated in enterprise work roles
	4.2 Housekeeping equipment is maintained
	4.3 Team members are allocated housekeeping tasks and are supervised in performing allocated tasks

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	4.4 Housekeeping practices are planned to conform with environmental and WHS/OHS health and safety requirements
5 Implement and monitor procedures for dealing with hazardous events	5.1 Workplace procedures for dealing with hazardous events are implemented as required to ensure prompt control action is taken
	5.2 Hazardous events are investigated to identify causes
	5.3 Risk control measures are implemented to prevent recurrence and to minimise risks of hazardous events or issues, and are reported to appropriate personnel for implementation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3003A Implement and monitor occupational health and safety procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3003 Implement and monitor work health and safety procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- ensuring that precautions and required action are taken to minimise, control or eliminate identified hazards
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- emergency and evacuation procedures
- HAZCHEM symbols and implications for safe work and storage
- hierarchy of risk controls
- housekeeping standards and procedures
- location and use of safety alarms, manifests, emergency shut-off systems, emergency communications systems
- manual and mechanically operated lifting and load shifting procedures
- procedures for storing and using flammable materials
- procedures for storing and using hazardous substances
- relevant WHS/OHS procedures and guidelines
- reporting procedures for unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- risks when using manually-operated equipment to shift loads and related precautions to control these risks
- signs and signals for WHS/OHS warnings
- site layout and obstacles
- terms used in safety data sheets (SDSs)/material safety data sheets (MSDSs)
- transport requirements for transporting goods within a workplace.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3004 Organise work health and safety procedures in the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise work health and safety (WHS)/occupational health and safety (OHS) procedures in the workplace, in accordance with WHS/OHS codes/regulations and workplace requirements in the transport and logistics industry.

It includes interpreting and applying information about WHS/OHS policies and procedures and duty of care responsibilities. It also includes identifying and assessing hazards and risks in the workplace, negotiating to control workplace hazards and risks, resolving complaints about WHS/OHS and instituting appropriate risk management strategies.

Safety checks and equipment tests are performed under limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Use information about WHS/OHS policies and procedures	1.1 Relevant provisions of WHS/OHS legislation and codes of practice are accurately followed
	1.2 Workplace WHS/OHS policies, procedures and programs are promoted to employees in relevant work group
	1.3 Implications of risks and requirements for safe work are accurately and clearly explained to work group
	1.4 Information about risk assessment outcomes and control procedures is used in the design/redesign of work procedures
2 Identify hazards and assess risk	2.1 Existing and potential hazards in work area are identified through audit, monitoring of processes, equipment and products used, and in response to employee complaints and questions
	2.2 Identified hazards are assessed in relation to relative risk and impact on workplace operations and employee health, safety and welfare
	2.3 Priorities for hazard resolution are established and reported to appropriate personnel
3 Negotiate to control risks and resolve complaints about WHS/OHS	3.1 Existing risk control measures are implemented, monitored and possible improvements are identified
	3.2 Required improvements to existing risk control measures are implemented and identified
	3.3 Required resources for implementation are established and reported to appropriate personnel
	3.4 Negotiations with management and employees to revise work procedures are conducted within workplace issue resolution procedures
4 Institute risk management strategies	4.1 Workplace procedures for hazard, accident and incident reporting are used
	4.2 Cooperative working relationships with other employees and external authorities involved in WHS/OHS procedures are established and maintained
	4.3 Legislative provisions for improvement notices and inspections are followed

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3004A Organise occupational health and safety procedures in the workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3004 Organise work health and safety procedures in the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing the working environment to identify hazards, assess safety risks, and design and implement appropriate WHS/OHS management systems
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- developing policies for precautions and required action to minimise, control or eliminate identified hazards
- ensuring the application of fatigue management knowledge and techniques in the workplace
- ensuring the systematic use of required personal protective equipment conforms to industry and WHS/OHS standards
- implementing contingency plans and modifying activities
- interpreting and following operational instructions and prioritising work
- negotiating and resolving WHS/OHS issues
- planning work activities, predicting consequences and identifying improvements
- providing leadership and working collaboratively with others
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and policies to implement WHS/OHS compliance and reporting procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- hazards and associated safety risks in the workplace, including the range of control measures available for safety risks, considerations for choosing between different control measures, and how to identify when expert advice is needed
- principles and practices of effective WHS/OHS including elements of an effective WHS/OHS system, hazard control and risk management, hierarchy of hazard and risk control measures, arrangements for WHS/OHS participation and consultation, and incident and accident investigation arrangements
- relevant WHS/OHS and environmental protection policies and procedures
- relevant regulatory and codes of practice requirements
- significance of other management systems and procedures for WHS/OHS
- systems of risk control recognising the significance of WHS/OHS for effective workplace operation
- training, coaching and mentoring approaches appropriate for use in WHS/OHS training programs
- typical problems that can occur and related action that can be taken
- workplace protocols and procedures for managing personal work priorities and professional development.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in

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industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3013 Coordinate breakdowns and emergencies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate breakdowns and emergencies when driving a commercial vehicle, in accordance with relevant licence requirements and regulations.

It includes evaluating breakdown and emergency situations, consulting with relevant personnel/emergency authorities, coordinating activities at a breakdown/emergency site, and completing all required reports and documentation.

Work is performed with limited or minimum supervision. It involves judgement and discretion when coordinating breakdowns and emergencies that occur when driving a commercial vehicle.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Evaluate breakdown and emergency situations	1.1 Causes and effects of breakdown/emergency situations are identified and clarified
	1.2 Breakdown/emergency coordination procedures are applied in accordance with workplace policies
	1.3 Assistance is provided to injured persons within limitations of duty of care responsibilities and workplace requirements
	1.4 Load is identified and nature of risks and hazards are established and communicated to relevant authorities
	1.5 Appropriate precautions and actions are taken where load is identified as including dangerous goods, explosives or hazardous substances, in accordance with relevant codes of practice, regulations and related procedures
2 Consult with relevant persons and authorities	2.1 Details of causes and effects of breakdown/emergency are reported in accordance with workplace procedures
	2.2 Assistance and cooperation is provided to relevant authorities within legal and workplace limitations
	2.3 Information about breakdown/emergency is obtained and/or exchanged in accordance with legal and workplace requirements
3 Coordinate breakdown and emergency situations	3.1 Suitable measures are taken to control, warn, stop or divert traffic at breakdown/emergency site
	3.2 Personal security precautions are taken in accordance with workplace procedures
	3.3 Assistance is requested to minimise possibility of further damage to persons or property, in accordance with workplace policy, and relevant rules and regulations
	3.4 Appropriate measures are taken to control and protect breakdown/emergency site
	3.5 Traffic at breakdown/emergency site is controlled, as required, in accordance with regulatory requirements and workplace procedures
4 Complete documentation	4.1 Required breakdown/emergency documentation and report procedures and processes are confirmed
	4.2 Documentation and reports are filled in legibly and proofread

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4.3 Documentation and reports are processed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3013A Coordinate breakdowns and emergencies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3013 Coordinate breakdowns and emergencies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- controlling traffic at breakdown or emergency site
- identifying and correctly using emergency equipment at breakdown or emergency site
- identifying containers and goods coding, markings and emergency information panels
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading and comprehending simple statements in English
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others when coordinating a response to a breakdown or emergency
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of various dangerous goods/explosives/hazardous substances and their implications in breakdown/emergency situations
- duty of care requirements in a breakdown and/or emergency situation
- procedures to be followed in a breakdown and/or emergency
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- risks and hazards that can exist in breakdown/emergency situations and related precautions to control the risks
- types of breakdowns and emergencies that can occur when driving a vehicle and appropriate action that can be taken in each case
- types of emergency equipment, their purpose, and the procedures for their use.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3014 Operate as an off-sider in the waste management industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate as an off-sider on a waste collection vehicle, which involves getting in and out of the vehicle or on or off the vehicle at frequent intervals.

It includes following work health and safety (WHS)/occupational health and safety (OHS) requirements, assessing risks, mitigating risks, and using communications systems effectively.

This unit applies to new and experienced workers who take on the role of off-sider in the waste management industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.	
1 Follow WHS/OHS requirements	1.1	Personal protective equipment is selected and worn
	1.2	Unsuitable personal protective equipment is reported
	1.3	Platforms are stood on with both feet and handles are held with two hands with an appropriate grip, in accordance with workplace policies and risk assessment procedures
	1.4	Policies and procedures relating to alighting from and boarding vehicle are followed
	1.5	Emergency stopping systems are identified and are actioned in accordance with workplace policies and procedures
2 Assess risks	2.1	Occupational hazards are correctly identified, recorded and reported in accordance with workplace policies and procedures
	2.2	Occupational risks are assessed, recorded and reported based on identified hazards in accordance with workplace policies and procedures
3 Mitigate risks	3.1	Risk mitigation controls are developed, selected and implemented in accordance with workplace policies and procedures
	3.2	Risk mitigation controls are evaluated and amended as required in accordance with workplace policies and procedures
4 Use communications systems effectively	4.1	Communication with driver is undertaken effectively
	4.2	Other workplace alerts and signals are identified and explained

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4.3	Alerts and signals are followed in accordance with workplace policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3014A Operate as an off-sider in the waste management industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3014 Operate as an off-sider in the waste management industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- actioning emergency stopping systems in accordance with workplace policies and procedures
- applying correct procedures for alighting from vehicle
- applying correct techniques for standing on vehicle platform
- completing and maintaining required documentation and records in accordance with workplace policies and procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- developing and implementing risk mitigation controls appropriate to the situation
- evaluating risk mitigation controls and implementing identified amendments in accordance with workplace policies and procedures
- identifying and reporting occupational hazards and risks in accordance with workplace policies and procedures
- identifying emergency stopping systems
- reading interpreting and following relevant instructions, procedures, information and signs
- reporting unsuitable personal protective equipment (PPE) in accordance with workplace policies and procedures
- selecting and using required PPE in accordance with organisational, industry and WHS/OHS standards
- using communications strategies effectively, including:
- communications equipment such as a buzzer, two-way radio or horn
- documented hand or other signals and workplace alerts.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- communications strategies
- relevant WHS/OHS legislation, regulations, codes of practice, standards, policies and procedures
- relevant state/territory road and traffic authority road rules, regulations and permits
- workplace documentation, policies and procedures
- workplace alerts and signals
- workplace policies and risk assessment procedures for workers standing on a platform, including:
  - safely positioning feet and hands
  - maximum vehicle speed limits
  - alighting from and boarding vehicle
  - restrictions on riding on a platform.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3015 Work safely as a non-electrical licensed worker near electrical assets

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to work safely near electrical assets as a non-electrical licensed worker.

It includes preparing to work safely near electrical assets, carrying out work near electrical assets safely, ceasing work near electrical assets when safety is compromised, evaluating additional potential threats, and completing relevant documentation.

This unit applies to workers whose role requires them to work within the vicinity of electrical assets.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Prepare to work safely near electrical assets	1.1 Relevant state/territory safe work legislative requirements are identified
	1.2 Unsafe distances (clearance zones, no go zones or exclusion zones) near low and high voltage power lines are confirmed and applied to safe work planning
	1.3 Safe work practices and procedures are planned for in accordance with state/territory regulatory requirements, codes of practice and workplace policies
	1.4 Safe approach distances are identified and confirmed in accordance with state/territory legislation
	1.5 Potential hazards are identified, risks are assessed and risk control options are prioritised and documented in accordance with workplace operating procedures and state/territory regulatory requirements
	1.6 Incident response plans are developed in accordance with safe systems of work, job safety, environmental analysis, work method statements and state/territory regulatory requirements
2 Carry out work near electrical assets safely	2.1 Work health and safety (WHS)/occupational health and safety (OHS) principles and practices are applied, as required
	2.2 Hazards are identified and monitored during work tasks
	2.3 Changes to assessed risks are monitored
	2.4 Risk control options are implemented, monitored and amended as required to ensure safe work operations
	2.5 Potential risks and hazards are recorded and reported in accordance with workplace policies and state/territory regulatory requirements
	2.6 Emergency procedures and incident response plans are appropriately prepared for all tasks and implemented in an emergency
	2.7 All personnel on the specific task or job site are made aware of the location of emergency procedures and incident response plans
	2.8 Content of emergency procedures and incident response plans is explained

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3 Cease work near electrical assets when safety is compromised	3.1 Operation of vehicle is stopped immediately contact with electrical assets is made, in accordance with workplace policies and procedures and state/territory regulatory requirements
	3.2 Nature of electrical incident or potential threat is assessed and communicated to relevant personnel in accordance with workplace policies and procedures, and state/territory regulatory requirements
	3.3 Request for emergency services to be contacted is made in accordance with workplace policies and procedures
4 Evaluate additional potential threats	4.1 While remaining in vehicle, additional threats are evaluated and a suitable plan of action to address these additional threats is determined in accordance with workplace policies and procedures, and state/territory regulatory requirements
	4.2 Location of fallen wires and other threats are determined and all parts of vehicle are treated as live and/or dangerous unless otherwise determined, in accordance with workplace policies and procedures, and state/territory regulatory requirements
	4.3 People in close proximity are directed to stay clear until area is electrically safe and situation is resolved, in accordance with workplace policies and procedures, and state/territory regulatory requirements
	4.4 Vehicle is exited in accordance with workplace policies and procedures or as directed by emergency services personnel
5 Complete relevant documentation	5.1 Work schedules and authorisations including safe systems of work, job safety and environmental analysis, work method statements and work permits are documented in accordance with workplace procedures and state/territory regulatory requirements
	5.2 Incident reports are recorded in accordance with workplace policies and procedures, and state/territory regulatory requirements
	5.3 Relevant reports, records and data sheets are accurately recorded and lodged in accordance with workplace policies and procedures, and state/territory regulatory requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3015A Work safely as a non-electrical licensed worker near electrical assets.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3015 Work safely as a non-electrical licensed worker near electrical assets

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant WHS/OHS requirements and work practices
- communicating effectively with others
- developing effective planning, risk mitigation and problem-solving documents
- ensuring currency of relevant legislative and regulatory knowledge
- ensuring language used suits target audience
- giving and receiving feedback
- listening
- maintaining situational awareness
- making recommendations for further risk mitigation
- planning and managing time effectively
- planning for and managing contingencies
- planning own work, predicting consequences and identifying improvements
- questioning
- sequencing activities in a way that facilitates the development of competence
- transferring and apply skills and knowledge to new contexts.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- correct use of equipment, processes and procedures appropriate for work tasks
- emergency procedures
- hazard identification process
- identification of electrical asset types

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- job/role and related environment skills
- relevant company policies and procedures
- relevant legislation, regulations, codes of practice, standards, policies and procedures
- relevant workplace tasks, skills and knowledge including knowledge of safe approach distances (clearance zones, no go zones and exclusion zones) and reasons for being declared as such
- risk assessment processes and controls relevant to worksite
- safe work methodologies and strategies
- safe work practices in relation to local areas of work
- WHS/OHS requirements and work practices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3022 Implement/monitor procedures when warehousing/storing dangerous goods/hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor work health and safety (WHS)/occupational health and safety (OHS) policies, safe work procedures and programs for warehousing or storing dangerous goods and hazardous substances in accordance with regulatory requirements, as part of work undertaken in the transport and logistics industry.

It includes accessing and providing information on legislative requirements, workplace policies and procedures; implementing and monitoring procedures for identifying and assessing hazards; and implementing and monitoring procedures for controlling risks.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Provide information on legislative requirements, workplace policies and procedures	1.1 Legislative requirements for dangerous goods and hazardous substances are identified, stored and retrieved as required
	1.2 Information on WHS/OHS policies and safeworking procedures relating to storing dangerous goods and hazardous substances is stored in a readily accessible location and manner
	1.3 Information on legislative requirements, workplace policies and safe work procedures relating to storing dangerous goods and hazardous substances is accurately and clearly explained to work group
	1.4 Information on the outcome of hazard identification, risk assessment and control measure implementation is accurately and clearly explained to work group
2 Implement and monitor procedures for identifying hazards and assessing risks	2.1 Dangerous goods or hazardous substances are identified from information provided, including class labels, manifests, safety data sheets (SDSs)/material safety data sheets (MSDSs) and other documentation
	2.2 Confirmation is sought from relevant personnel where potentially dangerous goods or hazardous substances do not appear to be appropriately marked
	2.3 Risks associated with storing identified dangerous goods or hazardous substances are assessed, reported/recorded in accordance with workplace policy
3 Implement and monitor risk control procedures	3.1 Established risk control measures for safely storing dangerous goods and hazardous substances are implemented, monitored and reviewed in accordance with workplace procedures
	3.2 Workplace procedures to control risks are implemented
	3.3 Adherence to risk control procedures by work group is monitored in accordance with workplace procedures
	3.4 Improvements to existing risk control measures are identified, including required resources for implementation, and reported to appropriate personnel, as required
	3.5 Procedures for monitoring and controlling risks comply

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with the hierarchy of risk controls

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3022A Implement/monitor procedures when warehousing/storing dangerous goods and/or hazardous substances.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3022 Implement/monitor procedures when warehousing/storing dangerous goods/hazardous substances

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- assessing handling and storing precautions and requirements for dangerous goods and hazardous substances
- communicating effectively with others when storing or warehousing dangerous goods and hazardous substances
- completing relevant documentation
- determining required permits
- identifying containers and goods coding, markings, labels and emergency information panels for the mode of transport/storage selected
- identifying dangerous goods and hazardous substances special requirements
- identifying dangerous goods and hazardous substances from labels, IMDG markings, HAZCHEM signs and other relevant identification criteria
- identifying job and site hazards, and planning work to minimise risks
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- planning own work including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards

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- storing dangerous goods and hazardous substances safely
- working collaboratively with others when storing or warehousing dangerous goods and hazardous substances
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- equipment applications, capacities, configurations, safety hazards and control measures
- housekeeping standards and procedures
- permit and licence requirements
- problems that may occur when storing or warehousing dangerous goods and hazardous substances and action that can be taken to resolve these problems
- relevant regulations and codes for storing dangerous goods and hazardous substances
- risks for storing dangerous goods and hazardous substances and related precautions to control risk
- workplace procedures for handling and storing dangerous goods and hazardous substances.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3058 Apply safeworking rules and regulations to rail functions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply applicable safeworking rules and regulations to rail functions carried out on rail networks.

It includes correctly using communications protocols; interpreting and responding to radio, hand signal and light commands; interpreting and following relevant safeworking rules and protocols; and taking appropriate action in safety incidents, unsafe situations or emergencies.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under established safeworking system rules, protocols and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply safeworking rules and regulations	1.1 Relevant safeworking system for area where work activities are to be carried out is identified prior to commencing work
	1.2 Relevant rules for the applicable safeworking system are followed when carrying out activities as part of rail operations
	1.3 Work activities are conducted in compliance with relevant state/territory safeworking regulations for activities concerned
2 Apply communications protocols	2.1 Communications protocols are followed in accordance with the applicable safeworking system requirements
	2.2 Appropriate communications records are maintained as required within the applicable safeworking system rules and procedures
3 Use and interpret radio, hand, light and flag commands	3.1 Applicable safeworking system rules and procedures are applied when using and interpreting radio, hand, light and flag commands
	3.2 Hand signals are only used in conditions of good visibility
	3.3 Any command not clearly understood is regarded as a STOP command in accordance with applicable safeworking system rules and regulations
4 Follow safeworking protocols	4.1 Relevant protocols are followed as required and specified in safeworking system rules and procedures
	4.2 Appropriate records and documentation are completed in accordance with the requirements of the applicable safeworking system rules and procedures
5 Take action in unsafe situations or emergencies	5.1 Unsafe situations are identified in accordance with the requirements of the applicable safeworking system rules and procedures
	5.2 Appropriate action is taken to report and/or control safety incidents, identified unsafe situations or emergencies, in accordance with rail safety worker duty of care responsibilities and the requirements of applicable

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	safeworking system rules and procedures
6 Record unsafe situations or emergencies	6.1 Appropriate records and documentation of safety incidents, identified unsafe situations or emergencies are completed in accordance with the requirements of applicable safeworking system rules and procedures
	6.2 Records of safety incidents, identified unsafe situations or emergencies are maintained in accordance with the requirements of applicable safeworking system rules and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3058A Apply safeworking rules and regulations to rail functions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3058 Apply safeworking rules and regulations to rail functions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying safeworking system rules, protocols and procedures to rail functions
- checking compliance between work and safeworking rules and regulations and taking appropriate action in accordance with operating procedures when non-compliance is identified
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying unsafe or emergency situations that could occur in the workplace and appropriate responses
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating electronic communications equipment to required protocol
- reading and interpreting relevant safeworking rules, regulations and instructions
- using and responding appropriately to a range of radio, hand, light and flag signals
- working collaboratively with others to fulfil safeworking requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- action to be taken in safety incidents, identified unsafe situations and emergencies within the limits of own responsibility under the applicable safeworking systems
- applicable safeworking system requirements and limitations for applicable rail functions
- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- rail safety worker duty of care responsibilities

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- rail terminology as defined in the applicable Rail Infrastructure Manager safeworking system
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection legislation and policies
- safeworking system rules and workplace procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation with terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3060 Control traffic as a pilot vehicle operator

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required by pilot vehicle operators to control traffic in the vicinity of an oversized vehicle.

It includes applying control procedures, coordinating traffic, maintaining effective communication, maintaining equipment using prescribed traffic control stop/slow bats and communicating effectively with persons involved.

Work involves applying basic principles, routine procedures and regulatory requirements to control traffic as a pilot vehicle operator.

Work is performed independently with minimum supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply control procedures	1.1 Legislative responsibilities and requirements are identified, interpreted and applied
	1.2 Work health and safety (WHS)/occupational health and safety (OHS) requirements are identified, interpreted and applied
	1.3 Company procedures and requirements are identified, interpreted and applied
	1.4 Appropriate personal protective equipment is selected and used in accordance with workplace operating procedures
	1.5 Traffic control equipment is selected in accordance with task requirements and workplace operating procedures
2 Coordinate traffic	2.1 Vehicles and pedestrians are monitored to ensure safety of persons and property
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Adjustments are made for changing conditions and to ensure best traffic flow
	2.4 Handheld signs (bats) are positioned in accordance with operating procedures and maximum visibility is provided
	2.5 Mishaps or accidents are managed in accordance with workplace operating procedures and relevant legislation
3 Maintain effective communication	3.1 Effective communication is maintained between all parties
	3.2 Appropriate language and protocols are used during communication
	3.3 Messages are transmitted concisely in accordance with operating procedures
	3.4 Electronic communications power supply is maintained in accordance with manufacturer recommendation
	3.5 After a period of non-contact, radio or other electronic contact is checked to ensure effective operation in accordance with operating procedures

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4 Maintain equipment	4.1	Equipment is cleaned, maintained and stored or stowed in accordance with manufacturer specifications and workplace procedures, to ensure operational effectiveness
	4.2	Documentation is completed in accordance with operating procedures and workplace journey requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3060A Control traffic as a pilot vehicle operator.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3060 Control traffic as a pilot vehicle operator

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- controlling traffic by:
  - ensuring safe and efficient movement of all vehicular and pedestrian traffic
  - assisting movement of oversized or overmassed (OSOM) vehicle being escorted
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading, interpreting and following relevant instructions and operating procedures
- rectifying and/or reporting identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and correctly using signage
- using handheld signs
- using personal protective equipment and clothing in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements
- working collaboratively with others
- working safely in accordance with instructions
- working systematically with required attention to detail without injury to self or others, or damage to goods, vehicles or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- electronic communications operating procedures
- emergency management plan
- operating procedures for controlling traffic during piloting duties
- purpose of required personal protective equipment and instructions for its use
- relevant journey documentation
- relevant national heavy vehicle legislation and regulatory requirements
- requirements of traffic control during mishaps or accidents
- verbal and non-verbal communication techniques
- workplace and equipment safety requirements, and relevant WHS/OHS legislation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

- Resources for assessment include:
- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

A simulator/online assessment is not suitable for the final assessment of this unit of competency.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3063 Administer the implementation of fatigue management strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to administer the implementation of fatigue management strategies during work operations in a defined workplace in accordance with national and state/territory legislation and relevant regulations.

It includes monitoring the implementation of fatigue management strategies, recognising breaches of fatigue management policies, procedures and regulations, and developing and assessing staff competence in fatigue management.

It also includes providing feedback to staff on shortcomings in their fatigue management skills and knowledge, and reporting to management on the implementation of fatigue management policy.

Work is performed under limited supervision generally as a team leader or supervisor.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Monitor the implementation of fatigue management strategies	1.1 Work activities of employees, subcontractors and suppliers in organisation's products and services supply chain are monitored in accordance with organisation's fatigue risk management implementation plan
	1.2 Reviews are undertaken of scheduled versus actual hours of work and where a compliance breach is identified, appropriate action is taken to analyse the reasons concerned and to rectify the situation
2 Recognise breaches of fatigue management policies, procedures and regulations	2.1 Signs and symptoms of fatigue in employees are identified in accordance with operational procedures
	2.2 Breaches of fatigue management policies, procedures and regulations in the work activities of employees, subcontractors and suppliers are recognised and reported in accordance with standard procedures
	2.3 Errors and incidents traceable to non-compliance with fatigue management procedures and regulations are investigated and reported in accordance with operational procedures
	2.4 Appropriate action is taken in conjunction with employees, subcontractors or suppliers concerned, to ensure ongoing and future compliance with the organisation's fatigue management policy and procedures
3 Develop and assess staff competence in fatigue management	3.1 Appropriate training programs and learning resources are developed and provided to ensure employees understand the organisation's fatigue management policies and procedures, and the risks, causes and consequences of fatigue
	3.2 Employees are assessed to confirm they are competent in understanding the organisation's fatigue management strategies and can apply them to their day-to-day work activities and responsibilities
	3.3 Deficiencies in employee competence to apply organisation's fatigue management strategies to their work activities are identified, and appropriate learning opportunities are provided to enable employees to achieve required competence

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4 Provide feedback to staff on shortcomings in fatigue management skills and knowledge	4.1 Evidence of employee shortcomings in implementing fatigue management strategies is obtained and interpreted from observation of signs and symptoms of fatigue in work activities, periodic evaluations of work performance, and assessments of competence carried out as part of training and learning activities
	4.2 Employees are provided with feedback on identified shortcomings in their implementation of fatigue management strategies, and appropriate support and counselling is provided on how they might address these shortcomings
	4.3 Further learning opportunities and information are provided to assist employees implement organisation's fatigue management strategies in their area of work activity, as required
5 Report on the implementation of fatigue management policy	5.1 Periodic audits of the implementation of fatigue management strategies in the work area/s of responsibility are carried out in accordance with standard procedures
	5.2 Accidents and safety incidents are investigated and analysed to identify the extent to which fatigue might have been a contributing factor
	5.3 Reports on implementation of organisation's fatigue risk management system are prepared and submitted to designated personnel in accordance with standard procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF3063A Administer the implementation of fatigue management strategies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3063 Administer the implementation of fatigue management strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to changes in relevant regulations, policies and procedures
- applying relevant legislation and workplace procedures
- assisting employees to identify their own learning needs on matters related to fatigue management
- communicating effectively with others
- modifying activities and taking appropriate initiatives to administer the implementation of organisation's fatigue risk management system depending on contexts, risk situations and environments
- planning and carrying out audits and reviews of organisation's fatigue risk management system
- planning and organising training and learning opportunities for employees on fatigue management and implementing organisation's fatigue risk management system
- reading and interpreting documentation on organisation's fatigue risk management system and related policy, instructions, procedures and regulations and applying this information to supervisory activities
- recognising breaches of fatigue management strategies and regulations and taking appropriate action in accordance with organisation's fatigue risk management system
- working collaboratively with employees and other management staff to implement organisation's fatigue risk management system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and consequences of fatigue in relation to employees and organisation
- employee and organisation responsibilities for implementing fatigue management

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regulations and policies including suppliers and sub-contractors in organisation's services and products supply chain
- factors that increase fatigue-related accidents
- hazards and risks created by fatigue in the workplace
- how fatigue affects workplace performance
- how fatigue contributes to workplace accidents
- lifestyles that promote the effective long-term management of fatigue
- options and resources for providing training and learning opportunities for employees on fatigue management and the implementation of organisation's fatigue risk management system, including initial induction training, in-depth training on fatigue and fatigue management techniques, remedial training where existing competence is assessed as being insufficient and fatigue management refresher training
- organisation's fatigue risk management system and the workplace policies and procedures related to fatigue management, and the control of factors that can contribute to fatigue and fatigue-related accidents
- organisation's fatigue risk management system as it relates to the operational area/s being administered
- procedures for auditing and reviewing organisation's fatigue risk management system, and related policy and procedures for reporting audit outcomes
- processes and resources for assessing employee fatigue management competence
- relevant codes, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) regulations
- strategies and ways of managing fatigue
- ways of assisting individuals to assess their own sleep patterns and to evaluate their own fitness for work such as providing information on how to identify sleep disorders and how to obtain appropriate treatment
- ways of providing feedback to employees on identified deficiencies in their competence to implement fatigue management strategies
- ways of recognising fatigue.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3083 Conduct track protection assessment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct track protection assessments, in accordance with Rail Infrastructure Manager, legislative and regulatory requirements.

It includes undertaking track assessment and determining the type of track protection required to perform work activities safely.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety.

This unit also provides the authority to position lookout protection.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Undertake track assessment	1.1 Track work activity to be performed is identified and its complexity is analysed
	1.2 Impact of the work activity on the network is determined
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Track protection requirements are analysed and identified
	1.5 Visual assessment is conducted to assess the characteristics of the track worksite
2 Plan track protection required to perform work activity safely	2.1 Outcomes of the visual assessment and the complexity of the track work activity are analysed to determine type of track protection required
	2.2 Worksite protection plan is prepared in accordance with safety assessment outcomes and Rail Infrastructure Manager rules, procedures and protocols for rail safety
	2.3 Plan is communicated to relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF3083B Conduct track protection assessment.

Links

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Assessment Requirements for TLIF3083 Conduct track protection assessment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with individuals and work groups
- communicating with Network Control Officer is maintained using appropriate communications systems
- conducting a visual assessment of track worksite characteristics to identify job hazards and taking required action to minimise, control or eliminate identified hazards
- defining the authority boundaries when conducting track protection assessment
- identifying unsafe situations and emergencies
- identifying safe places when conducting track protection assessment
- identifying positions for handsignaller and lookouts when conducting track protection assessment as required
- identifying level and pedestrian crossings when conducting track protection assessment
- identifying fixed rail infrastructure when conducting track protection assessment
- preparing site protection arrangement plans
- preparing worksite protection plan.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of track worksites
- operational communications protocols and systems
- positioning requirements for handsignallers
- Rail Infrastructure Manager policies, procedures, rules and protocols for identified unsafe situations or emergencies within workplace role
- Rail Infrastructure Manager rules and procedures

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- Rail Infrastructure Manager rules and procedures for working around electrical infrastructure
- rail terminology as defined by the relevant Rail Infrastructure Manager safeworking system
- railway track signals and their use
- relevant rail danger zones and safeworking systems
- relevant safeworking system workplace rules and procedures
- types of track protection and safeworking systems
- types of worksite protection equipment and their use
- work activity complexity
- worksite protection plans.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3084 Follow mobile crane safety procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to follow and apply mobile crane safety procedures, and work health and safety (WHS)/occupational health and safety (OHS) procedures when carrying out mobile crane operations.

It includes identifying and following mobile crane and workplace procedures for hazard identification and risk control, contributing to arrangements for managing WHS/OHS, and completing all relevant safety records.

Mobile crane operations are performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Follow workplace and mobile crane safety procedures for hazard identification and risk control	1.1 Mobile crane and workplace procedures for dealing with accidents, fire and emergencies are identified and followed
	1.2 Mobile crane and workplace procedures for WHS/OHS and related work instructions for controlling risks in a workplace are accurately followed
	1.3 Mobile crane hazards and site hazards in the workplace are identified and appropriate action is taken to report them and to minimise or eliminate risk to personnel, workplace and the environment
	1.4 Safety regulations and established mobile crane and workplace safety and hazard control practices and procedures are obtained, interpreted and applied to mobile crane operations
	1.5 Procedures and precautions necessary for entry into confined spaces in the workplace are correctly followed, as required
	1.6 Personal protective clothing and equipment is correctly used in accordance with established safety practices and procedures
	1.7 Established mobile crane and workplace emergency and contingency plans are followed in an emergency
2 Contribute to arrangements for managing mobile crane safety procedures and WHS/OHS	2.1 Mobile crane safety hazards and WHS/OHS issues are identified and raised with designated personnel in accordance with workplace procedures and relevant WHS/OHS legislation
	2.2 Contributions to WHS/OHS management in the workplace are made in accordance with workplace procedures and provisions of relevant legislation
	2.3 Participative arrangements for mobile crane safety procedures and WHS/OHS management in the workplace are contributed to within relevant workplace procedures, scope of responsibilities and own competence
3 Complete workplace and WHS/OHS records	3.1 Mobile crane and WHS/OHS records are completed in accordance with workplace requirements
	3.2 WHS/OHS records and legal requirements for

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	maintaining records of occupational injury and diseases are followed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3084A Follow mobile crane safety procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3084 Follow mobile crane safety procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying basic fatigue management techniques
- applying mobile crane and work health and safety WHS/OHS recording procedures in accordance with workplace requirements
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation, mobile crane safety procedures and workplace procedures
- communicating effectively with others
- completing relevant documentation
- dealing with internal and external customers in large, medium, or small worksites, demolition sites and/or construction sites
- estimating the size, shape and special requirements of loads
- following procedures for identifying mobile crane safety hazards and WHS/OHS issues
- identifying containers and goods coding, Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading and comprehending simple statements in English
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and

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WHS/OHS standards
- taking appropriate action to report identified mobile crane and site hazards in the workplace
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- hazards associated with crane operations on a demolition site
- hazards associated with mobile crane operations on a construction site
- HAZCHEM symbols and implications for safe work and storage
- housekeeping standards and procedures
- how to handle broken or damaged equipment
- lifting personnel using a workcage/workbox
- location and use of safety alarms, emergency shut-off systems, emergency communications systems
- manual and mechanically assisted lifting and load shifting procedures
- mobile crane and workplace emergency and evacuation procedures
- relevant mobile crane safety procedures
- relevant WHS/OHS procedures and guidelines
- reporting procedures for unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- risks associated with mobile cranes, and related precautions to control the risk
- risks associated with multiple crane operations
- signs and signals used for warnings
- site layout and obstacles of container or cargo terminal or wharf
- storage and use of hazardous substances
- terms used in safety data sheets (SDSs)/material safety data sheets (MSDSs)
- transport requirements for goods within a workplace.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions and include restricted spaces, exposed conditions and controlled or open environments.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals, including relevant:
  - Australian Standards
  - general duty of care under WHS/OHS legislation
  - mobile crane codes of practice
  - state/territory WHS/OHS legislation and safety codes, including manual handling, noise, confined spaces, smoking, workplace ergonomics
  - workplace relations regulations
  - workers' compensation regulations
- dangerous goods regulations
- personal protective equipment, including:
  - gloves
  - safety headwear and footwear
  - safety glasses
  - two-way radios
  - high visibility clothing
- relevant materials, tools and equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3085 Apply local incident response procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply local incident response procedures in accordance with relevant regulations and workplace procedures.

It involves applying basic emergency response principles when dealing with incidents within a defined local area. It also includes responding to an incident, carrying out incident response activities and completing follow-up actions.

Work must be carried out in compliance with relevant regulations and emergency workplace procedures concerning action to be taken in an emergency.

Work is performed under minimal supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Respond to incident	1.1 Details of incident are received, assessed and confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Immediate response requirements are identified and actioned in accordance with organisational procedures
	1.4 Communication is established with network control personnel and instructions are followed in accordance with organisational policies and procedures
2 Perform incident response activities	2.1 Incident response activities are carried out in accordance with organisational policies and procedures
	2.2 Assistance is provided in accordance with worker duty of care responsibilities and organisational requirements
	2.3 Assistance is provided to relevant authorities in accordance with organisational policy and legislative requirements
	2.4 Information is collected and passed on to relevant personnel in accordance with organisational procedures
3 Complete follow-up actions	3.1 Details of incident are collected, recorded and managed in accordance with organisational procedures
	3.2 Contribution is made to debrief process and recommendations are prepared and submitted, as required
	3.3 Documentation relating to the implementation and coordination of incident responses is completed in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3085A Apply local incident response procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3085 Apply local incident response procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying incident response procedures
- applying relevant legislation and workplace procedures
- carrying out incident response activities
- collaborating with others
- communicating clearly and effectively with others
- completing follow-up actions
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures and information
- responding to an incident.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management plan
- layout of area under control and potential obstacles for responding parties
- organisational procedures and policies for responding to incidents, including procedures for responding to and providing practical assistance where required
- procedures for contacting emergency services personnel and other relevant stakeholders
- relevant legislation, regulations, codes of practice, procedures and guidelines concerning incident response
- relevant work health and safety (WHS)/occupational health and safety (OHS) legislation, regulations, codes of practice, procedures and guidelines

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- risks, hazards and related precautions to control risk
- types of incidents that can occur and appropriate action to be taken in each case.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including emergency management plan, workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3087 Follow work health and safety, and environmental procedures in the rail industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to follow and apply work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures when carrying out work activities in the rail industry.

It includes identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for managing WHS/OHS and environmental procedures, and completing appropriate records.

Work is performed under some supervision generally in a team environment. It involves applying established WHS/OHS, environmental and hazard minimisation principles and procedures when conducting workplace activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Follow workplace procedures for hazard identification and risk control	1.1 Workplace procedures for dealing with environmental incidents, accidents, fires and emergencies are identified and followed
	1.2 Workplace procedures for WHS/OHS, environmental and related work instructions for controlling risks in a workplace are identified and followed
	1.3 Hazards in the workplace are identified and appropriate action is taken to report them and to minimise or eliminate risk to personnel, workplace and the environment
	1.4 Safety regulations and established workplace safety and hazard control practices and procedures are obtained, interpreted and applied to day-to-day work activities
	1.5 Hazard and risk control documentation is completed in accordance with organisational requirements as required
	1.6 Personal protective clothing and equipment is correctly used in accordance with established safety practices and procedures as required
	1.7 Established emergency and contingency plans are followed in an emergency
	1.8 Information on workplace WHS/OHS and environmental policies, procedures and programs is stored in a readily accessible location and manner
2 Contribute to arrangements for managing WHS/OHS	2.1 WHS/OHS issues and identified safety hazards are raised with designated personnel in accordance with workplace procedures and relevant WHS/OHS legislation
	2.2 Contributions to managing WHS/OHS in the workplace are made in accordance with workplace procedures and provisions of relevant legislation
	2.3 WHS/OHS issues are raised with designated personnel in accordance with workplace procedures and relevant WHS/OHS legislation

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	2.4 Participative arrangements for managing WHS/OHS in the workplace are contributed to within workplace procedures, scope of responsibilities and competencies
3 Implement environmental control procedures	3.1 Environmental protection measures are implemented or applied in accordance with organisational policies and procedures
	3.2 Identified improvements to existing procedures are passed on to appropriate personnel
	3.3 WHS/OHS and environmental records and reports are completed in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3087A Follow occupational health, safety and environmental procedures in the rail industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3087 Follow work health and safety, and environmental procedures in the rail industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and consulting effectively with others
- completing relevant documentation in accordance with workplace procedures
- identifying job and environmental hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- operating and adapting to differences in equipment in accordance with operational procedures
- reading and interpreting relevant safety-related information, workplace procedures and codes of practice
- reporting and rectifying faults and malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) in accordance with industry and work health and safety (WHS)/occupational health and safety (OHS) regulations
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- emergency management plan and evacuation procedures
- location and use of safety alarms and emergency communications systems
- relevant environmental protection regulations
- relevant sections of state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- relevant WHS/OHS procedures, rail industry standards, rules, codes of practice and guidelines
- reporting procedures for unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- signs and signals used for WHS/OHS warnings
- site layout and obstacles
- typical problems that can occur when caring for the environment when carrying out work activities in the rail industry
- workplace procedures and guidelines for caring for the environment during workplace operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3089 Implement fatigue management policies and procedures for rail infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement fatigue management policies and procedure for rail infrastructure.

It includes monitoring the implementation of fatigue management and recognising breaches of fatigue management policies, procedures, programs and regulations. It also includes assessing rail safety worker competence in fatigue management, providing feedback to workers on shortcomings in their fatigue management skills and knowledge, and reporting to management on the fatigue management program implementation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines for managing fatigue in the workplace.

Work is performed under limited supervision within a rail infrastructure environment. It involves the application of relevant rail safety regulations and the principles of fatigue management when administering the implementation of an organisation's fatigue management strategies.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Monitor implementation of fatigue management program	1.1 Work activities of employees, subcontractors and suppliers in supplying products and services are monitored as required, in accordance with the organisation's fatigue risk-management implementation plan
	1.2 Reviews are undertaken of scheduled versus actual hours of work and where a compliance breach is identified, appropriate action is taken to analyse the reasons concerned and to rectify the situation
	1.3 Deficiencies in the competence of individual employees to apply the organisation's fatigue management strategies to their work activities are identified, and appropriate learning opportunities are provided
2 Recognise breaches of fatigue management policies, procedures and regulations	2.1 Signs and symptoms of fatigue in employees are identified in accordance with operational procedures
	2.2 Breaches of fatigue management policies, procedures and regulations in the work activities of employees, subcontractors and suppliers are identified as required and reported in accordance with workplace procedures
	2.3 Errors and incidents traceable to non-compliance with fatigue management procedures and regulations are investigated and reported in accordance with operational procedures
	2.4 Appropriate action is taken in conjunction with employees, subcontractors and suppliers as required, to ensure ongoing and future compliance with the organisation's fatigue management policy and procedures
3 Provide feedback to employees on shortcomings in fatigue management skills and knowledge	3.1 Employees are provided with feedback on identified shortcomings in their implementation of fatigue management strategies and appropriate support and counselling are provided on how they might address these shortcomings

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	3.2 Information is provided to employees to assist them in implementing the organisation's fatigue management strategies in their area of work activity
4 Report on implementation of fatigue management policy	4.1 Periodic audits of the implementation of fatigue management policies and procedures in work areas of responsibility are carried out in accordance with organisational policies and procedures
	4.2 Reports on the implementation of the organisation's fatigue risk-management system are prepared and submitted to designated personnel in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3089A Implement fatigue management policies and procedures for rail infrastructure

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3089 Implement fatigue management policies and procedures for rail infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- assisting rail safety workers identify their own learning needs on fatigue management matters
- identifying training and learning opportunities for rail safety workers on fatigue management
- reading and interpreting documentation on an organisation's fatigue risk-management program and related policy, instructions, procedures and regulations relating to fatigue management, and applying them to supervisory activities
- recognising breaches of fatigue management strategies and regulations and taking appropriate action in accordance with organisation's fatigue risk-management system
- using appropriate numeric functions when carrying out reporting procedures
- working collaboratively with rail safety workers and other staff.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes, ways of recognising, and consequences of fatigue on rail safety workers and the rail organisation, and ways of managing them
- fatigue management symptoms and strategies
- fatigue risk management program
- hierarchy of fatigue risk management
- options and resources for providing training and learning opportunities for rail safety workers on fatigue management and the implementation of an organisation's fatigue risk management program
- organisation's fatigue risk management program as it relates to the operational areas being

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administered
- processes and resources for assessing rail safety worker competence in fatigue management
- relevant rail safety and work health and safety (WHS)/occupational health and safety (OHS) legislation as they relate to fatigue
- risks and hazards created by fatigue in the workplace
- ways of assisting individuals to assess their own sleep patterns and evaluate their own fitness for work, including information on identifying sleep disorders and obtaining appropriate treatment
- ways of providing feedback to rail safety workers on identified deficiencies in their proficiency to implement the fatigue risk management program.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant fatigue risk management programs, exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Transport Operator system of fatigue risk management including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3091 Apply awareness of dangerous goods and hazardous materials requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify and apply an awareness of hazardous substances and dangerous goods requirements.

It includes identifying legislation relating to hazardous substances and dangerous goods; segregating dangerous goods and hazardous substances; and dealing with incidents involving hazardous substances and dangerous goods.

This unit is intended for people who have minimal or no contact with explosives or hazardous substances and dangerous goods as part of their job role but who require an awareness of how hazardous substances and dangerous goods are labelled and segregated when being transported.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply appropriate legislation for transporting dangerous goods and hazardous substances	1.1 Legislation and organisational policies and procedures for transporting hazardous substances and dangerous goods are identified and accessed
	1.2 Labelling of different types of dangerous goods and hazardous substances is identified from accessed documentation
	1.3 Hazardous loads are identified from transport manifests
2 Separate dangerous goods and hazardous substances	2.1 Hazardous substances and dangerous goods class and subsidiary risk information is identified
	2.2 Hazardous substances and dangerous goods are correctly separated in accordance with relevant documentation, and class and subsidiary risk information as required
3 Deal with incidents involving dangerous goods and hazardous substances	3.1 Information is obtained about dangerous goods and hazardous substances involved
	3.2 Hazards are identified, risks are assessed and risk control measures are implemented
	3.3 Documentation is checked for compliance with separation rules as required, in accordance with organisational procedures
	3.4 Information about dangerous goods and hazardous substances is relayed to appropriate people and authorities

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3091A Apply awareness of dangerous goods and hazardous materials requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3091 Apply awareness of dangerous goods and hazardous materials requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- checking relevant dangerous goods and hazardous substances documentation in accordance with operational procedures and instructions
- checking relevant dangerous goods and/or hazardous substances segregation in accordance with class and subsidiary risk information/documentation
- identifying dangerous goods and hazardous substance labels
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying relevant safety data sheets (SDSs)/material safety data sheets (MSDSs), manufacturer instructions, and organisational policies and procedures for dangerous goods and/or hazardous substances
- reading and interpreting relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- labelling of dangerous goods and hazardous substances
- relevant national, state/territory regulations and codes of practice for identifying and labelling dangerous goods and hazardous substances, including appropriate sections of the current Australian Dangerous Goods (ADG) Code and other applicable legislation
- risks and hazards when transporting dangerous goods and hazardous substances.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, industry standards, codes of practice, current ADG Code and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF3096 Carry out emergency response to a dangerous goods incident

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out an emergency response in a dangerous goods incident.

It includes responding to the incident, controlling and assisting at the site, identifying product being carried, and completing reports and other required documentation in accordance with regulatory requirements and workplace procedures.

Work must be carried out in accordance with work health and safety (WHS)/occupational health and safety (OHS) codes of practice and regulations, transport emergency response plan (TERP) and workplace requirements.

Work is performed under limited supervision. It involves the application of regulatory requirements and workplace emergency response procedures when responding to accidents and emergencies.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify incident response procedures	1.1 Company procedures for responding to incidents and emergencies are accessed and explained
	1.2 Procedures for accessing first aid are determined
	1.3 Familiarisation with the use of fire safety equipment is demonstrated
2 Respond to incident	2.1 Nature, extent and degree of incident threat are assessed in accordance with emergency procedures
	2.2 Guides for product being carried are located, and UN number and shipping/technical name are obtained from available documents
	2.3 Resources and vulnerability of situation are analysed
	2.4 Key people and relevant support agencies are identified and notified of incident and product details
	2.5 Instructions and support are sought from key people and support agencies in accordance with emergency procedures and TERP
3 Apply emergency strategies	3.1 Safety and security procedures are complied with in all actions
	3.2 Personal protective equipment (PPE) is selected and used in accordance with requirements of the situation, and WHS/OHS and emergency procedures
	3.3 Welfare of people is guarded and protected as the first priority of any action
	3.4 Exclusion zone is established around incident site
	3.5 Safe access and exit are maintained for emergency services in accordance with emergency procedures and situational analysis
	3.6 Controls are selected and applied to achieve objectives with minimum damage to people and the environment

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	3.7	Immediate response to threat or danger to people is provided while preserving personal safety, in accordance with emergency procedures
	3.8	Emergency first aid treatment of minor injuries is carried out correctly and details of treatment administered are reported accurately to incident response leader
4 Communicate with and complement other personnel	4.1	Effective communication and documentation with key people and support agencies are constantly maintained
	4.2	Activities are consistent with incident response leader's plan of action
	4.3	Work of other key people and support agencies is supported by own actions
5 Monitor the environment and the incident	5.1	Factors that may create or increase risk of injury or damage are constantly assessed and reported to incident response leader
	5.2	Hazard controls are monitored to ensure continued effectiveness
	5.3	Own and others' health and morale are monitored and maintained
	5.4	Changes in conditions and behaviour are identified and reported
6 Assist with recovery from incident	6.1	Evidence relating to incident cause is preserved and recorded as far as possible
	6.2	Appropriate assistance is provided in accordance with emergency procedures
	6.3	Emergency equipment is returned to a state of readiness as soon as is reasonably possible
	6.4	Debriefings are attended and participated in as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3096A Carry out emergency response to a dangerous goods incident.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF3096 Carry out emergency response to a dangerous goods incident

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying own responsibilities in accordance with company procedures
- collecting evidence of:
  - workplace documentation
  - load documentation
  - incident details
- identifying and describing an incident clearly
- re-stowing emergency equipment
- selecting and using personal protective equipment (PPE) and clothing safely and effectively under emergency conditions
- using effective communication skills during emergencies
- using emergency equipment including:
  - emergency shutdown controls
  - evacuation controls
  - spill control equipment
  - eye wash equipment and safety showers
  - fire extinguishers
- using PPE and safety measures including:
  - chemical resistant gloves
  - safety headwear and footwear
  - safety glasses
  - intrinsically safe, full cover protective clothing
  - high visibility clothing and safety vest
  - evacuation controls
  - two-way radio.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable legislative and company procedures and codes
- appropriate PPE and clothing
  - current Australian Dangerous Goods (ADG) Code
- documents and records including
  - emergency information procedure (EIP)
  - emergency procedures guide (EPG)
  - environmental protection legislation and regulations
  - fatigue management regulations
- emergency equipment operating characteristics, limitations, hazards, precautions, procedures and general care
- general emergency priorities and strategies
- hazard analysis techniques
- hazards and precautions necessary during control activities
- organisational emergency procedures:
  - relevant Australian Standards and certification requirements
  - relevant internal data entry books, including logbooks, data sheets and load sheets
  - relevant state/territory road rules and roads and traffic authority driving regulations and licence or permit requirements for operating heavy vehicles on unsealed roads
  - workplace operating procedures
- survival, rescue and recovery procedures
- tactics for safely handling emergencies involving dangerous goods including:
  - transport emergency response plan (TERP)
  - transport regulations as they apply to the enterprise, including local authority regulations and procedures
  - work health and safety (WHS)/occupational health and safety (OHS) legislation
  - workplace policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, TERP, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4007 Implement and coordinate accident-emergency procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and coordinate accident and emergency procedures in accordance with relevant regulations and workplace procedures.

It includes responding to the incident, coordinating on-site activities and completing follow-up actions.

Work is performed under some supervision generally within a team environment. It involves the application of basic emergency response principles when implementing accident and emergency procedures, and includes providing assistance ranging for simple injuries to applying life support systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Respond to incident	1.1 Details of incidents, accidents and emergencies are received, analysed and confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Immediate coordination requirements are identified and actioned in accordance with organisation procedures
	1.4 Travel to incident site is undertaken by the shortest, fastest, legal means and routes
2 Coordinate on-site activities	2.1 Control of site activities is assumed on arrival, and operator and other authorities present are informed of this action
	2.2 Assistance is provided to clients and operators within limitations of duty of care and organisational requirements
	2.3 Details of personnel, including names and nature of injuries, are notified to relevant personnel, in accordance with organisational policies and procedures
	2.4 Assistance is provided to relevant authorities within legal and policy limitations
3 Complete follow-up actions	3.1 Details of affected personnel, including names, nature of injuries and follow-up treatments are notified to next-of-kin in accordance with organisational procedures
	3.2 Incidents resulting in a near miss, accident or emergency are investigated and a report, including recommendations, is completed in accordance with organisational policies and procedures
	3.3 Accident procedures and emergency plans are reviewed for effectiveness and recommendations for changes are prepared and submitted to appropriate persons

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4007A Implement and coordinate accident-emergency procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4007 Implement and coordinate accident-emergency procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when implementing and coordinating accident and emergency procedures
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others when implementing and coordinating accident and emergency procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- means to control and organise an accident scene, provide practical assistance and cooperate with others at the scene
- relevant work health safety (WHS)/occupational health and safety (OHS) and other regulatory codes, procedures and guidelines concerning response to accidents and emergencies
- risks and hazards in the workplace and related precautions to control risk

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- workplace procedures and policies for responding to accidents and emergencies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4014 Develop and maintain a safe workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and maintain a safe workplace in accordance with regulations.

It includes planning and implementing safety requirements; informing and training personnel on work health safety (WHS)/occupational health and safety (OHS) legislation, codes and standards; and establishing and maintaining procedures for assessing and controlling safety risks. It also includes monitoring, adjusting and reporting safety performance, and evaluating the WHS/OHS system and related policies, procedures and programs.

Work involves discretion and judgement in developing and maintaining a safe workplace.

Work is performed under minimum supervision with general guidance on progress and outcomes of work.

Work generally involves responsibility for resource coordination and allocation, and provides leadership of others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and implement safety requirements	1.1 Health and safety risk assessments are made as part of production planning exercises
	1.2 Policy and procedures are developed to implement requirements for a safe workplace
	1.3 Work practices are planned with colleagues to ensure compliance with workplace and environmental legislation and standards
	1.4 Safe operating procedures are documented and communicated
	1.5 Work practices are implemented in accordance with requirements specified in legislation and standards for safe workplaces and environments
	1.6 Effective induction and supervision is provided to support colleagues in managing their organisational responsibilities
	1.7 Purchasing policy for providing goods and services is informed by WHS/OHS considerations
2 Inform and train personnel on WHS/OHS legislation, codes and standards	2.1 Legislation, standards and organisational policies and practices relevant to creating and maintaining a safe workplace and environment are made available to individuals/teams
	2.2 Arrangements are made to provide information in a language, style and format that is understood by colleagues
	2.3 WHS/OHS training program is developed and implemented to identify and fulfil employee WHS/OHS training needs as part of the organisational general training program
	2.4 Individuals/teams are informed of their legal responsibility for maintaining a safe workplace and environment
	2.5 Implications of an unsafe workplace and environment are made clear to all within the workplace
3 Establish and maintain	3.1 Safety risks presented by identified hazards are correctly

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procedures for assessing and controlling safety risks	assessed in accordance with WHS/OHS legislation and codes of practice
	3.2 Activities are monitored to ensure procedure is adopted effectively throughout area of managerial responsibility
	3.3 Risk assessment is addressed at the planning, design and evaluation stages of any change within area of managerial responsibility to ensure risk is not increased
	3.4 Measures to control assessed safety risks are developed and implemented in accordance with the hierarchy of controls, relevant WHS/OHS legislation, codes of practice and trends identified from the WHS/OHS records system
	3.5 Activities are monitored to ensure risk control procedure is adopted effectively throughout area of managerial responsibility
	3.6 Risk control is addressed at the planning, design and evaluation stages of any change within area of managerial responsibility to ensure adequate risk control measures are included
4 Monitor, adjust and report safety performance	4.1 Hazards are identified, assessed and prioritised for action
	4.2 Controls are selected to minimise risks to health and safety
	4.3 Waste recycling, reduction and disposal is carried out within legislative and organisational requirements
	4.4 Recommendations for improvements to meet legislation and associated standards are submitted to designated persons/groups
	4.5 Individuals/teams are informed of improvements and alterations to WHS/OHS procedures in the workplace
	4.6 Systems, records and reporting procedures are maintained according to legislative requirements
5 Evaluate WHS/OHS system and related policies, procedures and programs	5.1 Effectiveness of WHS/OHS system and related policies, procedures and programs is assessed in accordance with workplace WHS/OHS aims
	5.2 Improvements to WHS/OHS system are developed and implemented to ensure more effective achievement

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	workplace WHS/OHS aims and organisational policies and objectives
	5.3 Inadequacies in existing risk control measures are identified in accordance with the hierarchy of controls, and resources enabling implementation of new control measures are sought and/or provided in accordance with appropriate procedures
6 Investigate and report non-conformance	6.1 Conformance with WHS/OHS legislation and codes of practice is assessed to ensure that as a minimum, legal WHS/OHS standards are maintained
	6.2 Non-conformance is investigated and dealt with in accordance with legislative requirements
	6.3 Colleagues are supported to acquire and apply competencies to meet legislative requirements and associated standards
	6.4 Changes to operations and practices are implemented to ensure non-conformance is not repeated
7 Establish and maintain a WHS/OHS records system	7.1 WHS/OHS record requirements are confirmed to identify patterns of occupational injury and disease within area of managerial responsibility
	7.2 WHS/OHS records system is set up to meet WHS/OHS record requirements
	7.3 Employees are trained in the use of the WHS/OHS records system
	7.4 Changes are made to the WHS/OHS records system to ensure effective achievement of workplace WHS/OHS aims
	7.3 WHS/OHS records are used as the basis for developing and submitting relevant workplace WHS/OHS reports to management

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4014A Develop and maintain a safe workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4014 Develop and maintain a safe workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing the working environment to identify hazards, assess risks, implement control measures, and design and implement appropriate WHS/OHS management systems
- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when establishing a safe workplace
- completing relevant documentation when establishing a safe workplace
- designing and implementing appropriate WHS/OHS management systems
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocols
- planning work activities, including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information, labels and signs
- reporting and/or rectifying identified problems that may arise, in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and procedures to improve WHS/OHS conformance, information systems and reporting requirements
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working collaboratively with others when developing and maintaining a safe

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workplace
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate links to other management systems, for example contractors, maintenance and purchasing
- arrangements for participation and consultation over WHS/OHS
- considerations for choosing between different control measures
- elements of an effective WHS/OHS management system
- hazards and associated safety risks that exist in the workplace
- hierarchy of controls
- how to identify when expert advice is needed
- incident and accident investigation arrangements
- principles of risk management
- range of control measures available
- relevant WHS/OHS and environmental protection policies and procedures
- relevant regulatory and code requirements
- role of technical information and experts in designing risk control measures, monitoring systems and health surveillance procedures
- significance of other management systems and procedures for WHS/OHS
- systems of risk control, recognising the significance of WHS/OHS for effective workplace operation
- training, coaching and mentoring approaches appropriate for use in WHS/OHS training programs
- typical problems that can occur when managing WHS/OHS systems and related action that can be taken
- workplace business policies and plans related to WHS/OHS issues
- workplace protocols and procedures for managing personal work priorities and professional development.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4061 Respond to electric tram-driving emergencies and abnormal situations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to respond to emergencies and abnormal situations when driving an electric tram in accordance with regulatory requirements and workplace procedures.

It includes identifying and responding to emergency and abnormal situations, arranging follow-on support and assistance, and communicating with staff and passengers in accordance with workplace procedures and relevant regulatory requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines, as well as relevant state/territory road rules and tramway regulatory requirements.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when responding to electric tram-driving emergencies and abnormal situations as part of workplace activities across a variety of operational contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify emergency or abnormal electric tram-driving situation	1.1 Emergency, potential emergency or abnormal situation is promptly recognised and assessed, and needs are prioritised in accordance with workplace emergency response plan/procedures
	1.2 Implications of emergency, potential emergency or abnormal situation are evaluated in accordance with workplace requirements
	1.3 Options for reporting the situation and/or taking action are considered in accordance with workplace procedures and regulatory requirements
	1.4 Network Control Officer and relevant personnel are alerted to emergency, potential emergency or abnormal situation as required, in accordance with workplace operating and emergency procedures and plans
	1.5 Communications are maintained with relevant personnel to determine appropriate course of action
2 Respond to emergency or abnormal electric tram-driving situation	2.1 Emergency, potential emergency or abnormal situation is responded to in accordance with workplace procedures, received instructions, regulatory requirements and emergency response plan
	2.2 Hazardous substances and dangerous goods class and subsidiary risk information is identified
	2.3 Safety incidents and emergencies are handled appropriately in accordance with established response plan and within limits of rail safety worker duty of care responsibilities
	2.4 Responsibilities are fulfilled in accordance with workplace emergency response plan and code/regulatory requirements
	2.5 Assistance is provided in controlling the site prior to and following arrival of emergency services
	2.6 In an emergency, assistance is provided to other staff and emergency services personnel conducting initial scene

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	survey
	2.7 Directions of the Network Control Officer and controlling emergency services authority are followed and all possible assistance is provided in response to those directions
	2.8 Incident reports are completed accurately in accordance with regulatory and workplace procedures
3 Arrange follow-on support and assistance	3.1 In an accident or illness, medical assistance and support is arranged as required in accordance with workplace procedures
	3.2 First aid is provided until medical assistance arrives, within limits of own responsibility and competence in accordance with workplace procedures
4 Communicate with staff and passengers	4.1 Staff and passengers are provided with relevant, appropriate and timely advice on emergency and abnormal situations
	4.2 Instructions are provided to relevant personnel and/or passengers in accordance with workplace procedures, consistent with the nature of the emergency or abnormal situation
	4.3 Evacuation procedures for personnel and/or customers are explained and/or demonstrated as required in accordance with workplace procedures
	4.4 Customer service and safety needs arising from emergency or abnormal situation are identified and acted on in accordance with regulatory and workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4061A Respond to electric tram-driving emergencies and abnormal situations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4061 Respond to electric tram-driving emergencies and abnormal situations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in electric trams and ancillary equipment
- completing required documentation and reports
- following emergency response plan in accordance with workplace procedures
- identifying hazards and taking appropriate action to minimise, control or eliminate identified hazards
- identifying, solving and/or reporting problems promptly, in accordance with workplace procedures
- modifying activities depending on workplace contexts, risk situations and environments
- providing first aid within limits of own responsibility and competence
- reading and interpreting relevant instructions, procedures and information
- responding to incidents, emergencies or abnormal situations in accordance with operational procedures and workplace emergency response plan
- selecting and using relevant communications and other equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- focus of operation of work systems, equipment, management and site operating systems when responding to electric tram-driving emergencies or abnormal situations

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- hazards that may occur in transport and allied industries that can lead to emergency situations, and related hazard control strategies
- problems that may occur when responding to electric tram-driving emergencies and abnormal situations, and action that can be taken to resolve these problems
- procedures for communications protocol
- relevant documentation and reporting requirements
- relevant state/territory road and traffic authority and tramway operating procedures
- relevant WHS/OHS and environmental protection procedures and guidelines
- workplace procedures for responding to electric tram-driving emergencies and abnormal situations .
-

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate tram workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, emergency management plan, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4064 Manage fatigue management policy and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage organisational fatigue management policy and procedures in accordance with relevant legislation and regulations.

It includes identifying legal requirements, liabilities and responsibilities for establishing and/or improving fatigue management implementation plans, policies and procedures. It also includes acting appropriately on reports and identified breaches of fatigue management regulations.

It also includes ensuring operational systems are compliant with fatigue management regulations and policy; planning and organising adequate resources and operational systems; and facilitating the training and assessment of staff on their responsibilities and fatigue management techniques.

Work is performed under minimum supervision generally as a manager.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify or confirm fatigue management legal requirements and responsibilities	1.1 Current legal requirements, liabilities and responsibilities for effective fatigue management within the organisation are identified and interpreted
	1.2 Existing fatigue management plans, policies and procedures are obtained and reviewed
	1.3 Internal risks concerning the potential effects of fatigue are identified or confirmed and reviewed
	1.4 External risks within the organisational services and/or products supply chain concerning the potential effects of fatigue are identified or confirmed and reviewed in accordance with fatigue management regulations and the related chain of responsibility
2 Establish and improve fatigue management policy and procedures	2.1 Organisational fatigue risk management system implementation plan is developed or reviewed and improved
	2.2 Organisational fatigue risk management policy and procedures are developed or reviewed and improved in conjunction with relevant personnel
	2.3 Feedback is obtained on the implementation plan and related policies and procedures from key stakeholders internal and external to the organisation
	2.4 Appropriate adjustments are made to the plan, policies and procedures based on the feedback received
	2.5 Managerial approval for the fatigue risk management system implementation plan and related policies and procedures is obtained in accordance with organisational procedures
	2.6 Fatigue risk management system implementation plan and the related policies and procedures are distributed and presented to relevant organisational personnel for implementation
3 Act upon reports on the implementation of fatigue management policy	3.1 Reports from designated personnel on the implementation of the organisational fatigue risk management system implementation plan and related policies and procedures are received and interpreted
	3.2 Accidents and safety incidents are reviewed and/or investigated and analysed to identify the extent to which

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	fatigue might have been a contributing factor
	3.3 Information provided in the reports indicating that fatigue management policy and procedures are not being correctly implemented is analysed and an appropriate managerial response and related action is initiated
	3.4 Opportunities for improvements to the organisational fatigue risk management system implementation plan and related policies and procedures are identified and appropriate action is taken to make the necessary adjustments
4 Act upon identified fatigue management regulations breaches	4.1 Identified or reported fatigue management policy breaches are investigated in accordance with organisational procedures and regulatory requirements
	4.2 Action is taken to ensure internal and/or external personnel who may have contributed to any breach of fatigue management policy are provided with appropriate feedback and information to avoid recurrence of the breakdown in planned fatigue management processes
	4.3 Where organisational procedures or culture is found to have contributed to a breach in fatigue management policy, appropriate action is taken to improve procedures or to address the culture in ways that aim to avoid a recurrence of the breakdown in planned fatigue management processes
	4.4 Report on breaches of fatigue management policy is prepared and submitted to designated personnel with details of action taken to prevent a recurrence, in accordance with organisational procedures
5 Ensure that operations systems are compliant with fatigue management regulations and policy	5.1 All operations systems and standard operating procedures are reviewed in terms of their compliance with the organisational fatigue management regulations and policy
	5.2 Where necessary, changes are made to operations systems and standard operating procedures to ensure that they are compliant
	5.3 In accordance with the chain of responsibility principles, appropriate discussions are held with relevant personnel in supplier or subcontractor companies in the organisational supply chain to ensure their operational systems and standard operating procedures are compliant with the fatigue management regulations and policy

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6 Plan and organise adequate resources and operational systems	6.1 Organisational budgets and resource allocation strategies are planned to provide adequate resources for the implementation of the organisational fatigue risk management system
	6.2 Periodic reviews are undertaken of budgetary and resource allocation arrangements as they relate to implementing the organisational fatigue risk management systems and appropriate improvements are made as required
7 Facilitate the training and assessment of staff on fatigue management policy and procedures	7.1 Organisational training systems are planned to provide competency-based on-the-job and off-the-job training and assessment opportunities as detailed in the organisational strategic plan
	7.2 Team leaders, supervisory and training staff are provided with adequate opportunities to develop the required expertise to contribute to the organisational fatigue management training and assessment activities
	7.3 Periodic reviews are undertaken of fatigue management training systems and appropriate improvements are made as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4064A Manage fatigue management policy and procedures.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4064 Manage fatigue management policy and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to changes in legislation and regulations as they relate to fatigue management
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when implementing the organisational fatigue risk management system
- facilitating systems that assist employees to identify their own learning needs about fatigue management
- modifying activities and taking appropriate initiative to manage the implementation of an organisational fatigue risk management system depending on differing contexts, risk situations and environments
- organising audits and reviews of an organisation’s fatigue risk management system
- planning and organising budgetary requirements and resource allocation for implementing an organisational fatigue risk management system
- reading and interpreting documentation on fatigue management legislation and the organisational fatigue risk management system and applying them to management activities
- recognising breaches of fatigue management strategies and regulations and taking appropriate action in accordance with the organisational fatigue risk management system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- budgetary and resource requirements for implementing an organisational fatigue risk management system
- causes and effects of fatigue on employees
- components of a fatigue risk management system, and policies and procedures related to fatigue management, and the control of factors that can contribute to fatigue and

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fatigue-related accidents
- factors that increase fatigue-related errors and accidents
- fatigue reduction and proofing strategies available to an organisation that can minimise the risk of errors and safety incidents due to fatigue such as assigning low risk tasks to periods when fatigue risk is higher
- how fatigue affects workplace performance
- how fatigue contributes to workplace accidents
- lifestyles that promote the effective long-term management of fatigue
- options and resources for providing training and learning opportunities for employees about fatigue management and implementing an organisational fatigue risk management system, including initial induction training, in-depth training on fatigue and fatigue management techniques, remedial training where existing competence is assessed as being insufficient, and refresher training on fatigue management
- procedures for auditing and reviewing an organisational fatigue risk management system and related policies and procedures, and for reporting audit outcomes
- processes and resources for assessing employee fatigue management competence
- relevant legislation, regulations, permit and licence requirements related to fatigue management
- relevant work health and safety (WHS)/occupational health and safety (OHS) regulations as they relate to fatigue
- responsibilities of an organisation and individual employees for implementing fatigue management regulations and policies, including requirements agreed with suppliers and sub-contractors in the supply chain about organisational services and products
- risks and hazards created by workplace fatigue
- sources of information on fatigue
- strategies and ways to manage fatigue
- strategies for ensuring that the investigation and analysis of errors, safety incidents and accidents identify the extent to which fatigue is a contributing factor
- systems for auditing the effectiveness and efficacy of organisational fatigue risk management strategies, policies and procedures
- ways of recognising fatigue.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4065 Ensure compliance with Australian Dangerous Goods Code

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to ensure compliance with the current Australian Dangerous Goods (ADG) Code as part of work undertaken in various contexts within the transport and logistics industry.

It includes ensuring responsibilities for handling and transporting dangerous goods are defined, managing performance and controlling risks, maintaining records and evaluating effectiveness.

The unit generally applies to those who lead others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Ensure responsibilities for handling dangerous goods are defined	1.1 Responsibilities and duties for transporting and handling dangerous goods are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions
	1.2 Any relevant licensing requirements for employees are confirmed
2 Manage performance and control risks	2.1 Ongoing system for controlling risks based on a hierarchy of control is developed, and is integrated within general work procedures
	2.2 Measures to control assessed risks and to monitor conformance are developed and implemented, in accordance with relevant dangerous goods transport regulations, code of practice and workplace priorities
	2.3 Non-conformance is investigated and procedures for rectification are instituted
	2.4 Inadequacies in dangerous goods transport procedures are identified and measures are implemented to improve workplace practice
3 Maintain records	3.1 Dangerous goods records system is established in accordance with relevant legislative framework
	3.2 Accurate and legible records for operation within the workplace are completed in accordance with dangerous goods transport enterprise policies and legislative requirements
4 Evaluate effectiveness	4.1 Feedback about effectiveness of dangerous goods transport policies, procedures and programs is collected from work group and is provided to senior management
	4.2 Improvements to dangerous goods transport procedures are proposed to senior management

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4065A Ensure compliance with Australian Dangerous Goods Code.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4065 Ensure compliance with Australian Dangerous Goods Code

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- complying with applicable regulations and current Australian Dangerous Goods (ADG) Code
- complying with workplace documentation and current ADG Code
- identifying hazards and applying precautions and required action to minimise, control or eliminate identified hazards
- implementing contingency plans, particularly to deal with any potential ADG Code breaches
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities of team members in terms of planned schedule
- reading and interpreting current ADG Code, related documents and procedures, and information and materials provided as guidance notes
- using effective communication techniques
- working collaboratively with others to ensure compliance with health and safety requirements, and current ADG Code.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant required documentation
- relevant sections of national and state/territory regulatory requirements and codes of practice, including current ADG Code, conditions and duty holders to whom it applies
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations particularly as they overlap with the current ADG Code
- workplace procedures for:

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- emergency management plan
- managing and controlling hazardous situations when carrying out work activities
- safe transfer and storage of dangerous goods and hazardous materials
- transport emergency response plan (TERP).

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4066 Implement and supervise transport regulations compliance systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and supervise transport regulations compliance systems within the transport and logistics industry.

It includes identifying and interpreting relevant regulations, carrying out operations that comply with transport regulations and reviewing operation process.

The unit generally applies to those who lead others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify and interpret relevant regulations**	1.1	Types of goods to be transported are correctly identified in accordance with workplace procedures and regulatory requirements
		1.2	Sources of relevant state/territory transport regulations are identified
		1.3	Information is accessed about state/territory transport regulations
		1.4	Information is accurately interpreted
		1.5	Responsibilities and duties are clearly identified in accordance with state/territory regulations for transporting goods
2	**Carry out operations complying with transport regulations**	2.1	Procedures for transporting goods are carried out in accordance with requirements for type of goods
		2.2	Activities are carried out in accordance with industry regulations, codes of practice or guidelines, and work health safety (WHS)/occupational health and safety (OHS), environmental and enterprise legislation, policies and procedures
		2.3	Hazards are identified, risks are assessed and control measures are implemented
		2.4	Accurate and legible records for operation within the workplace are completed in accordance with transport regulations, and enterprise policies and legislative requirements
		2.5	Compliance with transport regulations and codes of practice are assessed to ensure legal requirements are maintained as a minimum and exceeded where possible
3	**Review operations in accordance with transport regulations**	3.1	Improvements to transport procedures are identified
		3.2	Improvements to effectiveness of transport regulations, policies, procedures and programs are suggested
		3.3	Compliance with transport regulations is assessed and modifications are made as required

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4066A Implement and supervise transport regulations compliance systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4066 Implement and supervise transport regulations compliance systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- reading and interpreting relevant instructions, procedures, information and signs, including the relevant parts of transport regulations, or related implementation materials
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective clothing and equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- emergency procedures
- procedures for managing and controlling hazardous situations when carrying out work activities
- relevant sections of Heavy Vehicle National Law (HVNL) and transport regulations as they apply to the enterprise including:
  - chain of responsibility duty holders
  - fatigue management
  - mass, dimension and loading
  - state/territory and national regulations
  - vehicle standards
- relevant WHS/OHS and environmental procedures and regulations
- requirements for completing relevant documentation
- steps involved in planning transport work activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, vehicle standards, HVNL, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4069 Monitor and respond to traffic flow

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor and respond to traffic flow when operating in a road network control room, in accordance with workplace procedures and regulatory requirements.

It includes monitoring and maintaining traffic flow in a road network and implementing changes to traffic flow as required. It also includes developing an understanding of risk management procedures for monitoring and responding to traffic flow.

It involves the application of workplace safe work instructions and procedures and regulatory requirements as part of work activities.

Tasks are performed individually within a controlled environment. The role may at times be required to work within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Monitor traffic flow on a road network	1.1 Traffic flow is monitored in accordance with workplace procedures
	1.2 Multi-monitor displays are operated and coordinated in accordance with workplace procedures
	1.3 Surveillance and detection camera systems are operated in accordance with workplace procedures
	1.4 Traffic management systems are operated in accordance with workplace procedures
	1.5 Visual recognition of abnormal traffic flow is acted upon
	1.6 Written reports of events relating to road network operations are completed
2 Maintain traffic flow on a road network	2.1 Traffic flow within a road network is maintained in accordance with workplace procedures and regulatory requirements
	2.2 Variable message boards and intelligent transport system (ITS) devices are operated in accordance with workplace procedures
	2.3 Recovery/maintenance services to clear traffic lanes are deployed in accordance with workplace procedures
3 Implement changes to traffic flow as required	3.1 Operations are controlled to meet changes in traffic flow in accordance with workplace procedures
	3.2 Appropriate authorities are liaised with in accordance with workplace procedures and regulatory requirements
	3.3 Traffic management systems are operated to maintain safety during maintenance and/or incident

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4069A Monitor and respond to traffic flow.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4069 Monitor and respond to traffic flow

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- completing documentation related to monitoring and responding to traffic flow within a road network control room
- identifying changes to traffic flow, including abnormal traffic flow
- implementing contingency plans
- interpreting and following procedures and prioritising work
- maintaining traffic flow on a road network
- operating a traffic management system
- operating and adapting to differences in equipment and systems in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reporting and/or rectifying identified problems and faults promptly, in accordance with regulatory requirements and workplace procedures
- using intelligent transport systems (ITSs) such as:
  - variable message signs
  - variable speed limit signs
  - lane use management signs
- working collaboratively with others when responding to and monitoring traffic flow within a road network control room.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

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- relevant environmental protection regulations
- relevant ITSs and related operational procedures used in a road network control room
- workplace procedures and guidelines for monitoring and responding to traffic flow when operating a road network control room, including relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4070 Operate fire and life safety system within a tunnel

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate fire and life safety systems within a tunnel and to activate safety system procedures.

It includes the application of workplace safe work instructions and procedures and regulatory requirements in operating, and maintaining fire and life safety systems. It also includes developing an understanding of the risk management procedures for operating fire and life safety systems within a tunnel.

Tasks are performed individually within a control environment. The role may at times be required to work within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate fire and life safety systems	1.1 Fire and life safety systems are operated on control panels in accordance with workplace procedures, including in a degraded or contingency state
	1.2 Electrical distribution systems are identified and operated in accordance with workplace procedures
	1.3 Pumps and drainage systems are identified and operated in accordance with workplace procedures
	1.4 Relevant information is processed to establish priorities and responses for dealing with issues or incidents
	1.5 Intelligent transport systems (ITSs) in tunnels are coordinated to ensure safety of all traffic
2 Maintain fire and life safety systems	2.1 Fire and life safety systems are maintained in accordance with workplace procedures
	2.2 Actions undertaken are clearly documented and retained
3 Activate fire and life safety system procedures	3.1 Ventilation and/or deluge systems are operated in accordance with workplace procedures
	3.2 Lighting levels are maintained in accordance with workplace procedures
	3.3 Liaison is initiated and maintained with organisations/individuals affected by changed operational activities
	3.4 Evacuation of tunnel is conducted in accordance with workplace procedures
	3.5 Systems are monitored and reactivated in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4070A Operate fire and life safety system within a road tunnel.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4070 Operate fire and life safety system within a tunnel

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- activating tunnel fire and life safety system as it applies to the workplace and within the job role
- applying fatigue management knowledge and techniques
- briefing emergency services accurately about tunnel layout, and available equipment and its use
- communicating effectively and calmly with others when operating within a road tunnel control room environment
- completing documentation/updating traffic management systems related to operating fire and life safety systems within a tunnel
- evacuating a tunnel
- identifying all relevant liaisons that apply when required to activate tunnel fire and life safety systems
- identifying and correctly using equipment in accordance with environmental protection regulations and guidelines
- identifying maintenance requirements/scheduling of fire and life safety systems in accordance with workplace procedures
- identifying tunnel layout
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment availability in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems and faults in accordance with regulatory requirements and workplace procedures.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- electrical distribution system as it applies to the workplace and job role
- emergency procedures
- emergency services liaison
- emergency vehicle access to tunnel
- fire and life safety systems as they apply in the workplace
- purpose and operations of fire and safety systems used in a tunnel, including electrical distribution system, pumps and drainage system, ventilation system
- site layout/tunnel familiarisation
- ventilation and deluge systems as they apply to relevant environmental procedures and guidelines, the workplace and job role
- workplace procedures and guidelines for operating fire and life safety systems within a road tunnel and relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Online assessment is not suitable for final assessment of this unit of competency.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- fire and life safety systems
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4086 Control and coordinate incident responses

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to control and coordinate incident responses in accordance with organisational and regulatory procedures.

It includes applying emergency response principles when responding to an incident, coordinating incident response activities and completing follow-up actions.

Work must be carried out in compliance with relevant regulations and workplace procedures concerning action to be taken in an emergency.

Work is performed under minimal supervision generally in a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Respond to incident	1.1 Details of incident are received, analysed, confirmed and prioritised
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Immediate coordination requirements are identified and actioned in accordance with organisational and regulatory procedures
2 Coordinate incident response activities	2.1 Control and coordination of incident response activities are assumed, and relevant personnel and other authorities are informed of this action
	2.2 Assistance to be provided to clients and operators is arranged in accordance with rail safety worker duty of care responsibilities and organisational requirements
	2.3 Assistance is provided to relevant authorities in accordance with workplace policy and legislative requirements
	2.4 Information is collected and passed on to relevant personnel/stakeholders in accordance with workplace procedures
3 Complete follow-up actions	3.1 Details of incident are collected, recorded and managed in accordance with organisational procedures
	3.2 Contribution is made to debrief process and recommendations are prepared and submitted, as required
	3.3 Documentation relating to the implementation and coordination of incident responses is completed in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF4086A Control and coordinate incident responses.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4086 Control and coordinate incident responses

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- applying relevant legislation, regulations, codes of practice, procedures and guidelines concerning incident response
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) legislation, regulations, codes of practice, procedures and guidelines
- collaborating with others
- communicating clearly and effectively with others
- identifying involvement of the following in an incident:
- Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings
- containers and goods coding
- emergency information panels
- implementing contingency plans
- interpreting and following operational procedures and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reporting and rectifying faults and malfunctions promptly in accordance with rail safety worker duty of care responsibilities, regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- emergency management plan
- layout of area under control, and potential obstacles for responding parties
- means to control an incident and to provide practical assistance where required
- procedures for contacting emergency services personnel and other relevant stakeholders
- relevant legislation, regulations, codes of practice, procedures and guidelines concerning incident response
- relevant WHS/OHS legislation, regulations, codes of practice, procedures and guidelines concerning incident response
- risks, hazards and related precautions to control risk
- types of incidents that can occur and appropriate action to be taken in each case.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including emergency management plan, workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4088 Implement and coordinate rail safety and WHS risk-control strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and coordinate rail safety and work health and safety (WHS)/occupational health and safety (OHS) risk management strategies, in accordance with regulatory and legislative requirements.

It includes accessing rail safety and WHS/OHS information, developing risk-control procedures, selecting and implementing risk controls, and contributing to monitoring and evaluating their effectiveness.

This unit covers the requirements to implement and coordinate rail safety and WHS/OHS risk management strategies and to identify, assess and control risks associated with people, plant, environment, rail infrastructure, and associated interfaces.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access information about rail safety, WHS/OHS and organisational policies and procedures	1.1 Relevant provisions of rail safety and WHS/OHS legislation and codes of practice are identified
	1.2 Information on organisational rail safety and WHS/OHS policies and procedures is stored in a readily accessible location and manner
	1.3 Information is accurately interpreted and clearly explained to the appropriate personnel
2 Develop options to control rail safety and WHS/OHS risks	2.1 Hazard register, outcomes of previous incident investigations, and risk assessments are reviewed to identify possible rail safety and WHS/OHS hazards and/or risks requiring control action
	2.2 Rail safety, WHS/OHS legislation and standards are used to develop a range of options to control specific risks in the workplace
	2.3 Principles of the hierarchy of control are applied when developing risk-control options
	2.4 Input is sought from stakeholders and workplace personnel as required
	2.5 Advice from rail safety officers and WHS/OHS specialists and technical advisors is sought as required
3 Select appropriate options to control rail safety and WHS/OHS risks	3.1 Outcomes of risk assessments are used to select appropriate options to control risks
	3.2 Selected risk controls are prioritised
	3.3 Factors that may potentially limit effectiveness of controls are identified
	3.4 Stakeholders and workplace personnel are consulted when selecting appropriate control options as required
	3.5 Recommended risk controls are communicated to stakeholders and workplace personnel
4 Implement rail safety and WHS/OHS risk controls	4.1 Appropriate authority and relevant resources to implement controls are identified and applied

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	4.2 Actions required to control risks are implemented
	4.3 Stakeholders and workplace personnel are consulted with and involved in implementing risk controls
5 Contribute to monitoring and evaluating the effectiveness of risk controls	5.1 Effectiveness of implemented risk controls is evaluated, in consultation with stakeholders as required
	5.2 Compliance with any new procedures is monitored and documented in accordance with organisational procedures
	5.3 Workplace sources of information and data are accessed if required, to evaluate effectiveness of risk controls and to check for new hazards introduced as a result of controls
	5.4 Areas for further improvement are identified in consultation with stakeholders and appropriate action is taken
	5.5 Assistance is provided in developing and documenting an improvement plan when requested

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4088A Implement and coordinate rail safety and OH&S risk-control strategies.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4088 Implement and coordinate rail safety and WHS risk-control strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and rectifying within limits of own role, problems, faults and malfunctions
- reviewing previous incidents and hazard register for relevant existing workplace risk management controls.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management plan and evacuation procedures
- housekeeping standards and procedures
- rail safety management system
- relevant rail safety and work health and safety (WHS)/occupational health and safety (OHS) legislation, procedures and guidelines
- reporting procedures for unsafe situations, hazards and workplace risks
- signs and signals used for WHS/OHS warnings.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including safety management system, workplace procedures, regulations, rules, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4090 Implement safeworking rules and regulations for network control activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and coordinate systems of safeworking rules and regulations for network control activities.

It includes implementing safeworking rules and regulations; applying and managing safeworking protocols and communications; and taking appropriate action in safety incidents, unsafe situations or emergencies.

Work is performed using established operational procedures, with accountability and responsibility for self and others in achieving the prescribed outcomes with terminology as defined by the applicable Rail Infrastructure Manager safeworking system .

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

It covers the activities required by network control officers in the operation of safeworking procedures within their area of control.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct network control activities following safeworking rules and procedures	1.1 Relevant rules for the applicable safeworking system are followed when carrying out network control activities as part of rail operation
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 All network control activities are conducted in compliance with relevant state/territory safeworking rules and regulations
	1.4 Requirements of the safeworking systems are implemented and managed in accordance with applicable safeworking system rules and regulations
2 Apply and manage communications	2.1 Communication protocols are applied and managed in accordance with applicable safeworking system requirements
	2.2 Authorities required by safeworking systems are issued in accordance with applicable safeworking system rules and regulations using communication systems
	2.3 Appropriate records of communications are managed as required within the applicable safeworking system rules, regulations and procedures
3 Apply safeworking protocols	3.1 Relevant protocols are managed as specified in the applicable safeworking system rules and regulations
	3.2 Appropriate records and documentation pertinent to safeworking protocols are completed and managed in accordance with the requirements of the applicable safeworking system rules and regulations
4 Take action in unsafe situations or emergencies	4.1 Unsafe situations are identified in accordance with the requirements of applicable safeworking system rules and regulations
	4.2 Where a safety incident, emergency or unsafe situation has been identified, appropriate action is taken to report and/or control the incident or situation in accordance with the requirements of applicable safeworking system

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rules and regulations

4.3 Appropriate records and documentation of an identified unsafe situation, emergency or safety incident are maintained in accordance with the requirements of applicable safeworking system rules and regulations and organisational procedures

4.4 Reports of the identified unsafe situation, emergency or safety incident are completed in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4090A Implement safeworking rules and regulations for network control activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4090 Implement safeworking rules and regulations for network control activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking system and workplace procedures
- communicating effectively with others
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- reading, interpreting and following relevant rules, regulations and instructions
- working collaboratively with others to fulfil safeworking requirements applicable to the rail operations concerned.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- action to be taken in safety incidents, identified unsafe situations and emergencies applicable to own area of responsibility and/or control
- communications protocols as they relate to the functions of the safeworking systems concerned
- emergency management plan
- relevant work health and safety (WHS)/occupational health and safety (OHS), rail safety and environmental protection legislation and policies
- route integrity requirements, including general requirements, position of points and route occupancy requirements
- safeworking system rules and protocols applicable to own area of responsibility and/or control
- safeworking system types, requirements and limitations
- safeworking systems and occupancy authority

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- terminology as defined by the applicable Rail Infrastructure Manager system of safeworking including workplace procedures, regulations, rules and codes of practice.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4095 Apply work health and safety requirements for driving operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake work health and safety (WHS)/occupational health and safety (OHS) requirements for driving operations.

It includes identifying WHS/OHS legislative requirements for vehicle driving operations, identifying and assessing risks in vehicle driving operations, identifying hazardous materials and other vehicle driving operations hazards, planning and preparing for safe work practices, applying safe work practices and contributing to managing WHS/OHS.

This unit applies to those working in the road transport fuel/gas and heavy recovery industry. It does not include salvage operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify WHS/OHS legislative requirements for vehicle driving operations	1.1 WHS/OHS legislative requirements relevant to own work role and responsibilities in vehicle driving operations are identified and explained
	1.2 WHS/OHS legislative requirements relevant to others involved in vehicle driving operations are identified
	1.3 Duty of care requirements for vehicle driving operations are identified
	1.4 Vehicle WHS/OHS requirements are identified
	1.5 Information for safe operation of ancillary equipment is sourced and followed
	1.6 Own responsibilities that comply with safe work practices are identified
	1.7 Information about workplace and site WHS/OHS policies and procedures is made readily available in vehicle
	1.8 WHS/OHS communication and reporting processes are identified
2 Identify and assess vehicle driving operations risks	2.1 Vehicle driving operations hazards are identified, assessed and reported to designated personnel
	2.2 Vehicle driving operations safety risks are identified, assessed and reported to designated personnel
	2.3 Safe work practices, duty of care requirements and safe work instructions for vehicle driving operations are followed to control risks
3 Identify hazardous materials and other vehicle driving operations hazards	3.1 Hazardous materials in vehicle driving operations are correctly identified, handled and used in accordance with organisational and legislative procedures
	3.2 Measures for controlling risks are applied effectively and immediately
	3.3 Hazardous materials that have safety implications for self and others are secured, using appropriate signs and signals
	3.4 Existing and potential hazards are identified and reported in accordance with site and company procedures

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4 Plan and prepare for safe work practices	4.1	Correct personal protective equipment (PPE) and clothing are identified, correctly fitted, used and stored in accordance with organisational procedures
	4.2	Tools, equipment and materials are selected and tasks are organised in accordance with organisational procedures
	4.3	Required signage and barricades are determined and used during vehicle driving operations and at the site
	4.4	Safety data sheets (SDSs)/material safety data sheets (MSDSs), relevant to vehicle driving operations are accessed and followed in accordance with regulatory and workplace procedures
	4.5	Job safety analysis (JSA) is undertaken or safe work method statements (SWMSs) are prepared, relevant to vehicle driving operations and are used to inform work processes in accordance with regulatory and workplace procedures
5 Apply safe work practices	5.1	Task is performed in a manner that is safe for operator, other personnel and the general community in accordance with legislative requirements and organisational procedures
	5.2	Hazards, incidents and injuries are reported in accordance with legislative requirements and organisational procedures
	5.3	Site safety signs and symbols are identified and followed
	5.4	Site is cleared and maintained to prevent and protect self and others from accidents and incidents, and to meet environmental requirements
6 Contribute to managing WHS/OHS	6.1	WHS/OHS issues are raised with designated personnel in accordance with organisational and legislative procedures
	6.2	Contributions are made to participative arrangements for WHS/OHS management in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4095A Apply occupational health and safety requirements for driving operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4095 Apply work health and safety requirements for driving operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying emergency evacuation procedures
- applying work health and safety (WHS)/occupational health and safety (OHS) requirements
- completing documentation related to WHS/OHS in the workplace including:
  - transport regulations as they apply to the enterprise, including local authority regulations and procedures
  - workplace policies and procedures relating to chain of responsibility regulations
  - relevant Australian Standards and certification requirements
- identifying hazards and other WHS/OHS issues
- implementing contingency plans
- interpreting and following safe work procedures including:
  - safety data sheets (SDSs)/material safety data sheets (MSDSs)
  - job safety analysis (JSA) or safe work method statements (SWMSs)
  - standard operating procedures or workplace procedures and policies
- maintaining environmental requirements on site
- recognising safety signs and symbols
- using emergency equipment including:
  - emergency shutdown controls
  - evacuation controls
  - spill control equipment
  - eye wash equipment and safety showers
  - fire extinguishers
- using personal protective equipment (PPE) and safety measures including:
  - chemical resistant gloves
  - safety headwear and footwear
  - safety glasses
  - intrinsically safe, full cover protective clothing

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  - high visibility clothing and safety vest
  - two-way radio
- using signs and signals for WHS/OHS warnings
- using terms in a SDSs/MSDSs
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable legislative procedures and codes:
  - current Australian Dangerous Goods (ADG) Code
  - Australian Road Rules
  - environmental protection legislation and regulations
  - fatigue management regulations
  - national heavy vehicle regulations
  - relevant state/territory roads and traffic authority driving regulations and licence or permit requirements for operating heavy vehicles on unsealed roads
  - WHS/OHS legislation
- containers and goods coding including:
  - ADG Code markings
  - International Maritime Dangerous Goods (IMDG) Code markings
  - relevant horticultural product markings
- handling broken or damaged equipment safely
- hazardous materials implications
- HAZCHEM symbols and implications for safe work and storage
- location and procedures for safety alarms, manifests, emergency shut-off systems, and emergency communication systems
- procedures for storage and use of hazardous substances
- relevant duty of care requirements
- relevant internal data entry books, including logbooks, data sheets and load sheets
- reporting procedures for:
  - safety incidents
  - unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- relevant workplace WHS/OHS procedures and guidelines
- safe work practices
- transport emergency response plan (TERP).

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools equipment, and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4099 Develop an application for, or variation to, rail accreditation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop an application for or variation to rail safety accreditation.

This unit covers the requirements to develop an application for new rail transport operator accreditation and/or for a variation to current accreditation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify application	1.1 Documentation and requirements relevant to the application for

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requirements		or variation to accreditation is accessed and interpreted
	1.2	Policies and objectives that express the organisation's commitment to regulatory compliance management are developed
	1.3	Plan is prepared for the development of compliance requirements
	1.4	Required resources are identified and maintained to support the plan and approval from relevant personnel is gained
	1.5	Framework for the regulatory compliance management system is established and implemented
	1.6	Scope of proposed compliance requirements and resources is determined in consultation with relevant personnel and regulatory compliance is integrated into relevant documentation
	1.7	Consultation process is documented, information on the regulatory compliance system and procedures is explained and ready access to this information by all relevant stakeholders is ensured
2 Collate, compile and submit application	2.1	Relevant documentation relating to governance, scope of operations, safety management system and procedures to meet application requirements is collected
	2.2	Endorsement and sign off of documents by relevant authorising officers is ensured
	2.3	Required resources to meet scope of operations are identified and documented
	2.4	Completed application with supporting evidence is verified prior to sign off by senior management
	2.5	Finalised application is submitted to relevant jurisdiction regulatory body
	2.6	Requests for further details or additional information are acted upon in a timely manner

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4099A Develop an application for, or variation to, rail accreditation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4099 Develop an application for, or variation to, rail accreditation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to changes in legislation and regulations as they relate to rail accreditation application activities
- applying relevant legislation and workplace procedures
- communicating effectively with others
- developing a new application, exemption, notification of change or variation to an accreditation
- identifying relevant internal and external contact people
- reading and interpreting relevant documentation
- working collaboratively with employees and management.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- components of and policies and procedures related to rail accreditation systems
- organisational systems for risk management and risk mitigation
- relevant legislation, regulations, permit and licence requirements related to rail accreditation and rail safety management systems
- responsibilities of organisation and individual employees related to rail accreditation systems
- workplace procedures and instructions for notifiable occurrence reports.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4100 Identify and meet rail safety regulatory compliance requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify and meet rail safety regulatory requirements.

It involves interpreting rail safety legislation for specific scope and nature of rail transport operator railway operations.

Rail safety regulatory compliance requirements can be defined by a range of rail safety operating principles such as:

- identifying and managing risk
- protecting persons from injury
- protecting property from damage
- ensuring emergencies and incidents are properly managed
- ensuring interfaces between different organisations are properly defined and managed
- track access
- train separation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish rail regulatory requirements	1.1 Legislation applicable to organisational railway operations is confirmed
	1.2 Issues relating to rail safety regulation are determined in accordance with legislation, and the impact of these issues on railway operations and management, rail safety and systems interfaces is identified
2 Maintain currency in regulatory requirements	2.1 Changes in safety regulation are monitored and the implications of these changes for rail industry operations and technology are identified
	2.2 Changes in rail safety regulatory requirements are monitored and available information, training and awareness sessions are accessed to maintain knowledge and skill base
	2.3 Regular contact and information exchange with appropriate personnel within the railway organisation are undertaken to ensure compliance with regulatory requirements
3 Apply knowledge of rail regulatory requirements	3.1 Rail safety operating principles are identified and confirmed
	3.2 Applicable current national and international standards, codes and local rules are identified and the relevance of these rules to rail safety regulation is confirmed
	3.3 Accreditation requirements and/or conditions applicable to organisational railway operations are identified
	3.4 Requirements of rail industry standards applicable to organisational railway operations are identified in the context of safety management systems and risk management
	3.5 Implications of using particular rail industry standards for rail safety compliance are explained as required, in accordance with organisational needs
4 Identify principles underpinning rail	4.1 Role, function and purpose of co-regulation in the rail industry are identified and explained

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safety regulation	4.2 Role, function and purpose of an organisational safety management system and accreditation in the context of legislation and guidelines are identified
	4.3 Functions and obligations of duty holders and their general duties in the context of rail safety legislation are identified
5 Establish and maintain rail regulatory relationships	5.1 Appropriate regulatory channels are identified and lines of communication are established and maintained
	5.2 Interests and requirements of the organisation are represented and promoted
	5.3 Feedback is exchanged and used to improve regulatory outcomes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4100A Identify and meet rail safety regulatory compliance requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4100 Identify and meet rail safety regulatory compliance requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using relevant rail safety industry standards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying, networking and establishing relationships with a diverse range of rail industry stakeholders
- identifying regulatory requirements
- interpreting complex information relating to rail safety regulation and communicating this to team members
- researching information relevant to the rail industry, including rail safety regulations
- reviewing and communicating regulatory information changes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- changes in rail industry operations and technology and the implications for rail safety regulation
- duty holders and their duties under rail safety national law
- key concepts and definitions relating to rail safety national law regulation
- key principles and practices associated with railway operations
- key regulatory and standards participants in the rail industry
- organisational systems for risk management and risk mitigation
- rail industry and rail industry terminology, including terminology used in technical standards
- rail regulatory framework

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- rail safety management systems
- relevance of national and international standards to the rail industry
- role of Rail Industry Safety and Standards Board (RISSB).

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

applicable documentation including workplace procedures, rail safety national law regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4101 Implement and maintain a rail safety culture

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and maintain a rail safety culture within a rail organisation in accordance with organisational safety management system.

People achieving competence in this unit must be able to assess compliance with safety culture requirements and confirm that organisational policies and practices are consistent with principles that support the development of a positive safety culture.

Applying this unit in the workplace will involve promoting the benefits of developing a positive safety culture such as:

- awareness and recognition of safety improvement opportunities
- encouraging open communication
- executive safety role of line management
- importance of leadership and commitment of senior management
- positively addressing human factors
- involving rail safety workers at all levels
- promoting a just culture and environment
- willingness to devote resources to safety.

A just culture and environment are based on occurrence investigation, which acknowledges human error and encourages honest reporting of errors while establishing clear accountability for errors.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Explain key principles relating to a rail safety culture	1.1 Current information related to rail safety is obtained and confirmed in accordance with organisational policies and procedures
	1.2 Principles that encourage a rail safety culture are identified and promoted to people within an organisation in accordance with organisational policies, procedures and guidelines
2 Apply rail safety culture to organisational activities	2.1 Concepts related to a positive rail safety culture are promoted to people within an organisation using appropriate communications strategies
	2.2 Integration of a positive rail safety culture within an organisation is identified and implemented
	2.3 Rail safety information is used to cross-check the presence or absence of a rail safety culture within all organisational rail safety documentation and practices
	2.4 Rail safety culture is applied equally with engineering, technical and other factors that reduce the potential for incidents
	2.5 Documentation that includes information related to the safety culture are clearly expressed in appropriate terms, to reinforce general understanding within an organisation
	2.6 Behaviours and skills required for safe and effective work performance are identified and their contribution to a rail safety culture is promoted within an organisation
3 Review safety culture within an organisation	3.1 Behaviour of personnel is monitored to determine whether a positive rail safety culture exists
	3.2 Resources committed to rail safety activities relative to the

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size and complexity of operations are evaluated

3.3 Attitudes, behaviours or systems that might be detrimental to a positive rail safety culture are identified and corrective actions are determined

3.4 Evidence of just culture principles are identified and promoted in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4101A Implement and maintain a rail safety culture.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4101 Implement and maintain a rail safety culture

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating relevant information
- conducting a review of rail safety culture within an organisation/project
- identifying available media for dissemination of rail safety information
- identifying positive rail safety culture factors
- influencing others positively
- reading and comprehending relevant complex and formal documents, such as literature and guidelines
- researching information
- solving problems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate safety survey tools
- behavioural marker system for rail safety
- concept and key elements of a positive rail safety culture
- key principles relating to rail safety culture
- legislation and guidelines relating to rail safety culture
- organisational policies, procedures and systems relating to developing and maintaining a positive rail safety culture
- organisational systems for risk management and risk mitigation
- principles and application of rail safety
- rail environment.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4102 Implement and maintain safety management plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and maintain rail safety management plans.

It includes identifying safety management plans appropriate to organisational activities, implementing plans, monitoring their effectiveness, and identifying and reporting on non-compliance issues.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify appropriate rail safety management plans	1.1 Compliance documentation relevant to rail safety for the activities being carried out is accessed and interpreted
	1.2 Relevant personnel are consulted about the content of rail safety management plans
	1.3 Rail safety management plans are developed or adapted to meet organisational and regulatory requirements
	1.4 Strategies for managing ongoing changes that may affect rail safety management plans are identified and communicated to relevant organisational personnel
	1.5 Information relating to rail safety management plans is disseminated to organisational personnel in appropriate language, style and format
	1.6 Implications of non-compliance are clarified with relevant organisational personnel
2 Implement rail safety management plans	2.1 Implementation of rail safety management plans is planned in collaboration with others to ensure compliance with rail safety management systems (SMSs) and organisational requirements
	2.2 Implementation of rail safety management plan work activities is monitored to ensure compliance with rail SMSs and organisational requirements
	2.3 Training needs of personnel are identified and supported to ensure they meet their rail safety management workplace responsibilities
3 Monitor rail safety management plans	3.1 Actual and potential problems relating to rail safety compliance within the workplace are identified and reported
	3.2 Identified problems are reported to appropriate personnel to ensure compliance with rail SMSs and organisational requirements
	3.3 Identified non-compliance is reported and recorded in accordance with legislative requirements and organisational policies and procedures
	3.4 Recommendations on improvements to rail safety management plans are submitted to appropriate personnel in accordance with organisational and/or regulatory

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requirements

3.5 Records are maintained in accordance with organisational and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4102A Implement and maintain safety management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4102 Implement and maintain safety management plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to any changes in legislation and regulations as they relate to rail safety management systems (SMSs)
- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying breaches of organisational rail SMSs and taking appropriate action, in accordance with organisational policies and procedures
- identifying rail SMSs for a particular activity
- modifying activities and taking appropriate actions to manage the implementation of organisational rail safety management plans depending on contexts, risk situations and environments
- monitoring rail SMSs
- reading, interpreting and applying relevant documentation
- undertaking compliance monitoring and reviews of organisational rail SMSs
- working collaboratively with employees and management to implement organisational rail SMSs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- components of rail SMSs and plans
- options and resources for providing training and learning opportunities for employees about rail safety management
- procedures and tools for monitoring and reviewing rail safety management plans, and related policy and procedures
- relevant legislation, regulations, permit and licence requirements relating to rail safety

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management
- responsibilities of organisation and employees for implementing rail safety management plans
- SMSs.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice, SMSs and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4103 Implement fitness for work procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement fitness for work policy and procedures in an organisation, in compliance with the relevant fitness for work regulations and requirements.

It includes identifying legal requirements, liabilities and responsibilities; establishing and/or improving implementation plans, and related policy and procedures; and acting appropriately on reports about the implementation of fitness for work policy and identified breaches of associated regulations.

It also includes ensuring that the operation's systems are compliant with rail safety national law, regulations and organisational procedures, and establishing, implementing, monitoring and communicating fitness for work programs.

Work is performed under some supervision generally within a team environment. It involves implementing and monitoring fitness for work policies and procedures as part of workplace activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Confirm regulatory requirements and organisational responsibilities	1.1 Current regulatory requirements, obligations and responsibilities for fitness for work within an organisation are identified and interpreted
	1.2 National health assessment standards for rail safety workers and/or other applicable state/territory standards are accessed and interpreted
	1.3 Current regulatory requirements, obligations and responsibilities regarding the use of drugs and alcohol by rail safety workers are identified and interpreted
	1.4 Current regulatory requirements, obligations and responsibilities regarding fatigue management of rail safety workers are identified and interpreted
2 Implement fitness for work policy and procedures	2.1 Organisational fitness for work policy is implemented in conjunction with relevant personnel
	2.2 Organisational fatigue management program is implemented
	2.3 Drug and alcohol program is implemented in accordance with organisational policies and procedures
	2.4 Health assessment program is implemented in accordance with organisational procedures and regulatory requirements
	2.5 Fitness for work risk management system implementation plan and related policy and procedures are accessed and interpreted
	2.6 Identified non-conformance with fitness for work is reported in accordance with organisational procedures and regulatory requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4103A Implement fitness for work procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4103 Implement fitness for work procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to changes in legislation and regulations as they relate to fitness for work
- applying rail safety national law, regulations and workplace procedures
- communicating effectively with others
- monitoring and identifying non-conformance of organisation's fitness for work management systems and programs, and taking appropriate action
- reading and interpreting relevant documentation
- working collaboratively with employees and management to implement organisation's fitness for work management system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- components of a fitness for work risk management system
- drug and alcohol policy and procedures
- drug and alcohol testing and reporting requirements
- fatigue management policy and procedures
- health and fitness management program
- health assessment requirements
- legislated rail safety worker medical requirements
- relevant legislation and regulations relating to fatigue management, drug and alcohol use, and medical requirements in the rail industry
- responsibilities of organisation and employees for implementing fitness for work regulations and policies
- systems for monitoring non-conformance of the effectiveness of organisation's fitness for

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work management strategies, policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, rail safety national law, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4104 Manage change in the rail safety environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage change in a rail safety environment and associated risks. Change may be required because of organisational restructuring or the introduction of new equipment, systems or practices.

It includes establishing the context for change, developing a risk management strategy, advertising workplace change, implementing a change management strategy and monitoring change process outcomes.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines and rail regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Establish the context for change	1.1 Requirement for change is confirmed through consideration of changes to legislation, business or organisational requirements
	1.2 Key stakeholders are identified and consulted on proposed change
	1.3 Benchmarking is conducted with other similar organisational/functional/best practice standards to confirm preferred methodology for managing change
	1.4 Specialists and experts are consulted as required to assist in identifying major change requirements or opportunities
	1.5 Overall life cycle and phases of change are identified
2 Develop risk management strategy	2.1 Risk assessment is conducted to identify risks and hazards related to change
	2.2 Identified risks are evaluated and controls are established so far as is reasonably practicable in accordance with organisational policy and procedures
	2.3 Responsibility for managing established controls is determined
3 Develop implementation plan	3.1 Complexity of change is identified and appropriate phases and transition plans are developed
	3.2 Communications strategy is developed in collaboration with key stakeholders
	3.3 Modifications to systems and infrastructure are identified
	3.4 Resources required to implement change are identified
	3.5 Affected personnel and required training/up skilling is identified
	3.6 Updating of risk registers and other safety documentation is identified
	3.7 Procedures for post implementation monitoring and review are established
	3.8 Changes are documented and approval by key stakeholders is obtained in accordance with regulatory and organisational requirements

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4 Communicate workplace change	4.1 Anticipated change is advertised to appropriate organisational personnel who will be affected by change
	4.2 Range of strategies is used to foster a positive attitude to change, especially from individuals on whom organisational change will have the most effect
	4.3 Advice is provided to key stakeholders on strategies for effective change management and sensitivity is shown to people's individual responses to change
	4.4 Leadership and communications strategies are used to assist others to deal with ambiguity and to adapt to change
5 Implement workplace change	5.1 Policies, practices and procedures are altered and implemented as required to support change management strategy
	5.2 Modifications to systems and infrastructure are implemented
	5.3 Required training/up skilling of affected personnel is facilitated
	5.4 Risk registers and other safety documentation are updated to reflect implemented change
6 Monitor and review change process and outcomes	6.1 Organisational safety management system is reviewed and revised to reflect change
	6.2 Ongoing process are monitored following implementation of change to ensure it is meeting organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF4104A Manage change in the rail safety environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4104 Manage change in the rail safety environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to changes in relevant legislation and regulations
- applying relevant legislation and workplace procedures
- communicating effectively with others, including using appropriate words and language structure to explain complex ideas
- conducting a review of an implemented change within an organisation
- conducting risk assessments
- consulting with stakeholders
- developing a plan to implement a specific change within an organisation
- identifying barriers to change within an organisation
- implementing a specific change within an organisation
- interpreting and explaining complex, formal documents and assisting others to apply these in the workplace
- monitoring change management strategies
- preparing written advice and reports
- working collaboratively with employees and management.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- change management strategies
- key factors in the internal and external operating environment
- negotiation processes
- organisational goals, policies and procedures
- organisational systems for risk management and risk mitigation

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- relevant rail safety national law, regulations and requirements related to managing change
- safety management systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4105 Manage rail safety compliance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage rail safety compliance requirements.

It includes planning, establishing, maintaining, monitoring and reviewing compliance, consultation and audit procedures, feedback procedures and auditing systems.

This unit is intended for rail safety workers involved in managing rail safety compliance functions within a rail organisation.

Typically these rail safety workers must be able to work independently and as part of a team under direct and/or indirect supervision, perform detailed analyses, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Plan and establish a rail safety compliance framework	1.1 Rail safety compliance documentation relevant to organisational activities is accessed, interpreted and applied
	1.2 Policies and objectives that express organisational commitment to rail safety compliance are developed in collaboration with relevant personnel
	1.3 Rail safety compliance system framework is established and implemented in accordance with organisational requirements/operations
	1.4 Scope of proposed rail safety compliance requirements and required resources are determined in consultation with relevant personnel
	1.5 Rail safety compliance is integrated into job descriptions and relevant organisational procedures
	1.6 Procedures are established to ensure information related to rail safety compliance is readily accessible to relevant stakeholders
	1.7 Approval for establishing rail safety compliance system is sought as required from relevant personnel
2 Establish consultation and audit procedures	2.1 Relevant stakeholders are identified and systems procedures for maximising opportunities to implement rail safety compliance are developed and documented
	2.2 Relevant stakeholders are consulted on rail safety compliance requirements and information is used to establish monitoring and auditing systems
	2.3 Resource allocation for implementing compliance requirements are identified and reported in accordance with organisational and relevant legislative requirements
	2.4 Measures are established in collaboration with relevant stakeholders to ensure compliance with organisational objectives through validating processes
3 Implement, maintain and review a rail safety compliance system	3.1 Rail safety management system (SMS) is implemented in accordance with organisational and regulatory requirements
	3.2 System effectiveness is assessed against organisational and

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regulatory requirements

3.3 Rail SMS is audited in accordance with established procedures

3.4 Audit procedures are reviewed regularly to identify necessary changes and opportunities for continual improvement

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4105A Manage rail safety compliance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4105 Manage rail safety compliance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to changes in relevant legislation and regulations
- applying relevant legislation and workplace procedures
- auditing a rail safety compliance system
- communicating effectively with others
- identifying or establishing rail safety compliance within an organisation
- monitoring activities and taking appropriate action to manage different contexts, risk situations and environments
- organising audits and reviews of an organisation's safety compliance system
- reading and interpreting relevant documentation, and applying acquired information/knowledge to management activities
- recognising non-conformance within rail safety requirements and taking appropriate action to rectify, in accordance with organisational policies and procedures
- working collaboratively with employees and management to implement an organisation's safety compliance system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- auditing principles and practice
- components of a rail safety compliance system
- options and resources for providing training and learning opportunities for employees about rail safety compliance
- organisational systems for risk management and risk mitigation
- procedures and tools for monitoring and reviewing organisation's rail safety compliance

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system and related policy and procedures, and for reporting outcomes
- relevant legislation, regulations, permit and licence requirements relating to rail safety compliance
- responsibilities of organisation and employees for implementing a rail safety compliance system.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4107 Respond to notifiable rail safety occurrences

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to respond to notifiable rail safety occurrences in accordance with legislation, regulatory requirements and organisational procedures.

It includes identifying notifiable occurrences, completing and submitting documentation, conducting internal investigations and assisting with external investigations, in accordance with organisational procedures and relevant safeworking requirements.

This unit applies to notifiable rail safety occurrences as they relate to rail safety national law and regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify legislative and regulatory requirements for reporting notifiable occurrences	1.1 Legislative and regulatory requirements for reporting notifiable rail safety occurrences are identified and accessed
	1.2 Individual state/territory requirements for reporting notifiable rail safety occurrence are accessed and interpreted
	1.3 Applicable state/territory documentation required for reporting notifiable rail safety occurrences is accessed and interpreted
	1.4 Legislative and state/territory requirements for reporting notifiable rail safety occurrences are communicated to relevant organisational personnel
2 Complete and submit notifiable occurrence documentation	2.1 Notifiable rail safety occurrence is checked against documentation to determine appropriate manner and timing for reporting occurrence
	2.2 Reporting documentation for notifiable rail safety occurrence is retrieved, completed and submitted in accordance with regulatory requirements
	2.3 Top event in the notifiable occurrence is identified and reported in accordance with regulatory requirements
3 Contribute to investigating a notifiable occurrence	3.1 Contribution is made to investigating a notifiable rail safety occurrence in accordance with organisational safety management system requirements
	3.2 Evidence is collected and managed in accordance with organisational procedures and regulatory requirements
	3.3 Organisational information is managed appropriately to ensure consistency between multiple agency investigations
	3.4 Confidentiality is maintained in accordance with organisational and regulatory requirements
	3.5 Occurrence reports including recommendations and/or lessons learnt are submitted to relevant personnel in accordance with regulatory requirements and organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4107A Respond to notifiable rail safety occurrences.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4107 Respond to notifiable rail safety occurrences

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others verbally and in writing
- completing a notification form for an identified notifiable occurrence
- completing a report on a notifiable occurrence
- identifying a top event from a notifiable occurrence
- identifying notifiable occurrence legislative and regulatory requirements
- interpreting and following operational instructions and prioritising work
- reading and interpreting relevant instructions, procedures and information
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- information and evidence collection and preservation techniques for notifiable occurrences
- principles of a just culture as applied to investigating notifiable occurrences
- relevant legislation, rail safety national law, regulations, permit and licence requirements relating to rail safety management systems (SMSs)
- requirements for investigating and reporting notifiable occurrences
- requirements of organisational SMSs and incident management plans
- workplace procedures and instructions for notifiable occurrence reports.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, rail safety national law, regulations, SMS, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4108 Implement traffic management plan in the transport industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement traffic management plans in the transport and logistics industry.

It includes planning, implementing, monitoring, evaluating, auditing and packing up a traffic management plan, and undertaking housekeeping duties in a control room and on site.

Traffic management plans include those for public and private roads, parking areas and restricted access sites.

This unit is appropriate for those working in operational roles within tunnel and open road operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for traffic management plan implementation	1.1 Relevant documentation is accessed and interpreted in accordance with workplace procedures, regulatory requirements and codes of practice
	1.2 Safety requirements for allotted tasks are obtained, confirmed and applied in accordance with workplace policies, procedures and regulatory requirements
	1.3 Relevant signage and devices are identified, obtained and implemented in accordance with traffic management plan, workplace procedures and regulatory requirements
	1.4 Required tools and equipment are selected for traffic management plan
	1.5 Environmental protection requirements are identified and applied in accordance with workplace procedures and regulatory requirements
	1.6 Legislative/operational requirements for assigned traffic controller are checked and confirmed in accordance with workplace procedures and regulatory requirements
	1.7 Requirements for traffic flow are communicated appropriately in accordance with workplace procedures and regulatory requirements
	1.8 Work crew safety is appropriately considered in traffic management plan in accordance with workplace procedures and regulatory requirements
2 Implement traffic management plan	2.1 Site specific traffic management plan is selected in accordance with workplace procedures and regulatory requirements
	2.2 Traffic management plan requirements are determined, communicated and monitored in accordance with workplace procedures and regulatory requirements
	2.3 Signage and device positioning is checked in accordance with traffic management plan, workplace procedures and regulatory requirements

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	2.4 Traffic management plan is appropriately adjusted on site in accordance with site specific conditions as appropriate to ensure work crew safety, in accordance with workplace procedures and regulatory requirements
3 Monitor traffic management plan	3.1 Traffic flow is monitored and effectiveness of traffic management plan is measured in accordance with workplace procedures and regulatory requirements
	3.2 Traffic management plan adjustments are implemented in accordance with workplace procedures and regulatory requirements
	3.3 Traffic controller performance is monitored in accordance with human resources and workplace policies and procedures
4 Evaluate and audit traffic management plan	4.1 Applied traffic management plan is checked to ensure it matches the approved plan in accordance with workplace procedures and regulatory requirements
	4.2 Applied traffic management plan is audited to ensure compliance with approved safety plans in accordance with workplace procedures and regulatory requirements
	4.3 Traffic management plan is checked to ensure suitability to actual traffic conditions in accordance with workplace procedures and regulatory requirements
5 Pack up traffic management plan	5.1 Traffic control devices are removed in a safe and sequential manner, in accordance with workplace policies and procedures, and regulatory requirements
	5.2 Traffic management plan information is accurately recorded in accordance with workplace procedures and regulatory requirements
	5.3 Workplace incidents are accurately reported in accordance with workplace procedures and regulatory requirements
6 Undertake housekeeping	6.1 Work area is cleared in accordance with project environmental management plan and workplace procedures
	6.2 Work tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and workplace policies
	6.3 Traffic management signs are returned to pre-work state in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4108A Implement traffic management plan in the transport industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4108 Implement traffic management plan in the transport industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying legislative requirements, workplace procedures and policies
- communicating:
  - fault reporting
  - verbal instructions
- complying with state/territory regulations and codes of practice
- controlling traffic flow in accordance with traffic management plans
- implementing consistent and timely traffic management plans that safely, effectively and efficiently meet required outcomes
- implementing requirements, procedures and techniques for the safe, effective and efficient implementation of traffic management plans
- working collaboratively with others to undertake and complete traffic management plans that meet all required outcomes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- job safety analysis (JSA) or a safe operating procedure
- potential hazards
- processes for calculating travel time
- radio and electronic communications
- relevant compliance documentation including:
  - Australian Standards (AS)
  - codes of practice

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    - legislative, organisational and site requirements and procedures
- requirements, procedures and instructions for implementing traffic management plans
- requirements set down by relevant:
    - state/territory codes of practice
    - AS such as AS 1742.3 Manual of uniform traffic control devices (MUTCD) – Traffic control for works on roads
- safe work method statement (SWMS)
- safety requirements including:
    - emergency procedures
    - safe operating procedures, including recognising and preventing hazards associated with the working environment
    - site and equipment safety requirements
- signs and devices such as:
    - regulatory and traffic control devices
    - regulatory and traffic cones
    - temporary warning signs
- traffic management systems
- tunnel and open road terminology
- use of tools and equipment including:
    - arrow boards
    - barricades
    - barriers
    - bollards
    - cones
    - delineators
    - high visibility vests
    - notebooks
    - pens
    - radios
    - signage
    - signalling devices
    - stop-slow bats
    - warning lights and beacons.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Online assessment is not suitable for final assessment of this unit of competency.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4109 Communicate effectively to coordinate incident response procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to communicate effectively to coordinate incident response procedures in accordance with organisational procedures.

It includes responding to the incident, coordinating incident responses, communicating effectively and completing follow-up actions.

Work must be carried out in compliance with emergency management plans and workplace procedures about action to be taken in an emergency, incident, fire or accident.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Respond to reported incidents	1.1 Details of incidents are received, analysed, confirmed and prioritised
	1.2 Immediate coordination requirements are identified and actioned in accordance with organisational procedures
2 Coordinate incident response activities	2.1 Control and/or coordination of incident response activities is assumed and all relevant personnel and other authorities are informed of this action
	2.2 Assistance to be provided to clients and operators is arranged within duty of care limitations and organisational requirements
	2.3 Assistance is provided to relevant authorities in accordance with organisational policies and legislative requirements
	2.4 Information is collected and passed on to relevant personnel/stakeholders in accordance with workplace procedures
3 Convey complex information	3.1 Complex information is conveyed clearly and accurately
	3.2 Recipient understanding of information is monitored and mode of communication is adjusted appropriately
	3.3 Interaction is monitored to ensure it is consistent with the urgency of the situation, in accordance with organisational policies and procedures
4 Communicate with relevant personnel	4.1 Information is conveyed clearly and clarified when requested by other parties
	4.2 Requirements are communicated clearly and in a manner that reflects an appropriate level of authority
	4.3 Direction, advice and assistance is sought as required and is followed as appropriate to the situation
	4.4 Difficulties in communication are recognised and resolved using appropriate communication skills and techniques
	4.5 Roles and authority of relevant personnel involved in the situation are clarified and respected
5 Overcome barriers to communication	5.1 Barriers to effective communication are identified by continuous monitoring of the situation
	5.2 Situational needs are identified, clarified and confirmed using

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	appropriate communication skills and techniques
	5.3 Conflict and potential for conflict are dealt with in a manner that prevents escalation
6 Communicate as a team	6.1 Handover/takeover is performed and full details are communicated to/received from other team members to ensure continuity of incident response
	6.2 Team member communications are acknowledged as received and understood
	6.3 Observations are verbalised to team members
	6.4 Inquiries are made of team members to clarify information required to provide continued incident response
7 Complete follow-up actions	7.1 Details of incident are collected, recorded and managed in accordance with organisational procedures
	7.2 Contribution is made to debrief process and recommendations are prepared and submitted as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4109A Communicate effectively to coordinate incident response procedures.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4109 Communicate effectively to coordinate incident response procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- collaborating with others when implementing and coordinating incident response procedures
- completing relevant documentation
- following organisational standards when recording and reporting incident responses
- identifying and following organisational incident response procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading, interpreting and following relevant instructions, procedures, information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management plan and incident response workplace procedures
- hazards, risks and related precautions to control risk
- layout of network/area under control and potential obstacles for responding parties
- means to control and organise incidents and to provide practical assistance as required
- procedures and policies for responding to incidents
- procedures for contacting emergency personnel and other relevant stakeholders
- relevant safeworking system and workplace procedures

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- relevant work health and safety (WHS)/occupational health and safety (OHS) and other regulatory codes of practice, procedures and guidelines about responding to incidents
- types of incidents that can occur and the appropriate action to be taken in each case.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, emergency management plan, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF4110 Respond to abnormal situations and emergencies when driving a train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to respond to abnormal situations and emergencies when driving a train, in accordance with organisational procedures.

It includes identifying and responding to abnormal situations and emergencies when driving a train, arranging follow-on support and assistance, and communicating with personnel and passengers in accordance with organisational procedures and relevant safeworking requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is generally performed without supervision and within a team environment.

It involves the application of organisational procedures and regulatory requirements when responding to abnormal situations and emergencies when driving a train, as part of work activities in a range of contexts across the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify abnormal situations and emergencies when driving a train	1.1 Abnormal situations and emergencies are identified, assessed and prioritised in accordance with workplace emergency response plans and safeworking requirements and procedures
	1.2 Implications of abnormal situations and emergencies are evaluated in accordance with workplace requirements, and safeworking requirements and procedures
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Options for reporting abnormal situations and emergencies and/or taking action are considered in accordance with organisational procedures and regulatory requirements
	1.5 Relevant personnel are alerted to abnormal situations and emergencies in accordance with workplace operating and emergency, procedures and plans
	1.6 Communications are maintained with relevant personnel to determine appropriate course of action
2 Respond to abnormal situations when driving a train	2.1 Abnormal situations are responded to in accordance with organisational procedures, received instructions from relevant personnel, regulatory requirements and emergency response plan, as required
	2.2 Responsibilities are fulfilled in accordance with organisational procedures, and safeworking and/or regulatory requirements
	2.3 Assistance is provided to relevant personnel as required
	2.4 Information is provided to relevant personnel as requested in accordance with regulatory and organisational procedures
3 Respond to emergencies when driving a train	3.1 Emergency situations are responded to in accordance with organisational procedures, received instructions from relevant personnel, regulatory requirements and

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	emergency response plan, as required
	3.2 Emergencies are handled appropriately in accordance with established response plan and within limits of rail safety worker duty of care responsibilities
	3.3 Responsibilities are fulfilled in accordance with organisational procedures, emergency response plan and safeworking and/or regulatory requirements
	3.4 Assistance is provided in controlling site prior to and following arrival of emergency services as required
	3.5 Assistance is provided to other staff and emergency services personnel conducting initial scene survey as requested
	3.6 Directions of controlling emergency services authority are followed and all possible assistance is provided in response to those directions
	3.7 Information is provided as requested to relevant emergency services personnel in accordance with regulatory and organisational procedures
4 Communicate with staff and/or passengers	4.1 Staff and/or passengers are provided with relevant, appropriate and timely advice about abnormal situation or emergency
	4.2 Instructions are provided to relevant personnel and/or passengers in accordance with organisational procedures, consistent with the nature of abnormal situation or emergency
	4.3 Evacuation procedures for personnel and/or passengers are explained and/or applied as required, in accordance with organisational procedures
	4.4 Customer service and safety needs arising from abnormal situations and emergencies are identified and acted on in accordance with regulatory and workplace requirements
5 Follow incident reporting procedures	5.1 Incident reports are completed accurately in accordance with regulatory requirements and organisational procedures
	5.2 Incident reports are processed in accordance with regulatory requirements and organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF4110A Respond to abnormal situations and emergencies when driving a train.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF4110 Respond to abnormal situations and emergencies when driving a train

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- completing relevant documentation and reports
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on workplace contexts, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment in accordance with workplace protocols
- reading and interpreting relevant instructions, procedures and information
- selecting and using relevant communications and other equipment
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- abnormal situations and emergencies that may occur when driving a train
- emergency procedures and emergency response plan
- focus of operation of work systems, equipment, management and site operating systems when responding to abnormal situations and emergencies when driving a train
- hazards that may occur that can lead to emergencies, and related hazard control strategies
- organisational procedures and policies for identifying and responding to abnormal

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situations and emergencies when driving a train
- possible responses to identified abnormal situations and emergencies when driving a train
- problems that may occur when responding to abnormal situations and emergencies when driving a train and action that can be taken to resolve these problems
- relevant documentation and reporting requirements
- relevant environmental protection legislation, procedures and guidelines
- relevant state/territory legislated rail safety requirements, codes of practice and/or guidelines
- relevant work health and safety (WHS)/occupational health and safety (OHS) legislation, procedures and guidelines.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF5017 Investigate rail safety incidents

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to investigate safety incidents in accordance with rail safety regulatory and workplace requirements as part of work activities in the transport and logistics industry.

It includes planning the investigation, collecting and analysing information, and preparing the safety incident report.

People achieving competence in this unit will need to comply with the relevant state/territory rail safety legislation, codes of practice, industry standard and/or guidelines.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan the	1.1 Clarification of the incident investigation objectives is

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	investigation	established in conjunction with relevant personnel, in accordance with workplace and regulatory requirements
		1.2 Investigation timeframes and locations are established in conjunction with relevant personnel
		1.3 Required investigation resources are identified and obtained within workplace guidelines
2	**Collect and analyse information**	2.1 All relevant available incident information is obtained and collated to facilitate a detailed and accurate incident analysis
		2.2 Interviews are conducted with relevant personnel to establish their recollection of events associated with the incident
		2.3 Information is analysed in accordance with the established investigation objectives , based on approved conditions, applicable standards and operational guidelines
		2.4 Options for action that lead to recommendations that reduce future risk are generated, in accordance with workplace and/or statutory requirements
		2.5 Criteria are specified to enable objective evaluation of the options to be undertaken
3	**Prepare report**	3.1 Conclusions are drawn and recommendations are made that will enable a satisfactory resolution of the incident issues, and meet workplace and statutory requirements
		3.2 Opportunities to enhance operational efficiency and safety procedures are documented in accordance with standard reporting guidelines
		3.3 Documentation is filed and distributed to all relevant parties for consideration and subsequent action

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF5017A Investigate rail safety incidents.

Links

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Assessment Requirements for TLIF5017 Investigate rail safety incidents

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist when investigating safety incidents
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing documentation related to investigating safety incidents
- conducting interviews and taking statements
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- negotiating and liaising effectively with others
- operating and adapting to differences in equipment in accordance with operating procedures
- preparing reports and recommendations
- reading and interpreting instructions, procedures and information relevant to investigating safety incidents
- working collaboratively with others when investigating safety incidents
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- data collection and analysis techniques required when investigating safety incidents
- documentation and reporting requirements for investigating safety incidents
- notifiable occurrences reporting requirements prescribed by regulations
- operational work systems, equipment, management and site operating systems for investigating safety incidents
- problems that may occur when investigating safety incidents and appropriate action that can be taken to resolve these problems
- relevant state/territory rail safety legislation, codes of practice, industry standards and/or guidelines
- workplace procedures and policies for the investigation of safety incidents.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, safety management system, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF5020 Manage emergencies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage emergencies as part of work activities undertaken in the transport and logistics industry, in accordance with regulatory requirements, relevant codes of practice and workplace procedures.

It includes identifying and responding to emergency situations, taking required action during an emergency, arranging follow-on support and assistance, and communicating with staff.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and respond to emergency	1.1 Emergency and potential emergency situations are promptly identified and assessed, and needs are prioritised in accordance with workplace emergency response

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situations		plan/procedures
	1.2	Emergency situations are handled appropriately
	1.3	Incident reports are completed accurately in accordance with regulatory and workplace procedures
2 Take required action during an emergency	2.1	Responsibilities are fulfilled in accordance with the workplace emergency response plan and code/regulatory requirements
	2.2	Assistance is provided to other staff in conducting an initial assessment of the emergency scene
	2.3	Assistance is provided in controlling the site prior to and following, the arrival of emergency services
	2.4	Directions of the controlling emergency authority are followed and all possible assistance is provided in response to those directions
3 Arrange follow-on support and assistance	3.1	Medical assistance and support is arranged as required in accordance with workplace procedures
	3.2	First aid is provided pending the arrival of medical assistance within limits of responsibility and competence in accordance with workplace procedures
4 Communicate with staff	4.1	Staff and customers are provided with relevant, appropriate and timely advice on emergency situations and instructions to be followed, on an ongoing basis
	4.2	Evacuation procedures for staff/customers are outlined in accordance with workplace procedures
	4.3	Customer service and safety needs arising from emergency situations are identified and acted upon in accordance with regulatory and workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF5020A Manage emergencies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF5020 Manage emergencies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during emergency situations
- applying relevant legislation and workplace procedures
- communicating effectively with others when managing emergency situations
- completing documentation related to managing emergency situations
- conducting interviews and taking statements
- following emergency response plan and procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- preparing reports and recommendations
- reading and interpreting instructions, procedures, information and signs relevant to managing emergency situations
- selecting and using relevant computer/communication/office equipment required for managing emergency situations
- working collaboratively with others when managing emergency situations
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian codes of practice, regulations and safeworking systems relevant to managing emergencies, including the Australian Dangerous Goods (ADG) Code
- data collection and analysis techniques required when managing emergency situations
- documentation and reporting requirements for managing emergency situations
- operational work systems, equipment, management and site operating systems for managing emergency situations
- hazards that may occur in transport and allied industries that can lead to emergency situations, and related hazard control strategies, including:
- handling hot food and equipment
- sudden and unexpected movement
- infectious and contagious diseases
- self-closing doors
- sharp objects
- syringes and drugs
- contact with human and biological waste
- fire and explosion
- collision
- derailment of trains
- handling, storage and carriage of dangerous goods and other hazardous substances
- handling, storage and carriage of explosives
- problems that may occur when managing emergencies and appropriate action that can be taken to resolve these problems
- relevant state/territory rail safety legislation, from each applicable state/territory together with any codes of practice, rail industry standards and/or guidelines
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- workplace procedures and policies for managing emergency situations, including the elements of an emergency response plan and first aid procedures where applicable.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF5021 Apply rail safeworking rules and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply rail safeworking rules and procedures.

It includes establishing the purpose and function of safeworking systems, implementing the principles of rail safeworking systems and implementing the principles of track protection systems.

This unit covers applying rail safeworking systems, which are integrated systems of operating procedures and engineered systems used in the rail network for safe operation of rail traffic, and protection of people and property. It can be applied to freight, heavy haul or metropolitan and regional passenger rail systems.

In applying this unit, the following rail safety operating principles may be involved:

- ensuring emergencies and incidents are properly managed
- ensuring interfaces between different organisations are properly defined and managed
- identifying and managing risk
- protecting people from injury
- protecting property from damage
- track access
- train separation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish purpose and function of rail safeworking systems	1.1 Relevant information is accessed and analysed
	1.2 Purpose of rail safeworking rules and procedures are identified and explained
	1.3 Methods for developing safeworking rules and procedures are identified and outlined
	1.4 Types of safeworking systems, their functions and where they are used are explained
2 Implement principles of rail safeworking systems	2.1 Relevant information is accessed and analysed
	2.2 Principles behind rail safeworking systems are identified and explained
	2.3 Main elements of rail safeworking systems are identified and explained
	2.4 Methods by which operations can continue in degraded situations are identified and outlined
	2.5 Appropriate procedures are prepared to enable operations to continue in various degraded situations
3 Implement principles of track protection systems	3.1 Relevant information is accessed and analysed
	3.2 Risks involved in working on or beside the track are identified, explained and managed
	3.3 Purpose of track protection is identified and explained
	3.4 Different methods of track protection are identified and outlined
	3.5 Work is planned so that relevant track protection methods can be applied

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF5021A Apply rail safeworking rules and procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF5021 Apply rail safeworking rules and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail safety industry standards, rules, codes of practice and operational procedures
- applying relevant safeworking systems and workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- researching and reviewing relevant rail industry and rail safety regulation information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- duty holders and their duties under rail safety and work health and safety (WHS)/occupational health and safety (OHS) legislation
- key concepts and definitions relating to rail safeworking
- key principles and practices associated with railway operations
- key regulatory requirements and rail industry standards for rail industry participants
- rail safety management systems (SMSs) and process
- rail safety operating principles
- rail safety regulatory framework
- relevant rail safety, WHS/OHS and environmental legislation related to safeworking and track protection.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF5022 Develop and manage fitness for work policy and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and manage fitness for work policy and procedures in an organisation.

It includes identifying legal requirements, liabilities and responsibilities; establishing and/or improving implementation plans, related policy and procedures; and acting appropriately to reports on the implementation of fitness for work policy and any identified breaches of associated regulations. It also includes ensuring that the operation's systems are compliant with regulations and organisational policy; and establishing, implementing, monitoring and communicating fitness for work programs.

This unit applies to people with the responsibility for rail operations management.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify or confirm regulatory requirements and organisational responsibilities	1.1 Current regulatory requirements, obligations and responsibilities for fitness for work within the organisation are identified and interpreted
	1.2 National health assessment standards for rail safety workers and/or other applicable standards are accessed and interpreted
	1.3 Current regulatory requirements, obligations and responsibilities regarding the use of drugs and alcohol by rail safety workers are identified and interpreted
	1.4 Current regulatory requirements, obligations and responsibilities regarding fatigue management of rail safety workers are identified and interpreted
	1.5 Risk-based approach is taken to developing programs that meet regulatory requirements
2 Establish and implement a fitness for work policy and procedures	2.1 Organisational fitness for work implementation plan is developed and/or reviewed and implemented in conjunction with relevant personnel
	2.2 Organisational fatigue management policy and procedures are developed and/or reviewed and implemented
	2.3 Policy and procedures related to drug and alcohol testing are developed and/or reviewed and implemented
	2.4 Fitness for work policy and procedures are aligned to organisational return-to-work policy and procedures
	2.5 Risk management approach is taken to identifying medical requirements for categories of rail safety workers
	2.6 Fitness for work risk management system implementation plan and related policy and procedures are distributed and presented to relevant organisational personnel for implementation
3 Monitor implementation of fitness for work policy and	3.1 Reports from designated personnel on the implementation of the organisation’s fitness for work risk management system implementation plan and

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procedures	related policies and procedures are received and interpreted
	3.2 Reports on accidents and safety incidents are reviewed to identify the extent to which a breach of the fitness for work procedures might have been a contributing factor
	3.3 Organisational activities are monitored and changes to organisation's fitness for work risk management system and procedures are identified, and appropriate action is taken to make the necessary adjustments
4 Act upon identified breaches of fitness for work policy	4.1 Identified or reported breaches of fitness for work policy are investigated in accordance with organisational procedures and regulatory requirements
	4.2 Action is taken to ensure internal and/or external personnel who may have contributed to any breach of fitness for work policy are provided with appropriate feedback and information to avoid any recurrence of the breakdown in planned processes
	4.3 Where organisational procedures or culture are found to have contributed to a breach in fitness for work policy, appropriate action is taken to improve procedures or to address the culture in ways that aim to avoid any recurrence of the breakdown
	4.4 Reports on breaches of fitness for work policy are prepared and submitted to designated personnel in accordance with organisational procedures and/or regulatory requirements
5 Ensure operations systems are compliant with fitness for work policy and regulations	5.1 All operations systems and standard operating procedures are reviewed in terms of their compliance with the organisation's fitness for work policy and regulations
	5.2 Changes are made to operations systems and standard operating procedures to ensure they are compliant as required
	5.3 Supplier and/or subcontractor operations systems and standard operating procedures are reviewed to ensure they are compliant with fitness for work policy and regulations, in accordance with legislated requirements
6 Identify required resources	6.1 Resources to support the implementation of the organisation's fitness for work risk management system

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and operational systems	are identified and submitted to appropriate authority
	6.2 Organisation's fitness for work risk management systems resources are periodically reviewed and appropriate changes are made or requested
7 Communicate fitness for work policy and procedures	7.1 Appropriate personnel affected by organisational fitness for work policy and procedures are identified
	7.2 Organisational fitness for work policy and procedures are communicated to appropriate personnel using effective strategies
	7.3 Team leaders, supervisory and training staff are provided with adequate resources to deliver organisational fitness for work communications strategies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF5022A Develop and manage fitness for work policy and procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF5022 Develop and manage fitness for work policy and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to changes in legislation and regulations as they relate to fitness for work
- communicating effectively with others when implementing the organisation's fitness for work management system
- developing a fitness for work system for an organisation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying fitness for work requirements within an organisation
- organising audits and reviews of an organisation's fitness for work management system
- reading and interpreting documentation on fitness for work management legislation
- recognising breaches of fitness for work management strategies and regulations, and taking appropriate action in accordance with the organisation's fitness for work management system
- reviewing current fitness for work procedures
- working collaboratively with rail safety workers and management to implement the organisation's fitness for work management system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- components of a fitness for work risk management system
- procedures for auditing and reviewing an organisation's fitness for work management system, and related policy and procedures, and for reporting audit outcomes
- relevant sections of applicable state/territory legislated rail safety requirements and regulations related to:

  fatigue management, drug and alcohol use, and medical requirements in the rail industry

  work health and safety (WHS)/occupational health and safety (OHS)
- relevant documentation to develop and manage fitness for work policy and procedures
- responsibilities of an organisation and individual employees for implementing fitness for work policy and regulations
- risk-based approaches to developing fitness for work programs
- strategies for ensuring that the investigation and analysis of errors, safety incidents and accidents identify the extent to which fitness for work is a contributing factor
- systems for auditing the effectiveness of an organisation's fitness for work management strategies, policies and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF5023 Undertake a derailment investigation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake a derailment investigation in accordance with legislative and regulatory requirements.

It includes preparing for a derailment investigation, determining potential contributory factors, planning for derailment investigation report requirements, and investigating a derailment.

This unit applies to people with the responsibility for rail operations management.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for derailment	1.1 Derailment investigation definitions are identified

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investigation	and explained
	1.2 Principles of systematic investigation to be employed in derailment investigation are identified and followed
	1.3 Purpose and objectives of derailment investigation are identified and documented in accordance with organisational and regulatory requirements
	1.4 Types of data to be collected to conduct derailment investigation are identified and documented
	1.5 Types of evidence to be collected during derailment investigation are identified and documented
2 Determine potential contributory components of the rail system to the derailment	2.1 Track structure and track components that may have contributed to derailment are identified in accordance with organisational and regulatory requirements
	2.2 Rolling stock involved in derailment is identified in accordance with organisational and regulatory requirements
	2.3 Normal operation of rolling stock at derailment site is outlined in accordance with organisational and regulatory requirements
	2.4 Safeworking systems in operation at derailment site are explained
3 Plan for derailment investigation report requirements	3.1 Methods by which evidence will be gathered are outlined
	3.2 Appropriate report structure is determined
	3.3 Timelines for conducting investigation and producing report are established
	3.4 Equipment required to conduct derailment investigation is identified and accessed
4 Investigate derailment	4.1 Resources required to undertaken rail derailment investigation are acquired
	4.2 Hazards are identified, risks are assessed and control measures are implemented
	4.3 Evidence is gathered in accordance with identified

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methods and required timelines

4.4 Rail derailment investigation report is drafted, reviewed and finalised in accordance with organisational and regulatory requirements

4.5 Rail derailment investigation report is completed and submitted in accordance with organisational and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF5023A Undertake a derailment investigation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF5023 Undertake a derailment investigation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- planning a derailment investigation in accordance with organisational and regulatory requirements
- producing a derailment investigation report
- reading and interpreting documentation and the organisation's rail safety compliance system, and applying these to a derailment investigation
- recognising non-conformance with rail safety requirements and taking appropriate action in accordance with organisational policies and procedures
- recording and preserving evidence when undertaking a derailment investigation in accordance with workplace procedures
- working collaboratively with employees and other management staff when undertaking a derailment investigation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- evidence collection and analysis techniques
- evidence preservation techniques
- notifiable occurrence reporting requirements in accordance with operational procedures
- rail safeworking systems
- relevant investigating and reporting legislation and regulations
- rolling stock operations including traction systems, braking systems, inspection regimes

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- signalling systems
- terminology as defined by the applicable Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice
- track components and dynamics
- wheel-track interface management.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF5024 Develop plans for emergency response and recovery of rail networks

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop emergency management plans for response and recovery of rail networks.

It includes identifying factors that contribute to degraded rail operations, and developing, implementing, monitoring and evaluating emergency response and recovery strategies, in accordance with regulatory and organisational requirements.

This unit can be applied to freight, heavy haul or metropolitan and regional passenger rail systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify factors that contribute to degraded rail operations	1.1 Types of rolling stock and typical failures are identified
	1.2 Track and trackside equipment failures are identified and explained
	1.3 Operational factors that contribute to degraded rail operations are identified
	1.4 Control or safety critical system failures that contribute to degraded rail operations are identified
	1.5 External occurrences that contribute to degraded rail operations are identified
	1.6 Power supply systems and problems that contribute to degraded rail operations are identified
2 Develop emergency response and recovery strategies	2.1 Risk assessments are included in developing emergency response and recovery strategies
	2.2 Policy and procedures are developed to implement emergency response and recovery strategies in accordance with organisational and regulatory requirements
	2.3 Emergency response and recovery strategies are planned with internal and external stakeholders to ensure compliance with organisational and regulatory standards and requirements
	2.4 Emergency response and recovery plans are disseminated to appropriate managers and to regulators as required, for approval
	2.5 Emergency response and recovery plans are amended in response to comments received from managers and regulators, as required
	2.6 Emergency response and recovery procedures are documented and communicated to appropriate personnel in accordance with organisational requirements
3 Implement emergency response and recovery strategies	3.1 Emergency response and recovery strategies are implemented in accordance with organisational and regulatory requirements
	3.2 Effective induction and supervision are provided to support individuals in meeting their organisational and regulatory responsibilities

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4 Monitor, adjust and report emergency response and recovery strategies	4.1 Emergency response and recovery strategies are monitored and deficiencies are identified
	4.2 Identified deficiencies are assessed against organisational standards and prioritised for action
	4.3 Recommendations for improvements to meet organisational and regulatory standards are developed and submitted to designated persons/groups
	4.4 Agreed improvements and alterations to emergency response and recovery strategies, policies and procedures are implemented in accordance with organisational and regulatory requirements
	4.5 Individuals/groups are informed of improvements and alterations to emergency response and recovery strategies
	4.6 Systems, records and reporting procedures are maintained in accordance with organisational and regulatory requirements
5 Evaluate emergency response and recovery strategies	5.1 Effectiveness of emergency response and recovery strategies and related policies, procedures and programs is assessed in accordance with organisational and regulatory requirements
	5.2 Improvements are identified, developed and implemented to ensure more effective achievement of emergency response and recovery strategies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF5024A Develop plans for emergency response and recovery of rail networks.

Links

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Assessment Requirements for TLIF5024 Develop plans for emergency response and recovery of rail networks

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail industry standards, rules, codes of practice and guidelines
- applying relevant legislation and workplace procedures when developing plans for emergency response and recovery
- communicating effectively with others, particularly in relation to emergency response procedures and recovery planning
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying appropriate emergency response procedures for rail operational
- producing well researched, documented and supported emergency response and recovery policies, procedures and plans
- researching relevant rail network, emergency response procedures and recovery planning information
- reviewing changing regulatory information
- reviewing current emergency response procedures and making recommendations for improvement.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- changes in rail industry operations and technology with implications for degraded operations
- emergency management plan and workplace procedures
- key principles and practices associated with railway operations
- rail industry
- rail industry terminology, including terminology used in rail industry standards
- relevant rail safety, emergency management plan, work health and safety (WHS)/occupational health and safety (OHS) and environmental legislation related to rail operations
- safety management system.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, rail industry standards, regulations, codes of practice, safety management system and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIG1001 Work effectively with others

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the basic skills and knowledge required to work effectively with others using established procedures and appropriate interpersonal skills to assist others to complete work tasks, in accordance with workplace procedures and relevant regulatory requirements.

It includes contributing to determining appropriate work roles, planning activities and working with others to complete activities.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Contribute to determining appropriate work roles	1.1 Work roles of each team member are identified, based on information and instructions about objectives, performance requirements and procedures

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	1.2 Contributions are made to determining appropriate roles and responsibilities for the successful completion of the activity
2 Contribute to planning the activity	2.1 Suggestions and information are provided as appropriate to contribute to planning the activity in accordance with the associated procedures
	2.2 Support needed to complete activities is identified
3 Work with others	3.1 Forms of communication appropriate to the activity are used
	3.2 Assistance to complete the activities is requested as required
	3.3 Contributions to the achievement of a required outcome are made
	3.4 Work is undertaken in accordance with specified procedures on an individual and shared basis as required
	3.5 Problems are discussed and resolved where possible, through agreed and accepted processes
	3.6 Suggestions for improvements to processes are made and discussed within the team

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG1001A Work effectively with others.

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Assessment Requirements for TLIG1001 Work effectively with others

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when completing work activities
- interpreting and following operational instructions and prioritising work within the team
- modifying team activities depending on operational contingencies, risk situations and environments
- monitoring team activities in terms of planned schedule
- reading and interpreting instructions, procedures, information and signs relevant to working with others as a team
- reporting and/or rectifying identified misunderstandings and problems promptly using appropriate strategies , in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic principles of teamwork
- focus of operation of work systems, equipment or management, site and organisational operating procedures
- relevant workplace standards and procedures, and duty of care requirements
- typical misunderstandings and problems that can occur in the workplace and appropriate ways of dealing with them
- workplace structures and the roles and responsibilities of team members.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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TLIG2007 Work in a socially diverse environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply cultural awareness, communication principles and problem-solving techniques to facilitate working in a socially diverse environment. This is done in accordance with workplace procedures, relevant anti-discrimination and equal employment opportunity regulations.

It includes communicating with customers and colleagues from diverse backgrounds and dealing with cross-cultural misunderstandings.

Work is performed with limited or minimum supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Communicate with customers	1.1 Customers and colleagues from all cultural groups

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and colleagues from diverse backgrounds	are valued and treated with respect and sensitivity 1.2 Cultural differences are accommodated in verbal and non-verbal communication 1.3 Where language barriers exist, efforts are made to communicate through use of gestures or simple words in the other person's language 1.4 Assistance from colleagues, reference books or outside organisations is obtained as required
2 Deal with cross-cultural misunderstandings	2.1 Issues that may cause conflict or misunderstanding in the workplace are identified 2.2 Difficulties are addressed with the appropriate people and assistance is sought from team leader/supervisor as required 2.3 When difficulties or misunderstandings occur, possible cultural differences are considered 2.4 Efforts are made to resolve misunderstandings, taking account of cultural considerations 2.5 Issues and problems are referred to the appropriate team leader/supervisor for follow-up

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG2007A Work in a socially diverse environment.

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Assessment Requirements for TLIG2007 Work in a socially diverse environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- communicating and working effectively with others when working in a socially diverse environment
- completing documentation related to working in a socially diverse environment
- reading, interpreting and applying instructions, legislation, procedures, information and signs relevant to working in a socially diverse environment
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic awareness of the culture of Australia's indigenous and non-indigenous peoples
- cultural awareness
- principles of equal employment opportunity (EEO) and anti-discrimination legislation as they apply to individual employees
- principles that underpin cultural awareness
- recognition of the different cultural groups in Australian society
- recognition of various international customer groups (appropriate to the sector and individual workplace)
- typical cross-cultural misunderstandings and problems that can occur in the workplace, and appropriate ways of dealing with them.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIG3002 Lead a work team or group

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to lead a work team or group in accordance with workplace procedures and relevant regulations.

It includes participating in work team/group planning, managing and developing work team/group performance, participating in and facilitating a work team/group achieve workplace tasks, as well as documenting and reviewing work team/group performance.

Work is performed under some supervision, generally within a team environment.

Work involves the application of established procedures when leading a work team or group.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Participate in work team/group planning	1.1 Requirements of a team/group task are identified and clarified in conjunction with team/group members to ensure appropriate interpretation of specifications and in accordance with enterprise requirements
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Task is interpreted and relevant steps are identified in conjunction with team/group members to ensure efficient conduct of work to meet specifications and enterprise requirements
	1.4 Steps are planned in conjunction with other personnel to allow achievement of practical outcomes in accordance with enterprise and/or manufacturer procedures
2 Manage and develop work team/group performance	2.1 Task activities are assigned to team/group members based on competence, expertise and availability
	2.2 Team/group members are advised about symptoms and effects of fatigue, drugs and alcohol, safe lifting techniques and other work health and safety (WHS)/occupational health and safety (OHS) policies
	2.3 Performance measures and requirements are agreed with team/group members in accordance with enterprise procedures
3 Participate in and facilitate work team/group achieve tasks	3.1 Work activity is organised and carried out with team/group members and other personnel using relevant communication processes to ensure safe, unambiguous and appropriate sequencing of tasks
	3.2 Individuals and teams/groups are actively encouraged to take individual and joint responsibility
4 Document and review work team/group tasks	4.1 Necessary documentation related to job planning and progress is completed and recorded in accordance with statutory, manufacturer and enterprise requirements
	4.2 Outcomes of team/group task activities are compared with planned objectives, task instructions and specifications to ensure all requirements have been met

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG3002A Lead a work team or group.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIG3002 Lead a work team or group

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and recommending improvements to services, resource allocation and use
- leading and encouraging team members
- modifying team activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising team activities in terms of planned schedule
- negotiating and working effectively with team members
- operating electronic communications equipment to required protocol
- planning team activities, including predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- coaching and mentoring approaches
- principles, duty of care and obligations within the chain of responsibility in the transport industry
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection policies and procedures
- relevant regulatory and codes of practice requirements
- strategies to implement continuous improvement processes
- techniques to encourage appropriate participation of team/group members
- typical problems that can occur when leading a work team and related appropriate action that can be taken
- workplace policies and plans including procedures for training and development
- workplace protocols and procedures for leading work teams.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIG3003 Apply positive behaviours in the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply standards of conduct and positive behaviours in the workplace.

This unit applies to team members who are making the transition to a leading role that can influence the performance of others.

Such people have a strong influence on the work culture, values and ethics of the people with whom they work.

It includes modelling good practice, professionalism and confidently representing the organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Model high standards of performance and behaviour	1.1 Positive performance and behaviours that meet organisational standards are identified, confirmed and employed
	1.2 Performance and behaviour that serve as a positive role model for others are displayed
	1.3 Work/performance plans are implemented in accordance with organisational goals and objectives
2 Enhance organisational image	2.1 Organisational standards and values are followed
	2.2 Standards and values considered to be damaging to the organisation are questioned through established communications channels
	2.3 Personal performance is monitored to ensure integrity and credibility are displayed in interactions with others
3 Contribute to organisational decisions	3.1 Information relevant to issue/s under consideration is provided when requested
	3.2 Active participation in decision-making processes is demonstrated
	3.3 Options are examined, associated risks are assessed and preferred course/s of action are recommended based on experience and knowledge
	3.4 Agreed decisions are implemented in cooperation with relevant individuals and teams
	3.5 Organisational feedback processes are used to inform the organisation of the impact of agreed decisions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG3003A Apply positive behaviours in the workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIG3003 Apply positive behaviours in the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying positive behaviours in a range of different situations
- articulating organisational values and expectations of behaviour and conveying this to individuals and teams
- making decisions based on analysis of evidence
- representing the organisation
- showing good judgement and following through.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- formal and informal feedback processes
- leadership styles and concepts
- organisational standards and values
- relevant workplace procedures
- theory of individual and group behaviour.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIG4005 Organise transport workload

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply basic principles and routine procedures to organise transport workload as part of courier/delivery operations.

It includes organising and accepting responsibility for own workload, identifying and meeting own learning needs as well as planning and organising a personal daily routine.

Work must be carried out in compliance with relevant regulations for the transport of articles for courier delivery.

Work is generally performed under indirect supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Organise and accept	1.1 Priorities and deadlines are established in consultation

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responsibility for own workload	with relevant persons and recorded
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Work activities are planned and progress of work is communicated to others whose personal work plans and timelines may be affected
	1.4 Work is completed to the standard expected in the workplace in accordance with relevant guidelines, directions or instructions
	1.5 Variations and difficulties affecting work requirements are identified through regular reviews, and action is taken to report these issues to supervisory staff
	1.6 Additional support to improve work is communicated clearly to appropriate personnel
2 Participate in identifying and meeting own learning needs	2.1 Operations of the workplace, workplace equipment and focus of endeavour are identified
	2.2 Organisational structure, career paths and training opportunities appropriate to the enterprise are identified
	2.3 Steps are taken, in consultation with appropriate personnel, to identify own learning needs through assessment and planning for future work requirements
	2.4 Appropriate opportunities to learn and develop required competencies are undertaken including establishing networks and working relationships with others
3 Plan and organise a personal daily routine	3.1 Daily routine is planned to take into account rosters, industrial agreements and workplace procedures
	3.2 Clarification of requirements of tasks is sought as required
	3.3 Achievable time and other performance measures are agreed
	3.4 Tasks are completed and variations to plan are identified and reported
	3.5 Inability to complete operations are relayed to appropriate personnel in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG4005A Organise transport workload.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIG4005 Organise transport workload

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- estimating size, shape and special delivery requirements of cargo, mail and courier items
- identifying and correctly using relevant equipment
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- housekeeping standards and procedures
- methods and strategies for organising transport loads in courier and delivery operations
- principles, duty of care and obligations within relevant chain of responsibility in the transport industry
- relevant state/territory mass and loading regulations and permit requirements
- requirements of courier work systems and operations, and relevant equipment
- risks in courier and delivery operations and related precautions to control the risk
- typical issues and problems that can occur and appropriate ways of dealing with them
- workplace procedures and policies for organising transport loads in courier and delivery operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIG4006 Facilitate work teams

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to lead and facilitate work teams. Work involves facilitating and encouraging the work of work teams/groups, and providing leadership to others in establishing and achieving team objectives.

It includes participating and providing leadership in team planning, developing team commitment and cooperation, and managing and developing team performance.

Work is performed under minimum supervision with general guidance on progress and outcomes. It involves discretion and judgement for self and others in facilitating work teams or groups.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Participate in team	1.1 Clearly defined team goals, purpose, roles, responsibilities and accountabilities are established in consultation with team, in

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planning	accordance with organisational goals and objectives
	1.2 Team performance plan is developed in consultation with team, in accordance with organisational business plan, policies and practices
	1.3 Processes to monitor and adjust team performance are developed and agreed to in consultation with team, in accordance with continuous improvement policies
	1.4 Benefits of team diversity membership are articulated by team and included in team plans
2 Develop team commitment and cooperation	2.1 Open communication processes are used by team to obtain and share information
	2.2 Team is encouraged to show and exploit innovation and initiative
	2.3 Support is provided to team to develop mutual concern and camaraderie
3 Manage and develop team performance	3.1 Team is supported in making decisions within agreed roles and responsibilities
	3.2 Results achieved by team contribute positively to the organisation business plans
	3.3 Team and individual competencies are monitored regularly to confirm that team is able to achieve goals
	3.4 Mentoring and coaching opportunities are provided to team members to enhance personal and collective knowledge and skills
	3.5 Delegates performance is monitored to confirm they have completed the relevant delegation/assignment
4 Encourage and facilitate the work of teams	4.1 Team effectiveness is encouraged and enhanced through active participation in team activities and communication processes
	4.2 Individuals and teams are actively encouraged to take individual and joint responsibility for actions
	4.3 Team is supported to identify and resolve problems that impede performance

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG4006A Facilitate work teams.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIG4006 Facilitate work teams

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when facilitating the operation of work teams
- completing relevant documentation
- identifying improvements to services, resource allocation and use
- leading and encouraging others
- monitoring and prioritising work activities in terms of planned schedule
- negotiating and working effectively with others
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- responding appropriately to cultural preferences in the workplace, including modes of behaviour and interactions with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- coaching and mentoring approaches to support team members to share knowledge and skills
- mechanisms to encourage team decision making, and to reward and support team achievement
- principles, duty of care and obligations within the chain of responsibility in the transport industry
- relevant regulatory and code requirements

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- strategies to implement continuous improvement processes
- typical problems that can occur when facilitating work teams, and related appropriate action that can be taken
- workplace policies and plans including procedures for training and assessment
- workplace protocols and procedures for facilitating work teams.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIH2001 Interpret road maps and navigate pre-determined routes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to interpret road maps and to navigate routes as part of transport operations.

It includes identifying and determining the most appropriate route, and completing required route documentation in accordance with operational requirements.

Work is performed under general or limited supervision. It involves the application of map reading principles and procedures when interpreting street directories and road maps, and following pre-determined routes.

Work must be carried out in accordance with relevant state/territory roads and traffic authority regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

H – Route Planning and Navigation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and determine pre-planned route	1.1 Pre-determined route documentation is accessed and interpreted
	1.2 Relevant street directory, global positioning system (GPS) and road maps are identified and accessed
	1.3 Street directory, GPS and road map symbols are recognised and interpreted
	1.4 Points of departure and destination are identified in a directory index and information is used to locate designated places on appropriate map
	1.5 Pre-determined route directions are interpreted and route is traced using a street directory, GPS and road map
	1.6 Key intersections and other landmarks along route are identified for use in following planned route
	1.7 Alternative contingency routes are identified for emergencies or traffic delays
	1.8 Pre-determined route is correctly followed
2 Complete necessary documentation	2.1 Required route documentation is completed in accordance with purpose of transportation and workplace requirements
	2.2 Required route documentation is filed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIH2001A Interpret road maps and navigate pre-determined routes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIH2001 Interpret road maps and navigate pre-determined routes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- completing documentation related to route navigation
- estimating route distances using map information
- interpreting and following operational instructions and prioritising work
- navigating a pre-determined route
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment in accordance with workplace protocols
- planning alternative contingency routes for road works, emergencies or delays
- planning own work, predicting consequences and identifying improvements
- plotting a route from one destination to another relevant to job role
- reading and interpreting relevant instructions, procedures, information and signs
- using global positioning system (GPS) devices to navigate pre-determined routes as required
- using maps and other route documentation to correctly identify and interpret:
  - map symbols
  - roads and intersections
  - town and suburb locations
- working collaboratively with others as required (such as fleet managers, sales team)
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current information about accidents or emergencies that might close or restrict traffic on a particular route
- height, width and mass limitations of bridges, tunnels and other critical physical structures along a possible route
- location of service stations/rest stops as required
- operational procedures for interpreting road maps, using GPS devices and navigating routes
- relevant state/territory permit and licence regulations and requirements
- road conditions for various routes, including sections undergoing road works
- security hazards and issues
- traffic conditions at various times of the day/night along specific routes
- typical problems that may arise concerning interpreting road maps, using GPS devices and navigating pre-determined routes, and appropriate action that should be taken
- workplace requirements for recording and documenting route information.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry:
  - GPS
  - road map

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- street directory.

A simulator/online assessment is not suitable for the final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIH2003 Prioritise courier/delivery operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prioritise courier or delivery operations in compliance with relevant regulations, as part of work undertaken within the transport and logistics industry.

It includes identifying, planning and preparing work requirements; undertaking work; adjusting to changing priorities; and completing work activities to operational requirements.

Work is generally performed under indirect supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

H – Route Planning and Navigation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify work requirements	1.1 Work requirements and specific customer requirements interpreted and clarified as required
	1.2 Pick-up and delivery points are located

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	1.3 Size, weight and configuration of materials to be couriered are identified
	1.4 Equipment required to facilitate pick-up and delivery is identified
2 Plan and prepare for work	2.1 Work is planned based on an analysis of distance, travel times, customer requirements, resource implications and known priorities
	2.2 Planned steps and outcomes are checked to ensure conformity with instructions and work requirements
	2.3 Work sequence is identified and relayed to base as required
	2.4 Required resources are selected
3 Undertake work operations	3.1 Work operations are undertaken in accordance with plan and quality requirements, and within operator and equipment operating capacity
	3.2 Difficulties or uncertainties occurring during operations are identified and alternative strategies are determined
	3.3 Pick-up and delivery of materials is undertaken in accordance with workplace quality procedures
4 Adjust to changing work priorities	4.1 Work plan or route is adjusted or modified to meet changing priorities and circumstances
	4.2 Changes to work plan are relayed to base
5 Complete work operations	5.1 Work operations are reviewed to ensure outcomes have met customer requirements and workplace quality outcomes
	5.2 Workplace documentation is completed
	5.3 Operational capacity of equipment is checked and returned to storage area as required
	5.4 Security of goods is maintained in accordance with enterprise procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIH2003A Prioritise courier/delivery operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIH2003 Prioritise courier/delivery operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when prioritising courier or delivery operations
- completing documentation related to prioritising courier or delivery operations
- estimating the size, shape and special delivery requirements of articles
- identifying and correctly using equipment required when coordinating courier or delivery operations
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading and interpreting instructions, procedures, information and labels relevant to courier or delivery operations
- reporting and/or rectifying identified problems promptly, in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- methods and strategies for prioritising courier or delivery operations
- National Transport Commission Load Restraint Guide
- relevant state/territory mass and loading regulations
- requirements of courier or delivery work systems and operations, and relevant equipment

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- risks in courier or delivery operations and related precautions to control these risks
- security policies and procedures
- typical problems that may arise when prioritising courier or delivery operations and appropriate action to be taken
- workplace procedures and policies for coordinating and prioritising courier or delivery operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIH3002 Plan and navigate routes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and navigate routes as part of transport operations, in accordance with relevant state/territory roads and traffic authority regulations.

It includes interpreting information from a road map, street directory or global positioning system (GPS) device; planning the most appropriate route taking into account pertinent factors; and completing required trip documentation in accordance with operational requirements.

This unit relates to the work of transport and distribution personnel involved in passenger services and/or the delivery of a range of possible goods and materials including valuables, secured products documents and materials.

Work is performed under general or limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

H – Route Planning and Navigation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Interpret street maps	1.1 Symbols in a street directory/road map/GPS are recognised and interpreted
	1.2 Places are identified in a directory index and information is used to locate places on appropriate map
2 Plan routes	2.1 Given a location and a destination, the most direct and alternative routes between two points are identified using a street directory/road map/GPS
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Information on height, width and load limits of road infrastructure and other restrictions on thoroughfares is accessed, interpreted and taken into account when planning a route for a journey, as required
	2.4 Suitable route is selected to ensure the most efficient, safe, secure and legal transport operation, taking into account relevant criteria for transport operation concerned
3 Follow planned route	3.1 Planned route is correctly followed with aid of a street directory, road map and/or GPS system
	3.2 Geographic regions, tourism features and other places of interest are identified, as required
	3.3 Route documentation is completed in accordance with purpose of transportation and workplace requirements
	3.4 Parking procedures are observed in accordance with enterprise procedures and relevant legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIH3002A Plan and navigate routes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIH3002 Plan and navigate routes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and interpreting required information and developing contingency routes (including road restrictions, traffic conditions, service stations/rest stops)
- adapting to changes and difference in vehicle navigation technology, maps and street directories as they relate to route planning
- adapting to changes in vehicle navigation technology, maps and street directories as they relate to route planning
- applying fatigue management techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- completing relevant documentation
- implementing contingency arrangements
- interpreting and following operational instructions and prioritising work
- interpreting information to allow effective route planning
- modifying route planning activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in vehicles, loads and equipment in accordance with standard operating procedures
- planning alternative routes for contingencies such as road works, emergencies or delays
- planning and navigating a route effectively
- planning for transport routes to meet workplace requirements
- planning routes in accordance with workplace guidelines
- reading and interpreting relevant instructions, procedures, information and signs:
  - estimating route distances using map information
  - identifying roads and intersections
  - identifying town and suburb locations
  - reading and interpretation of map symbols
- reporting and/or rectifying identified problems promptly, in accordance with workplace procedures

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- selecting and using relevant route planning and navigation technology including GPS devices.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic GPS operation
- current information about accidents or emergencies that might close or restrict traffic on particular routes
- features and contents of maps and street directories, and techniques for their use in transport navigation
- known traffic conditions at various times of the day along specific routes
- location of service stations and rest stops
- operational procedures for planning and navigating transport routes
- physical hazards such as height, width and mass limitations of bridges, tunnels and other critical physical structures along a possible route
- relevant state/territory permit and licence regulations and requirements
- road conditions for various routes, including sections undergoing road works
- security hazards on long routes
- workplace requirements for recording and documenting route information.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

A simulator/online assessment is not suitable for the final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIH3004 Identify major roads, services and attractions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required by taxi drivers, bus/coach drivers and other transport drivers to identify and describe major roads, services and attractions, on a map and as required, physically pointing them out. Work must be carried out in accordance with relevant transport regulations and workplace procedures.

It includes knowing about local geographical details and features of major roads, highways and suburbs in the area of operation.

It also includes identifying transport interchanges, jetties, ports, stations, terminals, suburbs, landmarks, public services, facilities, tourist attractions and central business districts.

Work is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

This unit meets part of the certification requirements for obtaining specialist driver accreditations. As requirements may vary between states and territories, people seeking specialist driver accreditation should contact their state/territory licensing regulator.

Pre-requisite Unit

Not applicable.

Competency Field

H – Route Planning and Navigation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Locate all major roads, highways and suburbs in area of operation	1.1 Major roads are identified and located on a map and/or physically
	1.2 Suburbs along, and at the end of, major roads are identified and located on a map and/or physically
	1.3 Suburbs accessed by on- and off-freeway ramps are identified and located on a map and/or physically
	1.4 Main suburbs, with relation to geographical sectors (east, west, north and south) are identified in order of closest proximity to central business district
	1.5 Bus/taxi lanes into and out of central business district are located on a map and/or physically
2 Locate transport interchanges, jetties, ports, stations and terminals	2.1 Major transport interchanges, jetties, ports, terminals and stations are located on a map and/or physically
	2.2 Major connecting roads entering and exiting main transport interchanges, terminals, jetties, ports and rail stations are identified and located on a map and/or physically
	2.3 Established taxi ranks at main transport interchanges, jetties, ports, airports, terminals and stations are located on a map and/or physically
	2.4 Special transport, safety, taxi and/or financial requirements for entering and exiting main transport interchanges, jetties, ports, terminals and stations are observed
3 Identify main public services and facilities	3.1 Maps and other geographical and tourist information are identified and accessed in accordance with workplace procedures
	3.2 Key tourist locations are located on a map and/or physically, and their features are described
	3.3 Key public services are located on a map and/or physically and explained
	3.4 Main scenic routes, places and landmarks of interest to tourists are determined and features are outlined in an

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			appropriate manner
4	**Locate key features in a central business district**	4.1	Streets, major buildings and traffic flow directions of central business district and city centre are identified and located on a map and/or physically
		4.2	City hotels are identified and located on a map and/or physically
		4.3	Exit and entry points to city are determined in relation to a final destination
		4.4	Transport interchanges and main taxi ranks in city centre and central business district are identified and located on a map and/or physically

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIH3004A Identify major roads, services and attractions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIH3004 Identify major roads, services and attractions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when identifying and locating major roads, services and attractions
- identifying and correctly using maps and other information about the location and features of roads, services and attractions
- interpreting and following operational instructions and prioritising work
- locating identified roads, services and attractions on a map and/or physically (i.e. driving to location)
- operating electronic communications equipment to required protocol
- operating technology when locating roads, services and attractions
- reading and interpreting relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- information and technology for locating roads, services and attractions including:
  - bus and emergency lane usage
  - entry and access points to major road systems
  - location of city centre streets and major buildings and traffic flows
  - location of main hotels, motels and tourist attractions in a specified area
  - location of metropolitan suburbs
  - main arterial roads
  - most appropriate routes for entering and exiting a city centre

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  - restrictions to traffic movement at major intersections
  - roads and suburbs connecting with freeways and transport interchanges, terminals, jetties, ports and stations
  - road signs and route markers
  - traffic patterns and densities
- relevant state/territory regulations and road laws
- typical problems that may arise when identifying and locating roads, services and attractions and appropriate action that should be taken
- workplace procedures for identifying and locating roads, services and attractions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII0001 Market international freight forwarding services

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to market international freight forwarding services to customers as part of a senior operator job role.

It involves recognising and acting on opportunities to market services, maintaining contact and building relationships with customers, and forwarding customer contacts on to the sales department.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Recognise opportunities to market enterprise services to customers	1.1 Services available for on-selling from the enterprise are identified
	1.2 Technical specifications and application/s of services are identified
	1.3 Applicability of services are matched to customer/customer group particular requirements
	1.4 Features of services (including technical specifications) are explained in relation to current customer requirements
	1.5 Information about potential associated requirements are explained
	1.6 Customers are referred to expert personnel or other enterprise services as required
2 Establish and maintain contact with customers	2.1 Communication with customers is established and maintained to develop a business relationship
	2.2 Customers are informed of the full range of business services
	2.3 Follow-up contacts with customers are made on customer request and in accordance with enterprise policy
3 Recognise special requirements and refer to appropriate area	3.1 Special requirements are identified and discussed with customers
	3.2 Features of special services required, as a result of customer requests, are explained
	3.3 Customers are referred to expert personnel or other enterprise services as required
	3.4 Customers are referred to the sales department as appropriate

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII0001 Market international freight forwarding services

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others when marketing services to customers
- completing relevant documentation
- identifying and recording potential improvements to services
- negotiating effectively with customers and others
- operating electronic communications equipment to required protocol
- promptly reporting and/or rectifying identified problems
- reading and interpreting relevant instructions, procedures and information
- responding appropriately to cultural differences in the workplace
- selecting and appropriately applying technology, information systems and procedures to market services to customers
- working collaboratively with others in the workplace to market enterprise services.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- focus of operation of marketing systems and resources
- functions of other workplace departments and personnel
- relevant regulatory requirements
- relevant workplace business marketing policies and practices, including requirements to maintain security and privacy
- strategies to implement continuous improvement processes
- types of problems that can occur and appropriate actions that can be taken
- workplace protocols and procedures for marketing services to customers.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII0002 Provide freight forwarding information and customer service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide freight forwarding services to customers.

It includes dealing with customer freight forwarding inquiries, and explaining the processes and parameters of freight forwarding services.

Work must be carried out in compliance with relevant codes of practice and regulations for the carriage of freight.

Work is performed autonomously, with some accountability and responsibility for self and others in achieving the prescribed outcomes. It involves the application of workplace principles and procedures when providing freight forwarding services to customers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Deal with customer freight forwarding inquiries	1.1 Customer inquiries are dealt with courteously and efficiently
	1.2 Questions are used to clarify customer requirements, needs or concerns
	1.3 Information is accurately conveyed to customer and customer understanding is confirmed
	1.4 Clarification is sought from other workplace personnel or external individuals/authorities as required, in accordance with workplace procedures
	1.5 Follow-up actions are undertaken in accordance with workplace procedures
2 Explain of freight forwarding process	2.1 Freight forwarding chain of operations is explained to customers
	2.2 Parameters of freight forwarding services relevant to customer requirements are explained in accordance with company procedures
	2.3 Handling and documentation requirements for various types of goods are explained to customers, including special requirements for border security, biosecurity and safety compliance
	2.4 Documentation concerning service provision is forwarded to customer in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit a new unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII0002 Provide freight forwarding information and customer service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- advising on procedures and protocols for forwarding various cargo to different destinations
- advising on relevant regulations and required documentation
- applying relevant codes of practice and legislative requirements including local and international freight
- communicating effectively with others when providing freight forwarding services to customers
- creating documentation related to providing freight forwarding services to customers
- interpreting and following operational instructions and prioritising work
- modelling excellence in providing freight forwarding information and customer service
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- overseeing a team providing freight forwarding information and customer service
- providing information to customers on freight forwarding operations
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- responding appropriately to cultural differences in the workplace
- retaining records and documentation
- working collaboratively with others when providing freight forwarding services to customers
- working systematically with required attention to detail.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international standards, criteria and certification requirements
- customer information including:
  - documentation
  - freight charges
  - general freight forwarding requirements
  - legislative requirements
- customer service policies and procedures
- oral, aural or signed communications, manufacturer/client specifications, supplier and/or client instructions
- parameters of freight forwarding services relevant to customer requirements including:
  - fiduciary and legal responsibilities
  - freight forwarding procedures
  - insurance requirements
  - payment requirements and procedures
  - relevant legislative requirements
  - required import and export documentation
  - service costs
  - types of transport modes
  - various consignment methods
- relevant codes of practice and legislative requirements including local and international freight regulations including:
  - regulations and codes of practice for international and domestic freight transport
  - Australian and international standards and certification requirements
- requirements for work including:
  - authorities and permits
  - freight forwarding protocols
  - hours of operation
  - relevant regulations
  - workplace operations
- sources of relevant information and documentation
- typical problems that can occur when providing freight forwarding services to customers and related appropriate action that can be taken to prevent or solve these problems
- workplace procedures, policies and protocols for providing freight forwarding services to customers.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII1002 Apply customer service skills

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply routine customer service skills in accordance with workplace standards and procedures.

It includes dealing with customer inquiries, monitoring customer satisfaction and taking appropriate action to satisfy customer needs.

It involves implementing customer service principles and procedures in day-to-day interactions with internal and external customers as part of workplace operations.

Work is performed under supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Deal with customer inquiries	1.1 Customer inquiries are responded to courteously and efficiently by phone and face-to-face

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	1.2 Questions are used to clarify customer needs or concerns
	1.3 Assistance from other staff is sought when customer inquiries cannot be fully answered
	1.4 Product, service and/or operational knowledge is used to answer customer queries or to respond to customer needs
	1.5 Customer inquiries and associated action are recorded and reported in accordance with workplace procedures
2 Monitor customer satisfaction	2.1 Customer is greeted cordially in accordance with workplace procedures
	2.2 Customer requirements are dealt with according to workplace procedures
	2.3 Special needs are addressed in accordance with workplace policies
	2.4 Appropriate feedback is provided to managers and internal and/or external customers

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLII1002A Apply customer service skills.

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Assessment Requirements for TLII1002 Apply customer service skills

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when providing customer service, including using appropriate telephone techniques
- completing documentation related to providing customer service
- handling customer queries and complaints effectively
- interpreting and following operational instructions and prioritising work
- reporting and/or rectifying identified problems effectively, in accordance with regulatory requirements and workplace procedures
- reading and interpreting instructions, procedures, information and labels relevant to providing customer service
- working collaboratively with others to:
  - provide quality customer service
  - identify, define and solve problems
- working systematically with required attention to detail
- writing simple reports and records of inquiries.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- customer service policies and procedures
- products and/or services provided by the workplace
- relevant duty of care responsibilities
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations

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- sources of information and documentation needed for workplace operations
- types of operations carried out in the workplace
- workplace procedures relevant to work activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII2015 Operate the on-train buffet car

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate the on-train buffet car in accordance with regulatory and workplace requirements.

It includes preparing and providing takeaway food and beverages, maintaining and controlling stock, serving customers, and carrying out required financial control procedures.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment.

Work involves the application of regulatory requirements and workplace procedures when operating an on-train buffet car, as part of workplace activities in the rail transport and allied industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and provide takeaway food and beverages	1.1 Food and beverage items are prepared and presented to passengers in a form consistent with workplace procedures and manufacturer instructions
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Stock is checked for spoilage and expiry dates on a regular basis in accordance with workplace procedures
	1.4 Out-of-date stock is disposed of in accordance with workplace procedures
2 Maintain and control stock	2.1 All stock is stored in accordance with workplace procedures and relevant health regulations
	2.2 Stock is rotated on a regular basis in accordance with workplace procedures, and food regulations and guidelines
	2.3 Food that does not meet health requirements is disposed of in accordance with workplace procedures and regulatory requirements
3 Serve customers	3.1 Customer requirements are ascertained using appropriate inquiries in a courteous manner
	3.2 Correct product and pricing information is clearly displayed
	3.3 Specials are promoted and sales opportunities are identified and optimised
4 Complete financial control procedures	4.1 Financial transactions are accurately carried out in accordance with regulatory requirements and workplace procedures
	4.2 Financial reconciliation is carried out as required
	4.3 Cash is securely handled and stored in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLII2015A Operate the on-train buffet car.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII2015 Operate the on-train buffet car

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant health and hygiene workplace procedures
- applying relevant workplace procedures when operating the on-train buffet car
- communicating and negotiating effectively with others when operating an on-train buffet car
- completing documentation related to operating an on-train buffet car
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- maintaining and controlling stock
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring buffet equipment performance and taking appropriate action as required
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and labels
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using relevant equipment and food stock when operating an on-train buffet car
- serving customers in accordance with health, hygiene and workplace procedures
- working collaboratively with others when operating an on-train buffet car
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, codes of practice and/or health and hygiene guidelines
- communication and negotiation requirements when operating an on-train buffet car
- documentation and record requirements
- equipment, and materials used when operating an on-train buffet car, and health/hygiene precautions and procedures that should be followed in their use
- problems that may occur when operating an on-train buffet car and appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant products, pricing structures, consumer laws and trade practice requirements
- workplace health and hygiene procedures and standards for operating an on-train buffet car.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice, operation manuals, health and hygiene standards.

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TLII2019 Provide taxi customer service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply routine customer service procedures to passengers in taxis, in accordance with taxi industry regulations and relevant legislative requirements.

It includes establishing effective communication, identifying and assessing the needs and expectations of different customers, meeting identified customer requirements and dealing with difficult customer situations at all points of customer contact before, during and after a journey.

Work is performed with limited or no supervision, and with full accountability and responsibility for self and others in achieving the prescribed outcomes.

This unit meets part of the certification requirements for obtaining taxi driver accreditation. As requirements may vary between states and territories, people seeking taxi accreditation should contact their state/territory taxi regulator.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish contact with customers	1.1 Welcoming customer environment is created and maintained
	1.2 Customers are acknowledged and greeted courteously and politely in accordance with workplace policies and procedures
	1.3 Clear, concise and courteous communication with customers is maintained
	1.4 Appropriate communication channels are used in accordance with workplace procedures
	1.5 Effective service environment is created through verbal and non-verbal presentation in accordance with workplace policies and procedures
	1.6 Cultural diversity and discrimination issues are recognised and responded to appropriately
	1.7 Acceptable and respectful behaviour towards customers is applied
2 Present a positive organisational/ professional image	2.1 Dress code and personal grooming are maintained to a professional standard in accordance with regulator and workplace requirements
	2.2 Vehicle cleanliness and tidiness is monitored and maintained
	2.3 All actions taken are in accordance with established requirements, workplace procedures and legislation
3 Identify needs and expectations of different customers	3.1 Individual customer preferences, needs and expectations are clarified
	3.2 Customers with specific needs are identified, and appropriate attention is given to ensure their requirements are met
	3.3 Communication suited to the situation is used
	3.4 Limitations to service provision are identified, communicated to customers, and checked for understanding
4 Meet identified	4.1 Reasonable customer requests are met in a courteous and

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	customer needs and expectations		timely manner
		4.2	Customer dissatisfaction is promptly recognised and appropriate steps are taken to restore satisfaction
		4.3	Anticipated problems are correctly identified and monitored and action is taken to minimise their effects on customer satisfaction
		4.4	Opportunities to enhance service quality are taken whenever possible
		4.5	Information about anticipated and unanticipated problems and delays is promptly communicated to customers
5	**Deal with difficult customer situations**	5.1	Potentially difficult customer situations are identified
		5.2	Conflict situations are dealt with using effective communication skills in accordance with industry and regulatory policies and procedures, and customer service protocols
		5.3	Incidents are reported to appropriate personnel in accordance with workplace policies and procedures
6	**Apply ethical behaviour**	6.1	Ethical behaviour that avoids any form of sexual harassment, physical or mental abuse, or intimidation towards passengers and other road users is applied
		6.2	Behaviour that avoids any form of discrimination is applied

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLII2019A Provide taxicab customer service.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII2019 Provide taxi customer service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adopting behaviour that avoids any form of sexual harassment, physical or mental abuse, intimidation or discrimination towards passengers and other road users
- applying relevant codes of practice, workplace procedures and legislative requirements for customer service practices in a taxi
- communicating effectively and working collaboratively with others
- completing relevant taxi industry customer service documentation
- dealing with common customer complaints and taking steps to avoid them
- ensuring requirements for customers with specific needs are being met by providing appropriate attention to their needs
- identifying and meeting customer needs
- identifying difficult customer situations and applying problem solving techniques and conflict resolution skills in accordance with workplace procedures
- implementing contingency plans
- maintaining dress code and personal grooming to a professional standard in accordance with regulatory and workplace requirements
- recognising and responding appropriately to cultural differences in the workplace
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using appropriate workplace colloquial and technical language, and communication technologies.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- effective customer service techniques including:
  - active listening
  - appropriate language style and tone of voice
  - conversing with people with disabilities
  - culturally appropriate communication
  - giving customers full attention
  - maintaining eye contact (for face-to-face interactions)
  - open and closed questions
  - speaking clearly and concisely
  - writing legibly
- fare structures
- industry and workplace policies and procedures for coordinating taxi industry quality customer service
- personal presentation requirements
- procedures and protocols for providing taxi services to customers
- relevant Australian and state/territory transport and taxi regulations, standards and codes of practice
- relevant state/territory taxi transport subsidy scheme
- relevant work health and safety (WHS)/occupational health and safety (OHS), equal opportunity and anti-discrimination procedures and guidelines
- requirements of customers with specific needs
- requirements of workplace systems and operations, and relevant equipment
- risks involved in workplace operations and related precautions to control the risk
- role of customer service in company profitability
- security and emergency procedures
- services for customers with disabilities
- sources of information and documentation for providing taxi services to customers
- taxi driver role in presenting a positive image to the public and delivering customer service
- typical problems that can occur when providing taxi services to customers and related appropriate action that can be taken to prevent or solve these problems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII2020 Provide assistance to customers with specific needs

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assist customers with specific needs in accordance with organisational requirements.

It includes establishing contact with customers, identifying customer needs, and providing appropriate support to customers with specific needs.

Work is performed with limited or minimum supervision. It involves providing assistance to customers with specific needs requiring assistance within station areas both on and off a train.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for customers with	1.1 Vigilance is maintained for customers with specific needs and/or disabilities on arrival into the station

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specific needs	platform
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Actions to assist customers with specific needs and/or disabilities are identified in accordance with workplace procedures and/or requirements
2 Provide assistance to customers with specific needs	2.1 Ancillary equipment is obtained and provided for use by customers in wheelchairs where appropriate and as required
	2.2 Customers with seeing eye/hearing dogs are observed and assisted as required
	2.3 Customers with other specific needs are observed and assisted as required
	2.4 Customers are assisted in a courteous manner, sensitive to customer specific needs
	2.5 Ongoing support and/or vigilance is provided to customers with specific needs to maximise customer travelling safety and comfort
	2.6 Ancillary equipment is utilised safely in accordance with workplace procedures and safety regulations
3 Communicate regarding customers with specific needs	3.1 Other personnel are informed when involvement with customers with specific needs may cause delays to services and/or operations
	3.2 Other personnel are informed about the presence of customers with specific needs as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLII2020A Provide assistance to customers with specific needs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII2020 Provide assistance to customers with specific needs

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant workplace procedures
- communicating effectively with others when transporting customers with specific needs
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying delays that may occur when assisting customers with specific needs and the correct procedures for dealing with them
- identifying different categories of specific need
- interacting positively with customers with specific needs
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures
- using ancillary equipment to assist customers with specific needs in accordance with workplace procedures
- working collaboratively with others when transporting customers with specific needs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ancillary equipment operating procedures

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- manufacturer instructions, specifications and recommended operating procedures for ancillary equipment, including pre-operational checks
- organisational policies and procedures
- regulations and codes of practice
- service timetables and network information
- workplace instructions and procedures for transporting customers with specific needs.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII3003 Provide customer service in transport vehicles/vessels

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide customer service for local and overseas passengers in transport vehicles/vessels, in accordance with tourism and transport industry codes of practice and/or workplace procedures.

It includes monitoring and addressing passenger needs, preparing and delivering commentaries, resolving problems and conflicts involving customers, and liaising with suppliers of tourism products to ensure appropriate materials and services are obtained and made available to service customer needs.

Work will be undertaken with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Monitor and address passenger needs**	1.1 Circumstances affecting passenger needs and comfort are monitored and action is taken in accordance with workplace procedures
		1.2 Needs of all types of passengers are acknowledged and appropriate assistance is provided
		1.3 Passengers are advised about the operation of internal vehicle/vessel facilities and the benefits of wearing seat belts, as required
		1.4 Hazards and risks to passenger safety are identified and appropriate action is initiated to minimise the risk
		1.5 Passengers are suitably advised about any safety risk and action being taken
		1.6 Tact, courtesy, friendliness and patience are used at all times when dealing with passengers
		1.7 Passenger inquiries and requests are received and resolved with minimal delays
		1.8 Passenger inquires and associated action are recorded and reported in accordance with workplace procedures
2	**Prepare and deliver commentaries**	2.1 Comprehensive briefings are delivered clearly and precisely
		2.2 Commentary presentations are well-researched and delivered clearly and at precise timings
		2.3 Additional information is provided in response to questions
		2.4 Audio visual equipment is correctly and safely operated, as required
3	**Implement conflict resolution strategies**	3.1 Conflict and difficult situations are recognised and fair solutions are negotiated equitably
		3.2 Conflicts unable to be resolved are referred to a higher authority
		3.3 Opportunities to enhance service quality are taken, particularly in conflict situations
4	**Communicate with**	4.1 Liaison is maintained with suppliers of tourism products and/or information to obtain accurate and comprehensive

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suppliers		information about products available to meet customer needs
	4.2	Needs for tourism products and/or information are appropriately communicated to relevant workplace personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLII3003A Provide customer service in transport vehicles/vessels.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII3003 Provide customer service in transport vehicles/vessels

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- conducting presentations to tourist passengers
- interacting effectively with passengers
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- responding appropriately to cultural differences
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- customer service policies and workplace procedures
- procedures for handling customer questions, complaints and conflicts

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- procedures for using audiovisual equipment
- procedures for using communications equipment
- relevant state/territory regulations and industry codes of practice for tourism and transport operations as they relate to customer service and safety in tourism vehicles/vessels
- relevant tourism products, services and/or operations
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- route information
- specific needs of different community sectors/cultures
- specific needs of persons with disabilities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII3004 Manage camping procedures for coaches and buses

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage camping procedures for coaches, buses and other relevant tourism vehicles, in accordance with relevant regulations, workplace procedures and permit requirements for camping activities conducted across a variety of tour operation contexts.

It includes preparing for a camping tour, overseeing establishment of a camp site, and supervising vacation of a camp site.

Work is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Prepare for camping tour	1.1 Camping equipment requirements are identified and obtained
	1.2 All equipment is checked for serviceability and damage prior to tour commencement
	1.3 Damaged items are repaired or replaced in accordance with workplace procedures
	1.4 Consumables required for tour are determined and obtained in accordance with workplace procedures prior to tour commencement
2 Oversee camp site establishment	2.1 Camp site hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	2.2 Suitable, level camp site is selected
	2.3 Unloading of equipment, and erecting and commissioning camping equipment is supervised
	2.4 Appropriate arrangements are made with host/cook for meals and other services during camping activity
	2.5 Participants are advised of health and safety requirements and precautions including safe use of fires
3 Vacate camp site	3.1 Procedures for vacating campsite are supervised in accordance with workplace procedures
	3.2 Camp site is inspected for cleanliness and misplaced equipment in accordance with regulations and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLII3004A Manage camping procedures for coaches and buses.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII3004 Manage camping procedures for coaches and buses

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing documentation related to work activities
- handling complaints and conflicts
- identifying and correctly using camping equipment
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring condition and performance of camping equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with workplace procedures
- providing customer service during camping operations
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- camping emergency procedures
- customer service policies and procedures
- local knowledge including camping areas and facilities
- relevant camping equipment and instructions for its use
- relevant regulations and permit requirements for camping activities
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- specific needs of different community sectors and cultures
- specific needs of persons with disabilities
- typical problems that may arise when managing camping activities for coaches and buses, and action that should be taken
- workplace camping procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII3009 Provide on-board services to customers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide on-board services to customers on transport vehicles/vessels.

It includes establishing effective communication with customers, identifying and assessing the needs and expectations of different customers, and providing for identified customer requirements in accordance with organisational procedures.

Work is performed individually, and guidance or advice is available where necessary.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Establish effective communication with customers	1.1 All customers are greeted in a polite and friendly manner, and formal and informal communication styles are applied as appropriate
	1.2 All communications with customers are conducted in a manner which is consistent with organisational policy
2 Identify and assess the needs and expectations of different customers	2.1 Individual customer needs and expectations are identified so appropriate products and services may be provided
	2.2 Customers with specific needs are identified and appropriate attention is given to ensure requirements are satisfied
	2.3 Hazards are identified, risks are assessed and control measures are implemented
	2.4 Limitations to service provision are identified and communicated to customers and customer understanding is confirmed
3 Provide identified customer requirement	3.1 Needs and reasonable requests of customers are met in a consistent and timely manner
	3.2 Customer dissatisfaction is promptly recognised and appropriate steps are taken to restore goodwill
	3.3 Anticipated problems are correctly identified and monitored and action is taken to minimise their effects on customer satisfaction
	3.4 Opportunities to enhance service quality are taken when appropriate
	3.5 Information about anticipated and unanticipated problems and delays is promptly communicated to customers

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLII3009A Provide on-board services to customers.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII3009 Provide on-board services to customers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- completing transactions and revenue protection activities
- handling and resolving conflict and grievance situations
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- concessional privileges
- customer service requirements
- details of on-board services provided to customers
- fare structures
- organisational policies and procedures
- organisation's transport services
- procedures for using communications equipment
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant state/territory regulations and requirements pertaining to revenue protection
- services for customers who have a disability
- timetables
- typical problems that can occur when providing on-board services to customers and related appropriate action that can be taken to prevent or solve these problems.
-

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

- Resources for assessment include:
- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII3010 Provide travel information to customers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit covers the skills and knowledge required to identify and locate major destinations, and public services, attractions and facilities, as part of providing public transport advice.

It includes responding appropriately to customer enquiries with respect to destinations, related services, facilities and ticketing.

Work involves the duties and tasks applicable to personnel working on public trams, trains and buses who may, through their duties, have contact with the public.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Plan a journey using public transport	1.1 Sources of current, accurate and relevant public transport information are identified and accessed to respond to customer needs
	1.2 Modes, connections, interchanges and tickets to complete a journey are identified for planned customer destination
	1.3 Major destinations, attractions and public facilities, and their proximity to public transport are identified and located in relation to customer needs or requests
	1.4 Information and/or advice provided to customers is reviewed regularly to ensure currency and accessibility
2 Provide information and advice to customers	2.1 Specific information and advice needs of customers are accurately identified and clarified in accordance with the circumstance
	2.2 Customers are provided with appropriate and complete information that effectively covers their needs
	2.3 Information and/or advice is presented in a respectful format, manner and style
	2.4 Information and/or advice is regularly reviewed to ensure customers can confirm that information given satisfies their enquiry

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLII3010A Provide travel information to customers.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII3010 Provide travel information to customers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing, reading, interpreting and applying relevant instructions, timetables and workplace operating procedures
- communicating and interacting effectively with customers
- researching relevant data
- reviewing customer needs and confirming they have been addressed
- reviewing relevant infotechnology customer travel information
- selecting and utilising ticket validating equipment and communications technology
- solving and/or reporting identified problems promptly.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- concessional privileges
- emergency management and service disruption workplace procedures
- factors that can influence verbal communication
- location of online information services including:
  - infotechnology information/format
  - links
  - tracking technology
- major destinations, attractions and public facilities
- major public transport connections, interchanges, stations, tram and bus terminals
- modes of public transport

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- out of hours services
- procedures for reviewing information and advice
- relevant customer travel workplace procedures
- standard operating hours
- strategies for clarifying and confirming customer needs
- ticket and ticket structures including points and methods of purchase
- travel zones
- vehicle types and capacity.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII3020 Provide assistance to customers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assist customers, in accordance with legislative and regulatory requirements.

It includes establishing contact with customers, identifying customer needs and providing appropriate support to customers during their journey.

Work is performed with limited or minimum supervision. It involves providing assistance to customers requiring assistance during their journey.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish contact with	1.1 Customers are acknowledged and greeted in a professional, courteous and concise manner in

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customers	accordance with organisational requirements
	1.2 Personal dress and presentation is maintained in accordance with organisational requirements
	1.3 Communication involving appropriate interpersonal skills to facilitate accurate and relevant exchange of information is used
	1.4 Sensitivity to customer specific needs, and cultural and individual differences is maintained
	1.5 Genuine interest in customer needs is displayed
2 Identify customer needs	2.1 Appropriate questioning and active listening are used to determine customer needs
	2.2 Urgency of customer needs is assessed to identify priorities for service delivery
	2.3 Appropriate customer service for specific customer need is identified
3 Deliver service to customers	3.1 Identified service that meets identified customer need is promptly provided in accordance with organisational requirements
	3.2 Customer communications are conducted in a clear, concise and courteous manner
	3.3 Customer inquiries are dealt with courteously and efficiently
	3.4 Questions are used to clarify customer needs or concerns
	3.5 Knowledge of services and/or operations is used to answer customer queries or to respond to customer needs
	3.6 Customer is directed to or assistance from other staff is sought, when a customer inquiry cannot be fully answered
	3.7 Opportunities to enhance quality of service and products are identified and action is taken to improve service whenever possible
	3.8 Information about problems and delays is provided and follow up is made within appropriate timeframes as required

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	3.9 Customer inquiries and associated action/s are recorded and/or reported as required in accordance with workplace procedures
4 Prepare for passengers with specific needs	4.1 Vigilance is maintained for passengers with specific needs/disabilities on arrival
	4.2 Hazards are identified, risks are assessed and risk control measures are implemented
	4.3 Actions to assist customers with specific needs/disabilities are identified in accordance with workplace procedures and/or requirements
5 Provide assistance to customers with specific needs	5.1 Ancillary equipment is accessed for passengers with wheelchairs/prams as required
	5.2 Customers with assistance dogs are observed and assisted as required
	5.3 Customers with other specific needs are observed and assisted as required
	5.4 Customers are assisted in a courteous manner, sensitive to their needs
	5.5 Ongoing support and/or vigilance is provided to customers with specific needs to maximise their travelling safety and comfort
	5.6 Ancillary equipment is utilised safely in accordance with workplace procedures and safety regulations
6 Communicate regarding customers with specific needs	6.1 Other personnel are informed when assisting customers with specific needs may cause delays to services
	6.2 Other personnel are informed about the presence of customers with specific needs as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLII3020A Provide assistance to customers with and without special needs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII3020 Provide assistance to customers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- communicating and interacting effectively
- completing relevant documentation
- identifying delays that may occur and the correct procedures for dealing with them
- identifying different categories of specific need
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying types of inquires that are likely to be made and providing appropriate responses
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- using ancillary equipment
- using ancillary equipment correctly to assist customers with specific needs
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- ancillary equipment and procedures for operating/using ancillary equipment
- availability and types of alternative service/s for customers with specific needs
- relevant legislation, regulations and organisational policies and procedures
- service timetables and schedule information.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII3022 Provide customer service in rail operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide customer service in rail operations in accordance with legislative, regulatory and workplace requirements.

It includes establishing contact with customers, identifying customer needs and delivering service to customers at train station platforms and/or on a train.

Work is generally performed without supervision and in a team environment. It involves the provision of service to customers requiring assistance either on or off a train.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish contact	1.1 Customers are acknowledged and greeted in a professional, courteous and concise manner in accordance with

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with customers	organisational requirements
	1.2 Personal dress and presentation is maintained in accordance with organisational requirements
	1.3 Effective communication and interpersonal skills are used to facilitate accurate and relevant exchange of information
	1.4 Sensitivity to customer specific needs, and cultural and individual differences is maintained
	1.5 Genuine interest in customer needs is displayed
2 Identify customer needs	2.1 Appropriate questioning and active listening is used to determine customer needs
	2.2 Urgency of customer needs is assessed to identify priorities for service delivery
	2.3 Appropriate customer service for specific customer need is identified
3 Deliver service to customers	3.1 Identified service that meets identified customer need is promptly provided in accordance with organisational requirements
	3.2 Customer communications are conducted in a clear, concise and courteous manner
	3.3 Customer inquiries are dealt with courteously and efficiently
	3.4 Questions are used to clarify customer needs or concerns
	3.5 Knowledge of services and/or operations is used to answer customer queries or to respond to customer needs
	3.6 Customer is directed to other staff and/or assistance from other staff is sought when customer inquiry cannot be fully answered
	3.7 Opportunities to enhance quality of service and products are identified and action is taken to improve service whenever possible
	3.8 Information about problems, delays and follow up is provided within appropriate timeframes as required
	3.9 Customer inquiries and associated action/s are recorded and/or reported as required in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLII3022A Provide customer service in rail operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII3022 Provide customer service in rail operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- communicating effectively with others
- delivering service to customers at train station platforms and/or on a train
- establishing contact with customers
- identifying customer needs
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising duties in accordance with customer needs
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- availability and types of alternative service for customers during planned and unplanned events that may affect regular services
- emergency procedures and emergency response plans
- relevant documentation/records
- relevant environmental protection legislation
- relevant privacy, anti-discrimination and confidentiality operational procedures
- relevant state/territory legislation, regulations and organisational policies, procedures and codes of practice

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- relevant work health and safety (WHS)/occupational health and safety (OHS) legislation
- service timetables and network information commonly requested by customers
- types of inquiries that are likely to be made and appropriate responses, in accordance with workplace procedures
- workplace instructions and procedures for transporting customers with specific needs.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII4001 Coordinate quality customer service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate quality customer service in accordance with relevant regulations.

It includes planning to meet internal and external customer requirements, ensuring the delivery of quality service and monitoring, adjusting and reporting customer service.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan to meet internal and external customer requirements	1.1 Needs of customers are researched, assessed, confirmed and taken into account when planning organisational products and services
	1.2 Provision is made in plans to achieve the quality, time and

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	costs specifications agreed with customers
2 Ensure delivery of quality service	2.1 Quality, safety, resource and delivery standards are consistently met through individual/team performance
	2.2 Coaching and mentoring is used to assist colleagues overcome difficulty in meeting customer service standards
	2.3 Delivery of services and products is coordinated and managed to ensure it effectively and efficiently meets agreed quality standards
3 Monitor, adjust and report customer service	3.1 Organisational systems are used to monitor progress in achieving product/service targets and standards
	3.2 Customer feedback is sought and used to improve the provision of products/services
	3.3 Decisions to overcome identified problems with products/services are made in consultation with relevant individuals/groups
	3.4 Adjustments/recommendations are made to products/services as required
	3.5 Those who have a role in product/service planning and delivery are informed of changes
	3.6 Records, reports and recommendations are managed in accordance with organisational systems and processes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLII4001A Coordinate quality customer service.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII4001 Coordinate quality customer service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant agreements, codes of practice or other legislative requirements to work processes
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when coordinating quality customer service
- completing relevant documentation
- identifying and correctly using equipment, processes and procedures
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- customer and market characteristics
- relevant Australian and state/territory standards, regulations and codes of practice
- requirements of workplace systems, operations and relevant equipment
- risks involved in workplace operations and related precautions to control risk
- role of customer service in company profitability
- workplace procedures and policies for coordinating quality customer service in workplace operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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TLII4005 Market services and products to clients

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to market services and products to clients.

It includes recognising and acting on opportunities to promote products and services, establishing and maintaining contact with clients as well as negotiating and closing sales, in accordance with statutory retail practice and workplace procedures.

Work involves discretion and judgement for self and others. It is performed under minimum supervision with general guidance on progress and outcomes.

Work involves responsibility for marketing services and products to clients and for leading individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Recognise opportunities to promote products and services	1.1 Products and services available for on-selling from the enterprise are identified
	1.2 Technical specifications and application/s of products and services are identified
	1.3 Applicability of products and/or services are matched to particular clients or client groups
	1.4 Features of products and services (including technical specifications) are explained in relation to customer requirements or potential requirements
	1.5 Clients are referred to expert personnel or services as required
2 Establish and maintain contact with clients	2.1 Communication with clients is established and maintained to develop a professional relationship
	2.2 Clients are informed of the full range of business products
	2.3 Follow-up contacts with clients are made on client request and in accordance with enterprise policy
3 Negotiate sales	3.1 Potential sales opportunities are recognised and acted on
	3.2 Enterprise professional standards and client satisfaction are maintained in negotiations with clients
4 Close sales	4.1 Agreement documentation is completed in accordance with enterprise policy, incorporating any special requirements
	4.2 Contact with customers is maintained until sale is completed
	4.3 After-sales service is provided in accordance with enterprise procedures and statutory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLII4005A Market services and products to clients.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII4005 Market services and products to clients

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying improvements to services, resource allocation and use
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- negotiating and working effectively with others
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- planning work activities, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational marketing systems and resources
- relevant regulatory requirements
- relevant workplace business marketing policies and practices, including requirements for

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maintaining security and confidentiality
- strategies to implement continuous improvement processes
- typical problems that can occur and related appropriate action that can be taken
- workplace protocols and procedures for marketing services and products to clients.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII4022 Identify and meet customer requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify and meet customer requirements, in accordance with regulatory and organisational needs.

It includes identifying customer needs, delivering a service to customers, and communicating customer needs with other members of the organisation.

Work is performed under minimum supervision. It involves discretion and judgement for self and others in meeting customer and organisation needs.

Work involves responsibility for the development of work plans and may include the provision of leadership of others, either individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Determine customer needs	1.1 Customers are identified in accordance with business goals and shared objectives
	1.2 Appropriate questioning and active listening are used to fully determine customer needs
	1.3 Customer needs are assessed for urgency to identify priorities for service delivery
	1.4 Customers are provided with information about available options for meeting their needs and assisted in identifying preferred options
	1.5 Personal limitations in addressing customer needs are identified and assistance is sought from designated persons as required
2 Deliver service to customers	2.1 Communication is undertaken with customers in a clear, concise and courteous manner
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Appropriate customer service is provided to meet identified needs in accordance with organisational requirements and shared objectives
	2.4 Information and follow-up regarding problems and delays are provided within appropriate timeframes
	2.5 Opportunities to enhance the quality of service are identified and acted upon
3 Convey customer need within the organisation	3.1 Outcomes of customer service interactions are communicated to appropriate persons in the organisation
	3.2 Relevant documentation is confirmed, completed and processed
	3.3 Feedback mechanisms are used to ensure continuous improvement of customer service outcomes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLII4022A Identify and meet customer requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII4022 Identify and meet customer requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and negotiate effectively with others
- communicating customer needs with other members of the organisation
- completing relevant documentation
- delivering a service to customers
- identifying and assessing customer and organisational requirements
- identifying customer needs
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- reading and interpreting relevant instructions, procedures and information
- reporting and rectifying within limits of own role, problems that may arise, in accordance with workplace procedures
- using appropriate numeric functions when identifying customer needs
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- problems that can occur when meeting customer and organisation needs, and action that can be taken to resolve these problems
- relevant workplace policies and procedures
- workplace protocols and procedures for meeting customer and organisation needs, including planning and quality improvement of services and operations.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLII5018 Manage customer service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage customer service as part of work undertaken in various contexts within the transport and logistics industry.

It includes planning to meet internal and external customer requirements, ensuring delivery of quality products/services and monitoring, adjusting and reporting customer service to improve the provision of products/services.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

I – Customer Service

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan to meet internal and external customer requirements	1.1 Customer needs are researched, clarified, assessed and included in the planning process
	1.2 Provision is made in plans to achieve the quality, time

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	and cost specifications agreed with customers, in accordance with organisational policies and procedures
2 Ensure delivery of quality products/services	2.1 Products/services are delivered to customer specifications in accordance with the organisational business plan
	2.2 Individual/team performance is monitored to ensure it consistently meets quality, safety, resource and delivery standards
	2.3 Colleagues are coached and mentored to assist them to overcome difficulty in meeting customer service standards
	2.4 Resources are used effectively and efficiently to provide quality products/services to customers
3 Monitor, adjust and report customer service	3.1 Organisational systems and technology are used to monitor progress in achieving product/service targets and standards
	3.2 Customer feedback is sought and used to improve the provision of products/services
	3.3 Decisions to overcome problems and make improvements to products/services are taken in consultation with designated individuals/groups
	3.4 Adjustments are made to products/services, and those who have a role in their planning and delivery are informed of changes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLII5018A Manage customer service.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLII5018 Manage customer service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and consulting with others to ensure excellent customer service is modelled to staff and that customer issues are resolved
- dealing effectively with unplanned events such as a change in the volume of customer inquiries
- developing, implementing and revising contingency plans
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule, particularly in line with agreed time and quality standards
- preparing reports to develop and disseminate information on customer service performance.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational performance management systems
- organisational policies, principles, codes and performance standards
- quality management systems
- relevant sections of national and state/territory regulatory requirements and codes of practice such as consumer protection legislation
- requirements for completing relevant documentation such as reports of customer complaints and resolutions
- risk management as it relates to dealing with customers and managing consequences of poor customer service
- steps involved in planning work activities.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIJ2001 Apply quality procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply quality procedures within work activities and established routine procedures in accordance with relevant regulations and workplace quality standards, to ensure the quality of products and services within the transport and logistics industry.

It includes applying quality concepts, planning and trialling improvements in work processes, and implementing improvements confirmed through the trials.

Work is performed under limited or minimum supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply quality concepts	1.1 Responsibility is taken for quality of own work when providing services or products to meet external and internal

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	customer needs
	1.2 Work is completed in accordance with workplace standards as defined in enterprise policies and procedures
	1.3 Basic quality concepts are applied to work activities
2 Trial improvements	2.1 Improvements to work processes are planned and trialled
	2.2 Trials of improvements to work processes are checked for expected outcomes and compliance with workplace requirements
3 Implement improvements	3.1 Improvement initiatives trialled and confirmed as successful are implemented in accordance with enterprise procedures
	3.2 Work is completed in accordance with workplace policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ2001A Apply quality procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ2001 Apply quality procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when applying quality procedures and standards
- identifying and using equipment, processes and procedures required within the context of the job
- modifying quality assurance activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of quality procedures and standards, and taking appropriate action as required
- reading, interpreting and following instructions and information relevant to quality procedures and standards
- reporting and/or rectifying identified quality-related problems promptly, in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- focus of operation of work systems, equipment or management, site and organisational operating procedures
- housekeeping standards and procedures
- impact of job on enterprise and individual performance
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines
- typical quality-related problems that may arise in work operations and products, and

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related options for action and solutions
- workplace or site layout
- workplace quality assurance and improvement principles and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIJ2003 Apply grain protection measures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply grain protection procedures within grain storage facilities in accordance with workplace procedures, regulations and requirements, as part of grain storage operations in the transport and logistics industry.

It includes identifying, preparing for and applying pest control measures, monitoring the application of pest control measures, ventilating fumigated storages and maintaining records in accordance with workplace requirements.

Work is performed under some supervision, generally within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to apply pest control	1.1 Legal and workplace requirements for fumigation are followed in accordance with work order

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measures	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Fumigation/spray application requirements are followed using silo and grain storage information in accordance with manufacturer instructions
	1.4 Written records are confirmed by site measurements and observations
	1.5 Access and site specific safety requirements to meet legislation and workplace instructions are determined
	1.6 Equipment is checked for conformance to workplace requirements and manufacturer specifications
	1.7 Storage is checked for gas-proofing in accordance with manufacturer and workplace instructions prior to fumigation, as required
2 Apply pest control measures	2.1 Personal protective equipment and engineering controls are used as instructed
	2.2 Fumigant and spray applications are applied in accordance with manufacturer and workplace instructions
	2.3 Warning signs are placed in accordance with legislative and workplace requirements
	2.4 Application is monitored to ensure effectiveness of operation
	2.5 Empty fumigant containers are returned to manufacturer/retailer or are disposed of in accordance with legislative and workplace requirements
	2.6 Baits are prepared in accordance with legislation and manufacturer instructions
	2.7 Baits are placed in accordance with site requirements and manufacturer instructions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ2003A Apply grain protection measures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ2003 Apply grain protection measures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- carrying out work in accordance with required work health and safety (WHS)/occupational health and safety (OHS) procedures and hazard control strategies, including using:
  - personal protective equipment
  - manufacturer instructions
  - fumigant and pest control chemical labels
- communicating and working effectively with others
- completing relevant documentation
- identifying pests that infest grain in grain storage facilities
- identifying, selecting and using required equipment efficiently and effectively
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures information and labels
- setting up and maintaining grain protection equipment
- using pest control agents in accordance with relevant Commonwealth, state/territory legislation.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of commodity types, varieties and grades, and their identification
- emergency response procedures
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- problems that may occur and appropriate action that can be taken to resolve these problems
- procedures for environmental control and disposal activities
- regulations relevant for applying grain protection measures in grain storage facilities
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- storage and safe handling procedures for fumigants, chemicals and other grain protection materials
- workplace procedures and policies for applying grain protection measures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLIJ2004 Implement grain monitoring measures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement grain monitoring measures within grain storage facilities in accordance with workplace procedures, regulations and requirements, as part of grain storage operations in the transport and logistics industry.

It includes installing and checking grain quality control equipment, and monitoring the quality of stored commodities in accordance with workplace requirements.

Work is performed under some supervision, generally within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Install grain quality	1.1 Procedures for maintaining the quality of stored grain are identified from work plans and from considering climatic

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control equipment	conditions, types of storage and general environment
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Aeration equipment is installed in accordance with workplace and site requirements to maintain appropriate grain temperature and moisture content as required
	1.4 Inspection/sampling equipment and procedures are confirmed and implemented in accordance with workplace procedures
	1.5 Equipment is checked to ensure correct set up and operation
	1.6 Equipment is maintained in accordance with workplace requirements and manufacturer instructions
	1.7 Rectification of faults in equipment is undertaken in accordance with workplace procedures
2 Monitor the quality of stored commodities	2.1 Stored commodities and associated facilities are inspected for sign of damage or potential for damage
	2.2 Required repairs to facilities are reported to appropriate personnel for action
	2.3 Monitoring for pest infestations and climatic contamination/damage to grain is regularly completed in accordance with workplace sampling/inspection procedures
	2.4 Results of sampling/inspections are recorded and reported in accordance with workplace procedures
	2.5 Follow-up action to protect grain quality is undertaken in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ2004A Implement grain monitoring measures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ2004 Implement grain monitoring measures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting and efficiently and effectively using equipment needed
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- setting up and maintaining grain protection equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- classification procedures
- emergency response procedures
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- problems that may occur and appropriate action that can be taken to resolve these problems
- procedures for environmental control and disposal activities
- regulations relevant for implementing grain monitoring measures in grain storage facilities
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- storage and safe handling procedures
- workplace procedures and policies for implementing grain monitoring measures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIJ3002 Apply quality systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply quality systems in workplace operations in accordance with relevant regulations and workplace quality standards within the transport and logistics industry.

It includes working within a quality improvement system and using quality improvement systems, tools and techniques in accordance with enterprise procedures.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Work within a quality improvement system	1.1 Instructions are followed and duties are performed either individually or as a member of a work team within a quality improvement system

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	1.2 Work is completed either individually or as a member of a work team in accordance with standards as defined in workplace policies and procedures
2 Use quality improvement systems, tools and techniques	2.1 Variations from required standards in the quality of services and/or products are detected and reported in accordance with workplace procedures
	2.2 Quality of operations/service is monitored and adjusted as required to ensure internal and external customer satisfaction
	2.3 Quality improvement tools and techniques are used individually and as part of a work team to systematically improve the quality of work, services and/or products

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ3002A Apply quality systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ3002 Apply quality systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when applying and implementing quality systems
- completing relevant documentation
- identifying and using equipment, processes and procedures required within the context of the job concerned
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in relation to quality system standards and processes
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures
- selecting and using quality improvement tools and methods
- working collaboratively with others when applying and implementing quality systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- operational work systems, equipment or management, site and organisational operating procedures
- housekeeping standards and procedures
- impact of job on enterprise and individual performance
- quality improvement tools and methods
- typical quality-related problems that may arise in work operations and products, and related options for action and solutions
- workplace or site layout
- workplace quality assurance and improvement principles and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIJ3005 Sample, inspect and test products to specifications

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to sample, inspect and test products to specifications in accordance with relevant regulations, codes of practice, Australian Standards and workplace quality standards within the transport and logistics industry.

It includes establishing specifications and testing procedures, selecting evidence, conducting and interpreting tests, and reporting findings as part of operations.

Work is performed under limited supervision, generally within a team environment. Discretion and judgement are exercised in planning and using resources, services and processes to achieve required outcomes within organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Establish specifications and test procedures	1.1 Product quality specifications and required outcomes are read, drawings are interpreted and test parameters are identified
	1.2 Test methods for each required test parameter are identified and most efficient test method is noted
	1.3 Requirements for testing by personnel external to work area are identified and appropriate permission is obtained
	1.4 Sampling, inspection and testing are conducted in accordance with hazardous substances regulations
2 Select evidence	2.1 Appropriate conforming and/or non-conforming products, materials and/or waste are selected for testing
	2.2 Observations of operators and copies of procedures are collected
3 Conduct and interpret tests	3.1 Tests are conducted in accordance with workplace procedures, including quality assurance procedures, and results are documented as required
	3.2 Emergency procedures are identified and implemented in an incident
	3.3 Comparisons of all data collected are made
	3.4 Recommendations are noted and considered for feasibility
	3.5 Equipment is maintained in accordance with workplace and manufacturer requirements
4 Report findings	4.1 Findings of tests are documented in accordance with workplace procedures
	4.2 Potential or existing problems and appropriate recommendations are proposed and reported verbally and/or in writing

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ3005A Sample, inspect and test products to specifications.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ3005 Sample, inspect and test products to specifications

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- completing relevant documentation
- identifying and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- housekeeping standards and procedures
- operational work systems, equipment or management, site and organisational operating procedures
- quality standards and test/inspection criteria for products concerned
- relevant regulations, codes of practice and Australian Standards
- relevant WHS/OHS procedures and guidelines
- safety data sheets (SDSs)/material safety data sheets (MSDSs), manufacturer instructions and workplace procedures
- typical sampling/testing problems that may arise in work operations and products, and related options for action and solutions
- workplace or site layout
- workplace quality assurance principles and procedures
- workplace quality procedures for sampling, inspection and testing products.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, SDSs/MSDSs, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIJ3006 Implement grain protection procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement grain protection procedures within grain storage facilities in accordance with regulations and workplace procedures, as part of operations in the transport and logistics industry.

It includes identifying required pest control measures, preparing the application and monitoring of pest control measures, ventilating fumigated storages and maintaining records in accordance with workplace requirements.

Work is performed under some supervision, generally within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify required	1.1 Stored grain is checked for live and/or dead pests in accordance

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pest control measures		with workplace procedures
	1.2	Pest infestation information, including prevalence, type and location, is gathered from observation
	1.3	Actual and potential damage to stored grain is assessed and documented
	1.4	Pests causing or likely to cause damage are identified
	1.5	Hazards are identified, risks are assessed and control measures are implemented
	1.6	Appropriate form of protection and/or pest control is determined in accordance with workplace procedures
	1.7	Pest control measures are arranged and/or implemented in accordance with workplace requirements
2 Plan and prepare to apply pest control measures	2.1	Spray application and inert atmosphere/fumigation requirements and application procedures are confirmed in accordance with legislative, workplace and customer requirements
	2.2	Quantity and form of gas/liquid required and exposure period is determined from silo and grain storage information and matched to manufacturer instructions
	2.3	Method of application is determined based on type of pest to be controlled and site arrangements
	2.4	Exposure period is determined from pest/s to be controlled and storage specifications
	2.5	Written records of site are confirmed by site measurements and observations
	2.6	Access and site specific safety requirements, including appropriate signage, are coordinated to meet legislation and workplace procedures
	2.7	Equipment and personnel appropriate to task are organised
	2.8	Storage is sealed in accordance with manufacturer and workplace instructions, and is appropriately tested as required
3 Monitor application of pest control measures	3.1	Application is undertaken in accordance with manufacturer instructions, workplace procedures and regulatory framework
	3.2	Suitable emergency equipment and personnel are coordinated

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	on site during fumigation in accordance with workplace instructions
	3.3 Selected process is monitored for effectiveness in accordance with manufacturer and workplace instructions
	3.4 Tests are made to determine leakage of gas, and corrective action is taken where this exceeds workplace limits
4 Ventilate fumigated storages	4.1 Pressure equipment and/or generation equipment are shut down when requested in accordance with workplace procedures
	4.2 Ventilation procedures appropriate for storage type are implemented in accordance with workplace procedures
	4.3 Tests to legislative and workplace instructions are made to ensure gas has been dispersed before personnel are allowed to enter storage facility/area
	4.4 Warning signs and emergency equipment are removed when gas has dispersed to safe levels
	4.5 Stored grain is checked for evidence of live and/or dead pests in accordance with workplace requirements
	4.6 Empty gas/fumigant containers are returned to manufacturer/retailer or are disposed of in accordance with legislative and workplace requirements
5 Maintain records	5.1 Records of pest control activities are made and stored in accordance with legislative and workplace requirements
	5.2 Pest control operations and results are reported in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ3006A Implement grain protection procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ3006 Implement grain protection procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- carrying out work in accordance with required work health and safety (WHS)/occupational health and safety (OHS) procedures and hazard control strategies and using:
  - personal protective equipment
  - manufacturer instructions
  - fumigant and pest control chemical labels
- communicating and working effectively with others
- completing relevant documentation
- identifying pests that infest grain in grain storage facilities
- identifying, selecting and using required equipment efficiently and effectively
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures information and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- setting up and maintaining grain protection equipment
- using pest control agents in accordance with relevant Commonwealth, state/territory legislation.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- classification procedures
- emergency response procedures
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- problems that may occur and appropriate action that can be taken to resolve these problems
- procedures and precautions for preparing grain protection agents
- procedures for environmental control and disposal activities
- regulations relevant for implementing grain protection measures in grain storage facilities
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- storage and safe handling procedures for fumigants, chemicals and other grain protection materials
- workplace procedures and policies for implementing grain protection measures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIJ4008 Implement and monitor inbound quality assurance systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor inbound quality assurance (QA) systems in various contexts in the transport and logistics industry.

It includes planning for inbound QA as well as performing and evaluating inbound QA procedures.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan for inbound quality	1.1 Inbound product/s for quality audit and resources required to perform the quality audit efficiently and effectively are

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assurance	identified
	1.2 Quality audit objectives are determined and discussed with those responsible for carrying them out
	1.3 Proposed methods and techniques to be applied are outlined and implemented
2 Perform inbound quality assurance procedures	2.1 Resources required to perform QA efficiently and effectively are accessed
	2.2 Product quality is checked as prescribed in work instructions
	2.3 Problems that affect or could potentially affect quality are reported to relevant person
	2.4 Records are kept according to enterprise QA policy
3 Evaluate inbound quality assurance procedures	3.1 Outcomes of implementing QA procedures are assessed against quality assurance target levels
	3.2 Suggestions for improvements of QA procedures are made according to organisational policy and procedures
	3.3 QA outcomes are discussed with client and relevant parties

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ4008A Implement and monitor inbound QA systems.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ4008 Implement and monitor inbound quality assurance systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments without compromising quality
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- code of practice for working collaboratively with others
- emergency procedures
- relevant sections of national and state/territory regulatory requirements and codes of practice
- requirements for completing relevant documentation such as checklists, schedules and internal audit reports
- steps involved in planning work activities
- typical defects that can occur and related action that should be taken
- various approaches to quality assurance, such as Total Quality Management, and the strengths and limitations of each when applied in this context.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIJ4009 Implement and monitor quality assurance systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor quality assurance systems.

It includes planning for quality assurance activities, and carrying out and evaluating quality assurance procedures.

This unit applies to ensuring the quality of materials, resources and outputs, including final products, meet organisational specifications and standards.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan for quality assurance activities	1.1 Products and services to be quality assured and required resources, are identified
	1.2 Objectives of the quality assurance activities are determined and discussed with those responsible for carrying them out
	1.3 Proposed methods and techniques to be applied are confirmed and implemented
2 Implement quality assurance procedures	2.1 Resources required to carry out the quality assurance plan efficiently and effectively are accessed
	2.2 Quality assurance activities are supported as required
	2.3 Quality of operations, services or products is monitored and adjusted as required to meet organisational specifications and standards
	2.4 Variations in the quality of operations, services or products from required standards are detected and reported in accordance with organisational procedures
	2.5 Problems that affect or could potentially affect quality are identified and solutions are posed and reported to relevant person
	2.6 Records are kept according to organisational quality assurance policy and procedures
3 Evaluate quality assurance procedures	3.1 Outcomes of implementing quality assurance procedures are evaluated against organisational specifications and standards
	3.2 Suggestions for improving quality assurance procedures are made in accordance with organisational policy and procedures
	3.3 Outcomes of the quality assurance activities are discussed with relevant parties and recommendations are made to ensure quality is maintained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ4009A Implement and monitor quality assurance systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ4009 Implement and monitor quality assurance systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and evaluating quality assurance processes, procedures and outcomes
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments without compromising quality
- producing a quality assurance plan
- supporting others to maintain quality standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- data analysis and evaluation methods
- organisational quality assurance system
- organisational services, products and resource requirements
- relevant organisational specifications and standards that require quality assured outcomes
- requirements for completing relevant documentation, such as checklists, schedules and internal audit reports
- typical defects that can occur and related action that can be taken
- various approaches to quality assurance and their strengths and limitations.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIJ4010 Implement quality systems and procedures in a dangerous goods workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement quality systems and procedures to meet customer needs in a dangerous goods (DG) workplace, in accordance with all relevant regulatory requirements, standards and workplace procedures including the current Australian Dangerous Goods (ADG) Code.

It includes delivering a quality service to customers (by maintaining services and operations, and dealing with customer complaints), presenting a professional image and presenting a positive company image, in accordance with organisational procedures and requirements.

This unit applies to those working in the heavy recovery industry. It does not include salvage operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Deliver service to customers	1.1 Customer service is provided promptly to meet customer needs, in accordance with organisational procedures
	1.2 Suggestions and complaints are treated positively and politely
	1.3 Opportunities to enhance service quality are identified and used
2 Provide effective customer service on customer site	2.1 Site procedures are carried out in a timely and professional manner in accordance with organisational requirements
	2.2 Alternative arrangements are negotiated with customers where previously arranged commitments cannot be met, in accordance with organisational requirements
	2.3 Operations and services are provided to satisfy customer delivery, quantity and cost requirements
3 Maintain services and operations	3.1 Accurate information and advice is given in accordance with organisational procedures
	3.2 Information that impacts on customers and efficiency of operations and services, is passed to appropriate people
	3.3 Factors that may disrupt operations and services are noted and appropriate measures are taken to minimise their effect
	3.4 Systems to monitor quantity, quality, cost and time specification for service product delivery are correctly implemented and maintained
	3.5 Information relating to work activities is confirmed or clarified with appropriate people as required
4 Deal with difficult customer situations	4.1 Customer complaints are handled courteously in accordance with organisational procedures
	4.2 Nature and details of customer complaint are established and agreed on
	4.3 Action to resolve customer complaint is undertaken in accordance with organisational procedures

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	4.4	Unresolved customer complaints are referred to a higher authority
	4.5	Documentation is completed in accordance with organisational procedures
5 Maintain personal presentation standards and present a professional image	5.1	Company uniform is maintained to present an appropriate image in accordance with organisational requirements
	5.2	Specific presentation requirements are maintained in accordance with organisational requirements
	5.3	Truck and equipment are kept clean, tidy and uncluttered in accordance with organisational requirements
6 Present a positive company image using effective communication techniques	6.1	Professional ethics are maintained to enhance customer commitment
	6.2	Image and good standing are maintained by taking timely actions with customers in accordance with organisational requirements
	6.3	Effective service environment is created through appropriate communication techniques
	6.4	Communications equipment is used effectively and efficiently in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIJ4010A Implement quality systems and procedures in a dangerous goods workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ4010 Implement quality systems and procedures in a dangerous goods workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant agreements, codes of practice and other legislative requirements
- identifying and correctly using equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions as they apply to the dangerous goods (DG) industry
- rectifying a complaint using workplace policy and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current Australian Dangerous Goods (ADG) Code
- enhancements available to customers in relation to DG quality service
- relevant DG information for relevant workplace
- relevant national, state/territory standards, regulations and codes of practice
- required level of quality and safety for relevant workplace requirements
- requirements of workplace systems and operations, and relevant equipment
- role of customer service in company profitability
- work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines relevant to workplace operations
- workplace driving and operational instructions.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals as they apply to the DG industry
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIJ5007 Conduct internal quality audits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct internal quality audits in accordance with relevant regulatory requirements, standards and codes of practice, including the Australian Dangerous Goods (ADG) Code and workplace procedures.

It includes preparing and scheduling for an internal audit, conducting an audit, documenting findings and reporting audit results, in accordance with workplace requirements.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Prepare for internal audit	1.1 Benchmarks for the quality audit are established/identified
	1.2 Procedures required to be audited are identified and implications of non-conformance are estimated
	1.3 Technical and/or calibration requirements for audits are noted as required and appropriate support personnel are identified
	1.4 Production schedules are examined to identify appropriate audit schedule
2 Schedule internal audit	2.1 Audit timings are planned to ensure relevant procedures are conducted within workplace agreed time intervals and timeframes
	2.2 Audit frequency is adjusted based on importance of activities to the business unit, process or workplace changes or customer feedback
	2.3 Contact is made with appropriate personnel and relevant audit appointments are made
3 Conduct audit and document findings	3.1 Methods for conducting the audit are established and confirmed
	3.2 Observations and interviews are conducted with required approved third party as required
	3.3 Documentation of observations and interview responses is completed
4 Report audit results	4.1 Audit results are discussed with personnel associated with the procedures or standards audit
	4.2 Compliances noted are indicated in audit reports
	4.3 Location, relevant standard or procedure, and supporting evidence are indicated in non-compliance reports

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ5007A Conduct internal quality audits.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ5007 Conduct internal quality audits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- conducting an internal audit in the workplace
- interpreting and following operational instructions and prioritising work
- leading others
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- planning and organising activities
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and applying appropriate technology, information systems and procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include:

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- application of current competencies within functional activity
- application of relevant Australian Standards and certification requirements
- coaching and mentoring approaches to support team members to share knowledge and skills
- enterprise business policies and plans including procedures for identifying non-compliance and best practice
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- operational work systems, resources, management and workplace operating systems
- problems that may occur and action that can be taken to resolve or report these problems
- quality procedures and implementation strategies
- relevant regulations, codes of practice and legislative requirements including the Australian Dangerous Goods (ADG) Code
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- workplace procedures for conducting internal quality audits.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLIK2003 Apply keyboard skills

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to enter data into an infotechnology device using a keyboard. Work involves applying routine procedures when using computers for information management within the transport and logistics industry.

It includes applying work health and safety (WHS)/occupational health and safety (OHS) principles to keyboard operations and accurately entering data.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply WHS/OHS principles	1.1 Information on WHS/OHS requirements when using keyboard/keypad devices is accessed and interpreted

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	1.2 Posture and ergonomic settings of chair and workstation are adjusted following WHS/OHS guidelines
	1.3 WHS/OHS guidelines on rest periods and exercise are followed when using computer keyboards, calculators or other data entry devices
2 Enter data	2.1 Text and numeric data are entered into a computer, calculator or other data entry device using a keyboard or keypad as part of workplace tasks
	2.2 Entered information is checked and corrected using a keyboard or keypad

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIK2003A Apply keyboard skills.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIK2003 Apply keyboard skills

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate hazards that exist when using keyboards to enter data
- applying relevant legislation and workplace procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in keyboards, software and computer equipment in accordance with standard operating procedures
- operating electronic infotechnology and computer equipment to required protocol
- reading and interpreting instructions, procedures, information and manuals relevant to using keyboards to enter data
- working systematically with required attention to detail without injury to self.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- procedures for the use of keyboards and computer equipment in the workplace
- relevant WHS/OHS procedures and guidelines concerning the use of computer equipment in the workplace, including recommended posture, ergonomic settings of chair and work station, and the use of rest periods and exercise
- typical problems that can occur when using keyboards to enter data and related appropriate action that can be taken to prevent or solve these problems
- work health and safety(WHS)/occupational health and safety (OHS) hazards and risks when using computer equipment for work tasks, and ways of controlling the risks

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involved.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIK2007 Perform electronic data interchange to transmit shipping documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to perform electronic data interchange (EDI) to transmit shipping documentation in accordance with relevant regulations and workplace procedures.

It includes identifying and establishing document purpose and information sources, compiling data files as well as transmitting and receiving documentation.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and establish document purpose and	1.1 Purpose of task is identified and appropriate document template/s is accessed

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information sources	1.2 Manual and computerised sources of data are accessed in accordance with task requirements
	1.3 Existing files and data to be updated are identified
	1.4 Stored data regarding applicable regulations, client instructions, protocols and procedures are selected and combined correctly for the task
2 Compile data files	2.1 Files are created/updated according to required format and layout
	2.2 Data is accurately entered consistent with required purpose and in accordance with regulatory and workplace requirements
	2.3 All relevant documentation sections are checked for accuracy and completeness
	2.4 Discrepancies in documentation are identified and appropriate action is undertaken in accordance with workplace procedures
	2.5 Files created or updated are saved and stored in accordance with workplace and regulatory requirements
3 Transmit documentation	3.1 Document destination/s are correctly identified and selected
	3.2 Destinations are checked for readiness to receive transmission
	3.3 Security arrangements for data exchange are undertaken in accordance with workplace procedures
	3.4 Documents are transmitted, componentry is used in accordance with workplace procedures and all information is correctly downloaded
	3.5 Action is undertaken within scope of authority to rectify transmission faults
	3.6 Print out of documents is made and filed/stored/forwarded in accordance with workplace procedures
4 Receive documentation	4.1 Infotechnology devices are checked for readiness to receive downloaded documentation

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4.2 Received documentation is printed and/or checked for accuracy and legibility

4.3 Action is undertaken within scope of authority to rectify transmission faults

4.4 Print-out of documents is made and filed/stored/forwarded in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIK2007A Perform electronic data interchange (EDI) to transmit shipping documentation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIK2007 Perform electronic data interchange to transmit shipping documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in electronic data interchange (EDI) equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when performing EDI to transmit shipping documentation
- completing documentation related to work activities
- identifying and using computer equipment, software, processes and procedures relevant to the job context
- maintaining eye-hand coordination
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following instructions, procedures, information and manuals relevant to the use of EDI to transmit shipping documentation
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- using EDI to transmit shipping documentation to required protocol
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- equipment applications, capacities, configurations, safety hazards and control mechanisms
- housekeeping standards and procedures
- relevant agreements, codes of practice or other legislative requirements including local and international freight regulations
- typical problems that can occur when performing EDI to transmit shipping documentation and related action that can be taken to prevent or solve these problems
- workplace or site layout
- workplace procedures for the transfer and storage of electronic data and the use of related computer equipment and application software.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIK2010 Use infotechnology devices in the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use infotechnology devices in the workplace in accordance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures, within the transport and logistics industry.

It includes identifying infotechnology equipment and systems; setting up, using and shutting down computer based equipment and systems; and inputting, storing and presenting files/data. It also involves implementing workplace procedures for managing and securing data.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify infotechnology systems	1.1 Types of infotechnology equipment used in the

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	work area are identified
	1.2 Functions of equipment, component parts and accessories are identified
	1.3 Applications for workplace activities of different infotechnology equipment and systems are interpreted
	1.4 Routine faults in operating systems, software applications and operator errors are identified
	1.5 Sources of information on rectifying/reporting faults with operating equipment, systems and application are identified
2 Access and operate computer-based equipment and systems	2.1 Work environments and equipment are adjusted to meet ergonomic requirements and workplace policies and procedures
	2.2 Systems are accessed and checked as required for viruses
	2.3 Equipment is set up for work requirements in accordance with workplace procedures and manufacturers guidelines
	2.4 Infotechnology equipment and software operating manuals and/or help screens are used to inform work practices
	2.5 Required application software packages and accessories are selected and accessed
	2.6 Required file and/or data to be accessed is identified
	2.7 Files/data are filed in accordance with workplace procedures
	2.8 Shut-down procedures for files, applications and equipment are followed
3 Input, store and present files/data	3.1 Data is entered using appropriate equipment, keyboard/mouse, bar code reader, touch screen or other system
	3.2 Accurate input is confirmed
	3.3 Files are accessed in accordance with workplace

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	procedures
	3.4 Data is manipulated to suit work requirements and is checked for accuracy
	3.5 Saved files are accessed through relevant directories
	3.6 Information and disk/s are stored as required
	3.7 Information is presented using computerised projection facilities as required
4 Implement workplace procedures for managing and securing data	4.1 Security procedures are followed in accordance with workplace procedures
	4.2 Precautions against the loss or corruption of data are followed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIK2010A Use infotechnology devices in the workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIK2010 Use infotechnology devices in the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and/or completing electronic documentation through the use of infotechnology devices in the workplace
- adapting to differences in software and equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist when using infotechnology devices in the workplace
- applying relevant legislation and workplace procedures
- identifying and using computer equipment, software, processes and procedures required within the job context
- identifying fault-finding procedures
- implementing contingency plans when using infotechnology devices in the workplace including using security and backup software and procedures
- modifying activities depending on operational contingencies, risk situations and environments
- operating infotechnology devices used within the workplace in accordance with operational requirements
- reading and interpreting instructions, procedures, information, operational instructions and manuals relevant to using infotechnology devices in the workplace
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- work health and safety (WHS)/occupational health and safety (OHS) risks and hazards when using computer equipment for work tasks, and ways of controlling these risks/hazards
- relevant WHS/OHS procedures and guidelines for using computer equipment in the workplace
- typical problems that can occur when using infotechnology devices, and computer applications in the workplace and related appropriate action that can be taken to prevent or solve these problems
- workplace procedures for using computer equipment and application software appropriate for work role.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIK5006 Evaluate software requirements and hardware enhancements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to evaluate software requirements and hardware enhancements in accordance with relevant regulations, standards and codes of practice and workplace procedures.

It includes analysing requirements for improved computer applications, evaluating relevant software, investigating appropriate hardware enhancements, implementing system improvements and measuring systemic improvement.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse requirements for improved computer applications	1.1 Current aspects of business operations requiring improved computer technology are identified
	1.2 Purpose and requirements of improved computer management systems are identified
	1.3 Personnel are consulted for expert advice for potential matches of computer applications to required site operation improvements
2 Evaluate software	2.1 Potential software programs are evaluated to meet workplace requirements
	2.2 Software applications are investigated for effectiveness to own operation including degree of flexibility, customisation and integration potential
	2.3 Selected option is circulated to appropriate personnel for verification
	2.4 Level of technical support is assessed
	2.5 Software application selection is made
3 Investigate hardware enhancements	3.1 Hardware systems are evaluated for compatibility with selected software and workplace operations
	3.2 Potential immediate and long-term risks/problems with hardware are identified and assessed
	3.3 Recommendations are drafted and circulated for comment
	3.4 Final recommendations on suitable hardware are made
4 Implement system improvement	4.1 Selected hardware and software enhancements are implemented
	4.2 Training is provided to potential users of the technology
	4.3 Implementation of hardware and software is monitored
5 Measure systemic improvement	5.1 Methods of measuring system performance are identified
	5.2 Software and hardware performance is evaluated

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5.3 System refinements or improvements are determined and implemented

5.4 System performance is documented and reported to appropriate personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIK5006A Evaluate software requirements and hardware enhancements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIK5006 Evaluate software requirements and hardware enhancements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when evaluating software requirements and hardware enhancements
- completing documentation related to evaluating software requirements and hardware enhancements
- interpreting and following operational instructions and prioritising work
- measuring operational performance improvements resulting from changes to computer technology
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- planning and organising activities
- providing leadership and working collaboratively with others when evaluating software requirements and hardware enhancements
- reading and interpreting instructions, procedures, specifications, technical data and manuals relevant to evaluating software requirements and hardware enhancements
- selecting and applying appropriate software, technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of relevant Australian standards
- application of current competencies within functional activity
- computer equipment and software applications, capacities and configurations
- focus of operation of computing systems, software and hardware resources, management and workplace operating systems
- problems that may occur when evaluating software requirements and hardware enhancements and action that can be taken to resolve or report these problems
- relevant regulations, codes of practice and legislative requirements for evaluating software requirements and hardware enhancements
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team or group
- risks and hazards related to evaluating software requirements and hardware enhancements, and ways of controlling the risks involved
- workplace procedures for evaluating software requirements and hardware enhancements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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Links

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TLIL1001 Complete workplace orientation/induction procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new work role, in accordance with regulatory requirements and workplace operational policies and procedures.

It includes identifying major workplace areas in terms of functions, organisational structures and occupations, and organising and accepting responsibility for own workload.

It also includes applying ethical practices, receiving and acting constructively on personal feedback, participating in identifying and meeting own learning needs, and planning and organising a personal daily routine.

Workplace orientation and induction is completed to enable a worker to enter a workplace and to participate safely and effectively in workplace activities.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and act on major workplace areas in terms of functions, organisational structures and occupations	1.1 Workplace layout, flow of materials and goods, and work activities conducted in each work area are identified
	1.2 Workplace organisational structure and the relationship of each occupation and classification grouping to this structure are outlined
	1.3 Types of workplace facilities, their purpose and potential risk factors are identified
	1.4 Equipment and technology used in the workplace are outlined in terms of function and physical characteristics
	1.5 Individual responsibilities under industrial agreements are identified and acted on in the conduct of assigned duties
	1.6 Key internal and external customers and the workplace areas that serve them are identified
	1.7 Workplace hazards are identified and related hazard minimisation procedures are followed
	1.8 Relevant personal protective equipment (PPE) is identified and correctly used in accordance with regulations and workplace requirements
	1.9 Workplace emergency procedures are identified and followed in real and simulated emergency situations
2 Organise and accept responsibility for own workload	2.1 Priorities and deadlines are established in consultation with others (as appropriate) and recorded
	2.2 Work activities are planned and progress of work is communicated to others whose personal work plans and timelines may be affected
	2.3 Work is completed to the standard expected in the workplace and in accordance with any guidelines, directions or instructions

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	2.4 Variations and difficulties affecting work requirements are identified through regular reviews and action is taken to report these issues to supervisory staff
	2.5 Additional support to improve work is communicated clearly to appropriate personnel
3 Apply ethical practices	3.1 Workplace procedures, regulations and legislation appropriate to the position are identified and followed
	3.2 Commitments and undertakings to clients, colleagues and supervisors are met
	3.3 Required confidentiality is maintained
	3.4 Appropriate codes of acceptable and ethical work practices are applied
	3.5 Workplace security policies are identified, including their relationship to personal job role
4 Receive and act constructively on personal feedback	4.1 Suggestions on ways to improve work are sought regularly from appropriate personnel
	4.2 Feedback is acted upon as required to improve work performance
5 Participate in identifying and meeting own learning needs	5.1 Workplace operations and equipment, and focus of the activity are identified
	5.2 Organisational structure, career paths and training opportunities appropriate to the enterprise are identified
	5.3 Steps are taken, in consultation with appropriate personnel, to identify own learning needs by assessing and planning future work requirements
	5.4 Appropriate opportunities to learn and develop required competencies are undertaken including establishing networks and working relationships with others
6 Plan and organise a personal daily routine	6.1 Daily routine is planned to take into account rosters, industrial agreements and workplace procedures

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6.2 Clarification of task requirements is sought as appropriate

6.3 Achievable time and other performance measures are agreed

6.4 Tasks are completed and variations to plan are identified and reported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL1001A Complete workplace orientation/induction procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL1001 Complete workplace orientation/induction procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when completing workplace orientation and induction procedures
- completing documentation related to work activities
- demonstrating an understanding of the immediate management structure relating to the job role
- demonstrating an understanding of workplace structure and how it applies to the job role
- identifying and correctly using equipment, processes and procedures
- identifying workplace products and services and their features
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting instructions, procedures, information and signs relevant to work activities
- selecting and using required personal protective equipment conforming to industry, and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others when completing workplace orientation and induction procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic workplace documentation and record keeping procedures and requirements
- conditions of service including: employer and employee obligations under awards, employment contracts, WHS/OHS and other regulations in relation to engagement, working times and conditions, and dismissal and discipline arrangements
- customer service standards and procedures
- emergency procedures
- personal protective equipment and instructions for its use
- site or workplace layout
- workplace hazards and related hazard minimisation procedures
- workplace procedures, standards and duty of care requirements including WHS/OHS and environmental protection responsibilities
- workplace structures and the roles and responsibilities of team/group members.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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A simulator/online assessment is not suitable for the final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL2008 Complete routine administrative tasks

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete routine administrative activities within the transport and logistics industry, in accordance with relevant regulations and workplace procedures.

It includes receiving and distributing incoming mail, receiving and despatching outgoing mail, filing documents, and receiving and relaying written and oral messages.

Work is performed under supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Receive and distribute incoming mail	1.1 Incoming mail is checked and registered to ensure accuracy of records

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	1.2 Urgent and confidential mail is identified and distributed promptly to addressee
	1.3 Mail is sorted and despatched to nominated person/location
	1.4 Damaged, suspicious or missing items are recorded and reported as required, in accordance with workplace procedures
2 Receive and despatch outgoing mail	2.1 Outgoing mail is collected from organisational sections, checked and sorted to ensure all items are correctly prepared for despatch
	2.2 Mail items are collated, recorded in the register as required and correctly despatched to meet designated timelines
3 File documents	3.1 Documents are classified, sorted and filed in accordance with workplace procedures
	3.2 Classification uncertainties are referred to other personnel in accordance with workplace procedures
	3.3 Documents are identified and retrieved
	3.4 Specified files/records are located within designated timelines
	3.5 Located files are extracted from system and despatched to nominated person
	3.6 Security and confidentiality procedures are followed
4 Receive and relay written and oral messages	4.1 Messages are received and accurately recorded
	4.2 Areas of uncertainty are clarified with message conveyor where feasible
	4.3 Messages are relayed to nominated person within designated timelines

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL2008A Complete routine administrative tasks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL2008 Complete routine administrative tasks

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others when completing routine administrative tasks
- completing documentation related to routine administrative tasks
- handling mail and messages in accordance with workplace procedures
- interpreting and following operational instructions and applying relevant legislation and workplace procedures
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- equipment, methods and strategies used in routine workplace administrative operations
- hazards in routine workplace administrative operations and related precautions to control risks
- housekeeping standards and procedures
- requirements of work systems operations and relevant equipment
- typical problems that can occur when completing routine workplace administrative tasks and appropriate action that can be taken to prevent or solve these problems

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- work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines relevant to administrative operations
- workplace procedures and policies for completing routine administrative tasks.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL2031 Monitor and process attendance records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor and process attendance records in accordance with regulatory and workplace requirements as part of work activities undertaken in the transport and logistics industry.

It includes monitoring attendance records as well as checking and processing attendance information.

Work is performed individually but the ability to work within a team environment may also be required.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Monitor attendance records	1.1 Hours worked, as recorded for each employee, are accessed, checked and documented on a prescribed time basis

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	1.2 Employee record cards or other daily time records showing hours absent are followed up to ensure authorised absences are accurately recorded
	1.3 Employee daily time records showing additional hours worked are followed up to determine whether additional payments are authorised
	1.4 Unauthorised absences are notified to appropriate personnel in a timely way to ensure follow-up action is initiated
	1.5 Employee attendance sheets are received, checked and processed to ensure accurate employee records are maintained
2 Process attendance records	2.1 Unexplained absences are identified, confirmed and appropriate personnel are notified for follow-up action
	2.2 Timesheets, or equivalent, are checked and forwarded to payroll department for costing purposes
	2.3 Employee record cards or other identification system requirements are checked and redistributed in a timely way

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL2031A Monitor and process attendance records.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL2031 Monitor and process attendance records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying conditions of employment and industrial agreements and awards
- applying relevant legislation and workplace procedures
- checking, monitoring and processing attendance records as per workplace procedures
- communicating and working effectively with others when monitoring and processing attendance records
- completing documentation related to work activities
- conducting simple calculations when monitoring and processing attendance records
- modifying activities depending on operational contingencies and environments
- operating electronic communication equipment to required protocol
- reading and interpreting instructions, procedures and information relevant to work activities
- reporting identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant computer, communications and office equipment required to monitor and process attendance records
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and reporting requirements for monitoring and processing attendance records including computer-based personnel recording systems
- elements of human resources systems relevant to monitoring and processing attendance records including: workplace timekeeping practices, conditions of employment, labour/costing practices, industrial agreements and awards, auditing requirements, payroll practices and procedures, personnel records requirements, and computer-based personnel recording systems
- focus of operation of work systems, equipment, management and site operating systems for monitoring and processing attendance records
- problems that may occur when monitoring and processing attendance records and appropriate action that can be taken to resolve these problems
- regulations and codes of practice relevant to monitoring and processing attendance records
- workplace procedures and policies for monitoring and processing attendance records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL2041 Monitor and record rolling stock locations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor and record rolling stock locations in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes identifying rolling stock, identifying planned movements, and verifying and recording movements in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when monitoring and recording rolling stock locations, as part or workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify rolling stock	1.1 Current location and operational status of rolling stock are identified
	1.2 Capacity, type and operational specification of rolling stock are identified
	1.3 Current train consist information is obtained and interpreted
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Operational management system is reviewed against observed status in accordance with workplace procedures
2 Identify planned movements	2.1 Proposed rolling stock movements are identified
	2.2 Status of current train movement plan is confirmed
	2.3 Changes to planned train movements are checked and confirmed in accordance with workplace procedures
3 Verify and record movement	3.1 Location and operational status of rolling stock are confirmed
	3.2 Information on location of rolling stock is provided where appropriate
	3.3 Operational management system is updated with information on location of rolling stock in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL2041A Monitor and record rolling stock locations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL2041 Monitor and record rolling stock locations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- completing relevant documentation
- documenting and recording rolling stock locations
- gathering information on train movements
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating rolling stock management system and/or computer programs to track rolling stock movements
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying problems, faults or malfunctions, in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- emergency procedures
- management systems and/or computer programs for rolling stock tracking
- problems that may occur when monitoring and recording rolling stock locations and related action that should be taken
- relevant documentation requirements
- relevant rail danger zones
- relevant workplace procedures for monitoring and recording rolling stock locations
- safeworking systems and requirements
- type, specifications, capacity, characteristics and features of rolling stock
- workplace hazards that may exist when monitoring and recording rolling stock locations and ways in which the risks involved may be eliminated or controlled.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL2046 Handle customer luggage/property

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to handle customer luggage and property in accordance with regulatory and workplace requirements, as part of workplace activities in the transport and logistics industry.

It includes handling customer enquiries, identifying and labelling luggage/property and processing lost luggage/property.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Handle customer luggage/property**	1.1 Customer enquiries are handled in a courteous manner and accurate advice and information is provided
		1.2 Customer luggage/property is identified and labelled for correct destination and a receipt is issued in accordance with workplace procedures
		1.3 Luggage/property conveyance is arranged and correct handling procedures for different categories of luggage are taken into account
		1.4 Hazards are identified, risks are assessed and control measures are implemented
		1.5 Luggage is issued on presentation of customer receipt or in accordance with workplace procedures
		1.6 Appropriate action is taken to ensure transfer of luggage to other transport networks, in accordance with workplace procedures
2	**Process lost luggage/property**	2.1 Lost luggage/property status is substantiated using appropriate enquiries
		2.2 Lost luggage/property is investigated and traced in accordance with workplace procedures
		2.3 Lost luggage/property records are maintained in accordance with workplace policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIL2046A Handle customer luggage/property.

Links

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Assessment Requirements for TLIL2046 Handle customer luggage/property

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with workplace procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- handling heavy items correctly
- interpreting and following workplace procedures and prioritising work
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- securing stored items
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- communication and negotiation requirements for handling customer luggage and/or property
- documentation and record requirements for handling customer luggage and/or property
- equipment and materials used for handling customer luggage and/or property, and precautions and procedures that should be followed in their use
- labelling and coding systems
- luggage forwarding procedures
- problems that may occur when handling customer luggage and/or property and appropriate action that can be taken to resolve these problems
- procedures for dealing with dangerous goods
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- transport system timetables
- workplace customer service policies and procedures
- workplace procedures and policies for handling customer luggage and/or property.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLIL2048 Prepare for train departure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for train departure in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes checking rolling stock, equipment and related documentation; checking for planned variations from normal routines; and completing documentation as required. Activities are undertaken for both freight and passenger trains.

For passenger trains, it also includes checking passenger facilities and assessing stock levels as required in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when preparing train for departure, as part of work activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check rolling stock and train equipment	1.1 Rolling stock is checked to ensure it is fit for operation in accordance with regulatory requirements and workplace procedures
	1.2 Hazards are identified, risks are assessed and risk control measures are implemented
	1.3 Train equipment is checked for effective operation in accordance with regulatory requirements and workplace procedures
	1.4 Rolling stock or equipment faults, defects or problem areas are identified and remedial action is organised in accordance with regulatory requirements and workplace procedures
2 Check for planned variations from normal routines	2.1 Documentation related to operational variations and special instructions are identified and accessed
	2.2 Planned variations and special instructions for train are noted and actioned in accordance with workplace procedures
3 Check passenger facilities	3.1 Passenger facilities are checked to ensure they are clean and operating as required
	3.2 Passenger convenience items are checked as required to ensure they meet the recommended levels
	3.3 Variations from established standards are reported or rectified, in accordance with workplace procedures and manufacturer specifications
	3.4 Major faults are reported to appropriate person in accordance with workplace procedures
4 Check stock levels	4.1 Stock levels are checked to ensure required amounts are present
	4.2 Adjustments to stock levels are made as required, in accordance with workplace procedures

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5 Complete documentation	5.1 Documentation is completed as required after rolling stock and train equipment are checked, in accordance with workplace procedures
	5.2 Documentation related to checking passenger facilities and stock levels is completed as required, in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL2048A Prepare for train departure.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL2048 Prepare for train departure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- assessing stock levels and completing documentation
- checking equipment and related documentation
- checking for planned variations from normal routines
- checking passenger facilities
- checking rolling stock
- communicating effectively with others
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying, selecting and using relevant equipment and materials
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- essential equipment, supplies and materials required for trip
- how to identify possible fault or defects that may occur with rolling stock and equipment
- normal level of use of consumable items such as food and beverages on passenger trains
- passenger train customer service and cleanliness standards
- position and number of fire extinguishers on passenger trains
- problems that may occur when preparing a train for departure, and action that should be taken to resolve these problems
- relevant documentation requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations including codes of practice and/or guidelines
- rolling stock and car sequence, and relevant labelling requirements
- rolling stock and equipment checks
- structure of the train consist
- types of rolling stock and/or passenger cars and their features
- workplace procedures for preparing a train for departure, including for passenger train operation
- workplace procedures for reporting identified rolling stock and equipment defects.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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TLIL2060 Complete induction to the transport industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete workplace induction procedures when commencing work in the transport and logistics industry, in accordance with regulatory requirements, and operational policies and procedures.

The unit enables a driver to enter and participate in typical workplace activities. It includes identifying major areas of the industry in terms of functions, organisational structures and occupations; applying legislation, regulations and codes of practice; and identifying key industrial relations elements.

This unit applies to all employees wishing to enter the transport and logistics industry; however it is predominantly aimed at taxi to multi-combination drivers. It can also be used within the warehousing and logistics sectors of the industry.

Work is performed with limited or no supervision, and with full accountability and responsibility for self and others in achieving the prescribed outcomes.

This unit meets part of the certification requirements for obtaining taxi driver accreditation. As requirements may vary between states and territories, people seeking taxi accreditation should contact their state/territory taxi regulator.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify major organisational areas of the transport industry	1.1 Organisational structure of the industry and the structural relationship between occupations, functions and classification grouping is outlined
	1.2 Equipment and technology used in the workplace, and their features and functions are identified
2 Apply legislation, regulations and codes of practice governing the transport industry	2.1 Individual driver responsibilities under current legislation are identified and acted on in the conduct of duties
	2.2 Individual responsibilities under workplace policies and procedures are identified and acted on in the conduct of duties
	2.3 Individual responsibilities under licence conditions applicable to the operation of vehicles, and conditions attached to vehicle drivers, are identified and acted on in the conduct of duties
3 Identify key elements of industrial relations environment in which the driver works	3.1 Key elements of industrial relations environment in which the driver works are identified
	3.2 Rights and responsibilities of drivers under contracts are identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIL2060A Complete induction to the transport industry.

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Assessment Requirements for TLIL2060 Complete induction to the transport industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant guidelines for using equipment as it applies to the driver job role
- applying relevant legislation as it applies to driver job role
- explaining contract arrangements for different job roles
- explaining workplace policies and procedures, regulations, products and services relating to the driver job role
- identifying and correctly using equipment, processes and procedures
- reading and interpreting instructions, procedures, information and signs relevant to the driver job role.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- customer service standards and procedures
- depot/company locations
- emergency procedures
- key elements of industrial relations relevant to the transport industry
- personal protective equipment and instructions for its use
- relevant legislation for driving role
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- requirements of customers with specific needs
- routine workplace documentation and record keeping procedures and requirements
- sources of information and documentation for the transport industry

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- workplace hazards and related hazard minimisation procedures
- workplace procedures, codes of practice, standards and duty of care requirements as they apply to the transport industry
- workplace products and services, and their features
- workplace structures including roles and responsibilities.
- workplace structures, roles and responsibilities of authority system and contacts

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3002 Undertake employee payroll activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake employee payroll activities in accordance with workplace requirements in the transport and logistics industry.

It includes compiling, verifying and recording payroll data and organising the payment of wages and salaries.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Compile and verify payroll data	1.1 Pay sheets are compiled and checked for accuracy and compliance with organisational requirements
	1.2 All earnings are authorised and calculated in accordance

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	with defined remuneration polices and workplace procedures
	1.3 Records of leave entitlements, leave taken, loadings and allowances are maintained
2 Record payroll data	2.1 Gross pay and deductions are accurately calculated from information contained in relevant documents
	2.2 Payments due to employees are calculated within workplace timelines
	2.3 Details of pay identifying gross and net amounts, deductions and other details are prepared for employees
	2.4 Tax is calculated in accordance with Australian Taxation Office (ATO) procedures
	2.5 Periodic deductions are forwarded to nominated creditors within designated timelines
3 Organise payment of wages and salaries	3.1 Methods of payment are arranged in accordance with workplace policies and procedures
	3.2 Wages are prepared and issued within designated timelines
	3.3 Records are kept and maintained in accordance with statutory requirements
	3.4 Security procedures are followed, and confidentiality and security of information are maintained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIL3002A Undertake employee payroll activities.

Links

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Assessment Requirements for TLIL3002 Undertake employee payroll activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying legislative and regulatory requirements relevant to employee payroll activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- interpreting and following operational instructions and prioritising work
- operating electronic communications equipment to required protocol
- reading interpreting and following relevant instructions, procedures, information and signs
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation requirements for carrying out employee payroll activities
- operational work systems, equipment, management and site operating systems for payroll activities
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant to payroll activities
- relationship of loading/unloading plans and sequence sheets, and pay records of individuals
- workplace grading systems

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- workplace leave and roster systems
- workplace procedures and policies for carrying out employee payroll activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3003 Conduct induction process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct an induction process for new workers and trainees commencing employment in the workplace, in accordance with relevant regulatory requirements, operational policies and procedures for the workplace concerned.

It includes outlining the relationship between the employee and the company, establishing and explaining the requirements of the position, and completing relevant workplace documentation.

Work involves planning, coordinating and conducting an induction program to prepare workers to enter and participate in the work activities of a workplace.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Outline the relationship between employee and the company	1.1 Employee is greeted and introduced to key personnel and areas in the workplace
	1.2 Workplace objectives, operating systems and workplace structures are explained
	1.3 Relationship between employee's position, and the workplace structure and objectives is identified
	1.4 Required work health and safety (WHS)/occupational health and safety (OHS), workplace procedures and employment conditions are explained
	1.5 Sources of information and assistance for employee are identified
	1.6 Emergency procedures are explained
2 Establish requirements of position	2.1 Job role, responsibilities and reporting relationships are explained
	2.2 Immediate work colleagues are introduced
	2.3 Workplace facilities and layout are shown to employee and flow of work/materials/goods and functions carried out in the area/s are explained
	2.4 Initial training in relevant WHS/OHS, equipment and work systems is provided in accordance with workplace procedures
	2.5 Employee rights and responsibilities in terms of equal employment opportunity, sexual harassment and anti-discrimination are explained
	2.6 Training opportunities are organised to develop individual job roles
	2.7 Workplace expectations of work functions and outputs are clarified
	2.8 Opportunities for employee to clarify concerns and ask questions are provided
3 Complete relevant workplace documentation	3.1 Workplace personnel records are completed in accordance with workplace requirements
	3.2 Tax declaration and other relevant documentation are checked for compliance with requirements

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3.3 Employee is requested to provide any additional information needed and notes are taken of any additional actions required

3.4 Workplace-specific documentation is submitted to appropriate personnel as required, in accordance with workplace requirements

3.5 Requirements of commonwealth and state/territory legislation on equal employment opportunity, sexual harassment and anti-discrimination are fulfilled

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3003A Conduct induction process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3003 Conduct induction process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- identifying and correctly using relevant equipment
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- prioritising work
- reading interpreting and following relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- customer service standards and procedures
- emergency procedures and related equipment
- employee conditions of service
- instructional methods and resources required to conduct an induction program

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- personal protective equipment and instructions for its use
- site or workplace layout
- WHS/OHS policies and procedures
- workplace documentation and record keeping procedures and requirements
- workplace hazards and related hazard minimisation procedures
- workplace induction procedures and documentation requirements
- workplace structures and employee roles and responsibilities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3035 Allocate motive power

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to allocate motive power in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes identifying train operating requirements, establishing motive power requirements and availability, allocating individual motive power units, and adjusting motive power allocation in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

While work is performed individually, it will generally be undertaken within a team environment.

It involves the application of routine operational principles and procedures to allocate motive power across a variety of operational contexts in the Australian rail systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify train operating requirements	1.1 Train timetables, shunting requirements and track conditions for each line or service are identified and records are kept up-to-date
	1.2 Tonnage of individual trains is identified to enable planning of suitable motive power
	1.3 Routine usage of motive power units is established to provide an initial allocation framework
	1.4 Contingency plans covering operational problems are developed and their impact on motive power requirements are taken into account
2 Establish motive power requirements and availability	2.1 Availability of all motive power units is determined including location, operational status, special and routine maintenance requirements
	2.2 Motive power required to haul tonnage is determined for each train/service and support activity consistent with track geography, gauge, train weight and conditions is identified
3 Allocate individual motive power units	3.1 Motive power units, including railcar and locomotive types, are allocated to ensure train and support activities are serviced
	3.2 Allocations are documented and communicated to operations personnel and feedback is sought to ensure suitability of units planned
	3.3 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are identified and included in allocation considerations
	3.4 Documentation authorising the use of allocated motive power for the train service is completed and processed
4 Monitor and adjust motive power allocation	4.1 Use and requirements for motive power are monitored and possible allocation changes are determined to maintain efficient use of resources
	4.2 Contingency plans for unexpected non-availability of specific motive power units or operational non-performance are implemented

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4.3 Changes to allocation are negotiated with operational personnel and motive power maintenance personnel, to achieve suitable outcomes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3035A Allocate motive power.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3035 Allocate motive power

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adjusting motive power allocation
- applying relevant safeworking system and workplace procedures
- communicating and negotiating effectively with others
- completing relevant documentation
- establishing motive power requirements and availability, allocating individual motive power units
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying train operating requirements
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures and information
- reading and interpreting train graphs and diagrams
- reporting and/or rectifying problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant computing and communications equipment and materials when allocating motive power
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others when allocating motive power
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- allocation and maintenance schedules for motive power units
- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- communication and negotiation requirements when allocating motive power
- crew requirements and working patterns
- documentation and record requirements
- emergency management procedures
- equipment and materials used when allocating motive power, and procedures that should be followed in their use
- gauges, distance, gradients and tonnages for relevant track area
- motive power units and specifications, capabilities and capacity
- problems that may occur when allocating motive power and appropriate action that can be taken to resolve these problems
- relevant WHS/OHS and environmental procedures and regulations including codes of practice
- timetables and train details
- track specifications and limitations
- workplace procedures and policies for allocating motive power.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisation*s current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment

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currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3039 Assist with train operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assist with train operations as a driver assistant or second-person, in accordance with workplace procedures and the requirements of the relevant safeworking system and codes of practice.

It includes assisting with preparations for train operation, assisting with the operation of the train, assisting with loading and unloading operations and handing over or stabling the train in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed in conjunction with a train driver. It involves the application of routine operational principles and procedures when assisting with train operations across a variety of operational workplace contexts within the Australian rail system.

Visual inspections include:

- wheels and braking equipment for signs of wear or damage
- flexible connections and fittings for signs of wear or damage
- couplings for signs of wear or damage
- fuel, oil and water
- air leakage
- motive power unit equipment and, if applicable, end of train monitoring device
- rolling stock for defects.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assist with preparing for train operation	1.1 Planning documentation is accessed and interpreted to determine journey purpose, constraints, loading information and characteristics, and is confirmed with driver
	1.2 Visual inspections of equipment are carried out and identified faults or defects are appropriately reported in accordance with workplace procedures and manufacturer specifications
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Assistance is provided with pre-operational checking and testing of equipment in accordance with workplace policies and procedures
2 Assist with train operation	2.1 Motive power unit is monitored in conjunction with driver, in accordance with workplace procedures
	2.2 Guidance is provided to driver while stopping and starting to ensure safety of personnel and equipment
	2.3 Train running schedules are monitored and recorded to assist with on-time running
	2.4 Performance of equipment and rolling stock is monitored en route to identify faults or defects and appropriate action is taken as required in accordance with workplace procedures
	2.5 Security of loading and all other aspects of the train are monitored en route and abnormalities are dealt with in accordance with workplace procedures

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	2.6 Signals and track/road are monitored en route in accordance with workplace procedures
3 Stable or handover train	3.1 Appropriate assistance is provided when train is stabled in accordance with safeworking system requirements, operational instructions and workplace procedures
	3.2 Safety devices are activated or put in position in accordance with operational instructions and workplace procedures to ensure the safety of personnel and equipment
	3.3 Prior to handover, documentation relevant to the train and activities undertaken en route is updated, provided to relief crew and/or forwarded to appropriate personnel in accordance with workplace policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3039A Assist with train operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3039 Assist with train operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying relevant rail safety and workplace procedures
- assisting driver in monitoring train performance and as required, security of load
- assisting in stabling and securing train
- assisting with preparing trains prior to operation
- communicating effectively with others when assisting with train operations
- conducting handover and stabling activities correctly
- documenting train journey and incidents
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying possible faults and defects that could occur and appropriate responses
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating operational hazards and taking appropriate action
- monitoring journey schedule
- monitoring the operation of different train types in normal operation in accordance with workplace procedures
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying problems, faults or malfunctions, in accordance workplace procedures
- selecting and using relevant equipment and materials when assisting with train operations
- working collaboratively with others when assisting with train operations
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, codes of practice and/or guidelines
- documentation required during and after train operations
- electronic communications equipment protocols
- emergency procedures
- motive power unit and rolling stock systems
- problems that can occur when assisting with train operations and action that should be taken
- procedures for assisting a driver in monitoring train operations and performance
- procedures for completing required documentation
- procedures for coupling/uncoupling motive power units and rolling stock
- procedures for fixed and hand signalling and voice communication
- procedures for identifying equipment defects and assessing for appropriate action
- relevant rail danger zones
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures
- relevant safeworking systems and requirements
- relevant train operations, procedures and operating requirements
- track or road characteristics
- train characteristics.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3052 Plan urban passenger train consists

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan urban passenger train consists in accordance with regulatory and workplace requirements

It includes identifying passenger requirements and resources, planning connections with other passenger services, and planning consists for urban passenger trains.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under general supervision. It involves applying basic principles, routine procedures and regulatory requirements to plan urban passenger train consists.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify urban passenger requirements and resources	1.1 Passenger usage patterns, specific bookings and external events likely to influence passenger numbers are monitored and applied to urban passenger train consist planning
	1.2 Requirements for carriages and motive power units for urban passenger trains are adjusted in light of passenger demand
	1.3 Train crewing needs and/or constraints are identified to ensure consists are compatible with available resources
	1.4 Passenger usage patterns are monitored and train configurations are adjusted in accordance with workplace procedures
	1.5 Shunting and marshalling requirements are identified for planned consists in accordance with timetable requirements
	1.6 Hazards are identified, risks are assessed and control measures are implemented
2 Plan connections with other passenger services	2.1 Train timetables are compared with timetables from other passenger services for coordination purposes
	2.2 Passenger flow patterns for related services are checked to ensure smooth flow patterns
	2.3 Modifications to existing timetables are made to ensure mutually supporting passenger services are achieved where possible
	2.4 Suitable passenger transit holding areas between services are identified and included in plan
	2.5 Timetable reviews and passenger flow issues are discussed with appropriate external passenger service providers
3 Plan consists for urban passenger trains	3.1 Consists are planned, taking into account the need to move passengers efficiently within constraints of carriage availability, motive power availability, personnel availability, track layout, track condition, gauge and weight
	3.2 Details of urban train consists are forwarded to yard and terminal operations for planning purposes

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3052A Plan urban passenger train consists.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3052 Plan urban passenger train consists

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant safeworking system and workplace procedures
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting timetables, time graphs and diagrams
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning passenger support services including transit arrangements
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures
- selecting the most cost effective motive power units and carriages to provide required urban passenger train services
- working collaboratively with others when planning urban passenger train consists
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- appropriate urban passenger train consists and types of passenger trains
- documentation and reporting requirements for planning urban passenger train consists
- factors affecting passenger load capacity for all relevant urban train services provided
- focus of operation of work systems, equipment, management and site operating systems for planning urban passenger train consists
- maximum urban passenger train lengths
- platform and station details
- problems that may occur when planning urban passenger train consists and appropriate action that can be taken to resolve these problems
- relevant passenger flow patterns for related services
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- running times of urban trains
- shunting and marshalling requirements
- signalling equipment used at the stations or platforms
- workplace procedures and policies for planning urban passenger train consists.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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Links

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TLIL3065 Implement a track occupancy authority

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement a Track Occupancy Authority (TOA), in accordance with Rail Infrastructure Manager, legislative and regulatory requirements.

It includes preparing for a TOA, cancelling or fulfilling a TOA and managing unsafe situations or emergencies.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety but does not include the implementation of worksite protection.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for track occupancy authority	1.1 Site safety plan is sourced and TOA terms are read and clarified as required
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Network Control Officer is notified of intention to use a TOA
	1.4 Work group supervisor is advised of network control officer's decision
2 Issue a track occupancy authority	2.1 Permission for a TOA is requested from Network Control Officer
	2.2 Permission for a TOA is documented in accordance with Rail Infrastructure Manager and/or organisational requirements
	2.3 Work group supervisor is advised that occupancy has been issued
	2.4 Alterations to the TOA are negotiated with Network Control Officer as required
	2.5 Multiple worksites are protected in accordance with rules and procedures and/or organisational requirements
	2.6 Work group supervisor is advised that the TOA has been issued
3 Cancel or fulfil the track occupancy authority	3.1 Communication is maintained with work group supervisor to confirm completion of work activity and that track is safe for rail traffic
	3.2 Network Control Officer is informed that TOA has been cancelled or fulfilled
	3.3 Fulfilment of the TOA is documented in accordance with Rail Infrastructure Manager requirements
4 Manage unsafe situations or	4.1 Unsafe situations and/or emergencies are identified
	4.2 Work group is instructed to move to a safe place

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emergencies	4.3 Appropriate action is taken to minimise risk and/or injury in accordance with workplace procedures 4.4 Emergencies and/or incidents are recorded and reported to relevant personnel in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3065B Implement a track occupancy authority.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3065 Implement a track occupancy authority

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace safeworking system rules and procedures
- communicating effectively with individuals and work groups
- completing Track Occupancy Authority (TOA) documentation
- complying with the application requirements for a TOA
- following workplace policies, procedures and protocols
- identifying job hazards, unsafe situations and emergencies and taking required action to minimise, control or eliminate identified hazards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational communications protocols and systems
- Rail Infrastructure Manager policies, procedures, rules and protocols for identified unsafe situations or emergencies
- Rail Infrastructure Manager safeworking system rules and procedures
- rail terminology as defined by the relevant Rail Infrastructure Manager
- types of track protection and track occupancy safeworking systems
- worksite protection plan.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3071 Control and coordinate local rail traffic movement

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to control local rail traffic movement in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes monitoring the status of the current train area plan, implementing the daily working timetable, controlling rail traffic movement, implementing contingency plans and updating traffic movement documentation in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety and safeworking requirements, and to comply with relevant codes of practice and/or guidelines.

The unit involves the application of operational principles, regulations, and safeworking codes, protocols and procedures when controlling rail traffic movement, as part of workplace activities across a variety of operational contexts within the Australian rail industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Monitor status of local conditions and timetable	1.1 Rail traffic movements and associated activities are analysed to establish current situation
	1.2 Proposed rail traffic movements and associated activities are identified to establish status of local conditions and timetable in accordance with organisational procedures and policies
	1.3 Train notices are checked for conflicts and adjustments are made to local timetable as required
	1.4 Identified anomalies are reported in accordance with organisational procedures and policies
2 Control local rail traffic movement	2.1 Rail traffic movements are coordinated with relevant personnel in accordance with organisational policies and procedures
	2.2 Signalling systems are operated and monitored to ensure safe movement of rail traffic
	2.3 Irregularities that may affect the timetable are reported and recorded in accordance with organisational procedures and policies
3 Communicate with relevant personnel	3.1 Communication with relevant rail safety workers is undertaken to ensure they are informed of local rail traffic movements, in accordance with organisational policies and procedures
	3.2 Communication with other relevant personnel is undertaken to ensure they are informed of local rail traffic movements, in accordance with organisational policies and procedures
4 Implement contingency plans as instructed	4.1 Contingency plan to suit disruption, system failure or fault is actioned as instructed, in accordance with organisational policies and procedures
	4.2 Resources to respond to the contingency are arranged as required, in accordance with relevant organisational policies and procedures
	4.3 Rail traffic movements are adjusted in accordance with organisational and local operational requirements

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	4.4 Communications with network control officer and other relevant personnel are established and maintained as required
5 Update local rail traffic movement documentation	5.1 Rail traffic movement documentation is amended, compiled and recorded in accordance with organisational policies and procedures
	5.2 Rail traffic movement information and documentation are handed over when relieved, and/or at shift completion in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3071A Control and coordinate local rail traffic movement.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3071 Control and coordinate local rail traffic movement

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- controlling rail traffic movements by using appropriate signalling and safeworking systems
- communicating effectively with others
- completing relevant documentation and entering data
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule and local conditions
- operating communications systems in accordance with workplace procedures
- reading, interpreting and following relevant instructions, procedures and information
- reporting problems, faults and malfunctions promptly , in accordance with organisational procedures
- using appropriate numeric functions when implementing contingency plans.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- area communications systems and workplace procedures
- applicable state/territory legislated rail safety and safeworking requirements, relevant codes of practice and/or guidelines
- organisational procedures for controlling and coordinating rail traffic operations
- problems that may occur when controlling local rail traffic and related action that should be taken
- relevant documentation requirements

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- signalling, hand signals and control systems and operations
- specific local conditions and restrictions
- train notices, including special train notices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3072 Operate signal panel or equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a signal panel and/or equipment in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes preparing for operation, controlling rail traffic movement, implementing contingency plans, updating traffic movement documentation and handing over or relieving the signaller in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety and safeworking requirements, and to comply with relevant codes of practice and/or guidelines.

The unit involves the application of operational principles, regulations, safeworking codes, protocols and procedures when operating a signal panel and/or equipment, as part of workplace activities across a variety of operational contexts within the Australian rail industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to operate signal control location	1.1 Reporting for duty is undertaken in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements and organisational policies and procedures
	1.2 Appropriate network control officer is contacted as required in accordance with organisational policies and procedures
	1.3 Documentation is checked for local activities and/or rail traffic movements that may affect rail traffic operations in accordance with organisational procedures and policies
	1.4 Signalling equipment is switched in for use as required
	1.5 Operation of equipment is tested in accordance with organisational policies and procedures
2 Control local rail traffic movements	2.1 Local rail traffic movements are coordinated with relevant personnel in accordance with organisational policies and procedures
	2.2 Signalling systems are operated and monitored to ensure safe movement of rail traffic
	2.3 Activities that may affect operations are reported and recorded in accordance with organisational policies and procedures
3 Communicate with relevant personnel	3.1 Communication with relevant rail safety workers is undertaken to ensure they are informed of local rail traffic movements, in accordance with organisational policies and procedures
	3.2 Communication with other relevant personnel is undertaken to ensure they are informed of local rail traffic movements, in accordance with organisational policies and procedures
4 Monitor and respond to system alarms	4.1 System alarms are monitored as required by organisational policies and procedures
	4.2 Activated alarms are responded to appropriately and reported to appropriate personnel in accordance with organisational policies and procedures

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	4.3 Identified faults are reported to appropriate personnel in accordance with organisational policies and procedures
5 Implement contingency plans as instructed	5.1 Contingency plan to suit disruption, system failure or fault is actioned as instructed, in accordance with organisational policies and procedures
	5.2 Local rail traffic movements are adjusted in accordance with organisational and/or local operational requirements
	5.3 Communications with network control officer and other relevant personnel are established and maintained as required
6 Update local rail traffic movement documentation	6.1 Local rail traffic movement documentation is amended, compiled and recorded in accordance with organisational policies and procedures
	6.2 Local rail traffic movement information and documentation are handed over when relieved and/or at the completion of shift, in accordance with organisational policies and procedures
7 Handover control to relieving signaller	7.1 Relieving signaller is informed of operational status and ongoing issues in accordance with organisational policies and procedures
	7.2 Documentation is checked to ensure it is up-to-date and is then endorsed in accordance with organisational policies and procedures
8 Take over control from signaller	8.1 Information on operational status and ongoing issues is received from signaller in accordance with organisational policies and procedures
	8.2 Documentation is checked to ensure it corresponds to operational status and is then endorsed in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3072A Operate signal panel or equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3072 Operate signal panel or equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking system rules and workplace procedures
- communicating effectively with others
- completing relevant documentation and entering data accurately
- controlling rail traffic movement
- handing over or relieving the signaller
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating a signal panel or equipment
- operating communications systems in accordance with workplace protocol
- reading, interpreting and following relevant instructions, procedures and information
- reporting and rectifying identified problems, faults and malfunctions within limits of own role, in accordance with organisational procedures
- updating traffic movement documentation
- using appropriate numeric functions when controlling rail traffic movement.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational procedures for controlling and coordinating local rail traffic operations
- problems that may occur when operating signal panel or equipment, and action that should be taken to resolve these problems
- relevant documentation requirements

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- relevant sections of applicable state/territory legislated rail safety and safeworking requirements, relevant codes of practice and/or guidelines
- signalling and control systems and operations
- specific local conditions and restrictions
- types of communications systems available
- types of surveillance and alarm systems in use.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation with terminology as defined by the applicable Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3082 Implement absolute signal blocking

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply absolute signal blocking (ASB) protection for the infrastructure and work group on a rail network during rail work activities by utilising a signal system managed by a Network Control Officer, in accordance with Rail Infrastructure Manager, legislative and regulatory requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety but does not include the implementation of worksite protection.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for absolute signal blocking protection	1.1 Worksite protection plan is sourced and read for the terms of ASB protection
	1.2 Network Control Officer is notified of intention to use ASB protection
	1.3 Protection officer is advised of Network Control Officer's decision
2 Apply absolute signal blocking protection	2.1 Permission to apply ASB is requested from Network Control Officer
	2.2 Permission to apply ASB is documented in accordance with Rail Infrastructure Manager and/or organisational requirements
	2.3 Protection officer is advised ASB has been applied
3 End absolute signal blocking protection	3.1 Communication is maintained with Network Control Officer to confirm completion of work activity and track is safe for rail traffic
	3.2 Permission to remove ASB protection is documented in accordance with Rail Infrastructure Manager and/or organisational requirements
	3.3 Network Control Officer is informed of completion of work
4 Manage unsafe situations or emergencies	4.1 Unsafe situations and/or emergencies are identified
	4.2 Work group is instructed to move to a safe place
	4.3 Appropriate action is taken to minimise risk and/or injury in accordance with workplace procedures
	4.4 Emergencies and/or incidents are recorded and reported to relevant personnel in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3082A Implement absolute signal blocking.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3082 Implement absolute signal blocking

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking system workplace rules and procedures
- communicating effectively with individuals and work groups
- completing absolute signal blocking (ASB) documentation
- explaining and implementing site safety plan
- explaining how to end the use of ASB protection
- following Rail Infrastructure Manager workplace policies, rules, procedures and protocols
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying unsafe situations and emergencies
- recognising the difference between permissive and absolute signals
- requesting ASB protection from Network Control Officer.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational communications protocol and systems
- Rail Infrastructure Manager policies, procedures and protocols for identified unsafe situations or emergencies within workplace role
- Rail Infrastructure Manager rules and system of safeworking procedures to implement ASB
- rail terminology as defined by the applicable Rail Infrastructure Manager
- relevant rail danger zones
- site safety plan
- worksite protection plan.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations*, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations*, current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation with terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3083 Implement a track work authority and manage rail traffic through worksites

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit describes the skills and knowledge required to implement a track work authority (TWA) and manage rail traffic through worksites, in accordance with Rail Infrastructure Manager rules, procedures and protocols for rail safety.

It includes preparing fora TWA, managing rail traffic, fulfilling a TWA and managing unsafe situations or emergencies.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety but does not include the implementation of worksite protection.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for track work authority	1.1 Worksite protection plan is sourced and TWA terms are read and clarified as required
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Network Control Officer is notified of the intention to use a TWA
	1.4 Protection officer worksite protection responsibilities are identified from worksite protection plan
2 Issue a track work authority	2.1 Permission to issue a TWA is requested from Network Control Officer
	2.2 Permission to use a TWA is documented in accordance with Rail Infrastructure Manager requirements
	2.3 Equipment required for TWA protection is identified and checked for functional condition
	2.4 Protection is placed in accordance with worksite protection plan
	2.5 Work group supervisor is advised that protection is in place
3 Manage rail traffic	3.1 Vigilance is maintained and protection officer is alerted to approaching rail traffic in accordance with workplace rules and procedures
	3.2 Arrangements are made for equipment to be removed from the danger zone
	3.3 Work group is instructed to move to a safe place prior to passage of rail traffic
	3.4 Safety of track for passage of rail traffic is confirmed with work group supervisor
	3.5 Instructions are issued to rail traffic in accordance with workplace procedures
	3.6 Worksite protection is implemented prior to work groups entering the track worksite in accordance with workplace rules and procedures

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	3.7 Protection, placement and equipment is continually monitored for effectiveness in accordance with safety assessment
4 Fulfil a track work authority	4.1 Communication is conducted with work group supervisor to confirm that work activity is complete and track is safe
	4.2 Network Control Officer is advised that the TWA has been fulfilled
	4.3 Fulfilment of TWA is documented in accordance with Rail Infrastructure Manager and/or organisational requirements
5 Manage unsafe situations or emergencies	5.1 Unsafe situations and/or emergencies are identified
	5.2 Work group is instructed to move to a safe place
	5.3 Appropriate action is taken to minimise risk and/or injury in accordance with workplace procedures
	5.4 Emergencies and/or incidents are recorded and reported to relevant personnel in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3083A Implement a track work authority and manage rail traffic through worksites.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3083 Implement a track work authority and manage rail traffic through worksites

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking systems and workplace procedures for a track work authority (TWA) and managing rail traffic through worksites
- communicating effectively with individuals and work groups
- conducting a pre-start briefing for work group supervisor
- coordinating protection as rail traffic through worksites
- determining and setting out protection
- explaining how to manage unsafe situations and emergencies
- following workplace policies, rules, procedures and protocols
- identifying appropriate resources for worksite protection
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying, responding to and/or reporting unsafe situations and emergencies
- operating electronic communications equipment to required protocol
- placing worksite protection
- reading and interpreting responsibilities for worksite protection from the worksite safety plan.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria include knowledge of:

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- equipment available for worksite protection
- hand, light and flag signals and signs used by day or night
- operational communications protocols and systems
- positioning requirements for hand signallers
- Rail Infrastructure Manager policies, procedures, rules and protocols for identified unsafe situations or emergencies within workplace role
- Rail Infrastructure Manager rules and procedures
- rail terminology as defined by the relevant Rail Infrastructure Manager system
- relevant rail danger zones
- relevant workplace safeworking systems , rules and procedures
- TWA as defined by the relevant Rail Infrastructure Manager safeworking system
- worksite protection plans.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL3084 Implement a local possession authority

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply local possession authority (LPA) protection for the infrastructure and/or work groups on a rail network during rail work activities using an electronic or manual documentation system, in accordance with Rail Infrastructure Manager, legislative and regulatory requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety but does not include the implementation of worksite protection.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Plan for local possession authority	1.1 Worksite protection plan is developed to determine LPA worksite protection arrangements
	1.2 Work group supervisor is advised of advertised approval
	1.3 Resources are organised to provide adequate protection for infrastructure and work group during rail work activity
2 Implement local possession authority	2.1 Permission to implement LPA is requested from Network Control Officer
	2.2 Resources to provide protection for LPA are deployed in accordance with worksite protection plan
	2.3 Work group supervisor is advised that LPA has been issued
	2.4 Adjustments to LPA are negotiated with Network Control Officer, as required
	2.5 Each worksite within the LPA is provided with a protection officer while work is being performed
	2.6 Multiple worksites are protected in accordance with worksite protection plan
	2.7 Rail traffic movements between worksites and within LPA limits are coordinated
	2.8 Authorisation is given to rail traffic entering the LPA
3 Fulfil local possession authority	3.1 Confirmation is obtained from work group supervisor that work activity is completed and track is safe for rail traffic
	3.2 Resources used to provide protection are removed in accordance with advertised approval
	3.3 LPA is fulfilled for entire portion of track included within the LPA or is fulfilled progressively for one or more portions of track included in the LPA
	3.4 Arrangements are made for work to continue under another work on track authority, as required
4 Manage unsafe situations or emergencies	4.1 Unsafe situations and/or emergencies are identified
	4.2 Work group is instructed to move to a safe place
	4.3 Appropriate action is taken to minimise risk and/or injury in

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accordance with workplace procedures

4.4 Emergencies and/or incidents are recorded and reported to relevant personnel in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3084A Implement a local possession authority.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL3084 Implement a local possession authority

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant system of safeworking and workplace procedures
- communicating effectively with individuals and work group supervisor
- completing local possession authority (LPA) using an electronic or manual documentation system
- deploying resources to provide protection for the LPA in accordance with worksite protection plan
- explaining how to fulfil an LPA
- following Rail Infrastructure Manager workplace policies, rules, procedures and protocols
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying unsafe situations and emergencies
- implementing worksite protection plans
- issuing LPAs in accordance with worksite protection plan to ensure multiple worksites are protected
- managing worksite protection plans.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- LPA electronic or manual documentation system
- operational communications protocol and systems
- Rail Infrastructure Manager LPA system of safeworking rules and, procedures
- Rail Infrastructure Manager policies, procedures and protocols for identified unsafe situations or emergencies within workplace role

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- rail terminology as defined by the applicable Rail Infrastructure Manager
- relevant rail danger zones
- types of track protection
- worksite protection plan.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation with terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4005 Apply conflict/grievance resolution strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply conflict or grievance resolution strategies to resolve issues that may occur in the course of work.

It includes identifying potential conflict situations, implementing appropriate conflict resolution strategies and using effective interpersonal skills.

Work is performed under minimum supervision with general guidance on progress and outcomes. Work involves discretion and judgement for self and others when managing and resolving conflict or grievances internal and external to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify potential conflict situations	1.1 Signs and stages of conflict or grievance are recognised
	1.2 Possible causes of conflict or grievance are identified

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2 Implement conflict resolution strategies	2.1 Factors and issues relevant to conflict or grievance are clarified
	2.2 Strategies for dealing with conflict or grievance are developed
	2.3 Options for resolving the conflict or grievance are presented that enable constructive responses to be negotiated and established relationships to continue
	2.4 Strategies are implemented to resolve the source of conflict
	2.5 Outcomes of the process are monitored to ensure objectives continue to be met
3 Use effective interpersonal skills	3.1 Effective verbal and non-verbal communication is used during negotiations, including body language, questioning, language style, active listening and reflection
	3.2 Feedback is given assertively and received non-defensively during negotiations
	3.3 Shared understanding is created through written communications

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4005A Apply conflict/grievance resolution strategies.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4005 Apply conflict/grievance resolution strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying interpersonal skills
- applying relevant legislation and workplace procedures
- communicating effectively with others when applying conflict and grievance resolution strategies
- completing relevant documentation
- gathering, recording and conveying simple and routine work-related information
- identifying existing and potential conflict or grievances
- interpreting and following operational instructions and prioritising work
- negotiating effectively with others when applying conflict and grievance resolution strategies
- participating in small informal work groups
- reading and interpreting relevant instructions, procedures, information and signs
- responding appropriately to cultural preferences in the workplace, including modes of behaviour and interactions with others
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- working collaboratively with others when applying conflict and grievance resolution strategies
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- options for constructive responses to typical conflict/grievance situations
- relevant regulation and code requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) policies and procedures
- relevant workplace business marketing policies and practices, including requirements for maintaining security and confidentiality
- signs, stages and possible causes of conflict in the workplace
- typical problems that can occur when applying conflict or grievance resolution strategies and related appropriate action that can be taken
- workplace protocols and procedures for identifying and resolving conflict or grievances.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4009 Manage personal work priorities and professional development

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage personal work priorities and personal professional development.

It includes managing personal performance, setting and meeting personal work priorities, and developing and maintaining personal professional competence.

Work is performed under minimum supervision with general guidance on progress and outcomes. It involves discretion and judgement in managing personal work priorities and professional development.

Work generally involves responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Manage self	1.1 Action is taken to ensure personal qualities and performance serve as a role model in the workplace
	1.2 Organisational plans and personal roles, responsibilities and accountabilities are reflected in personal goals and plans
	1.3 Action is taken to achieve and extend personal goals beyond those planned
	1.4 Consistent personal performance is maintained in varying work conditions and work contexts
2 Set and meet own work priorities	2.1 Competing demands are prioritised to achieve personal, team and organisational goals and objectives
	2.2 Technology is used efficiently and effectively to manage work priorities and commitments
3 Develop and maintain professional competence	3.1 Personal knowledge and skills are assessed against competency standards to determine development needs and priorities
	3.2 Feedback from clients and colleagues is used to identify and develop ways to maintain and build on current competence
	3.3 Management development opportunities suitable to personal learning style/s are selected and used to develop competence
	3.4 Professional networks and associations are participated in to enhance personal knowledge, skills and relationships
	3.5 New skills are identified and developed to achieve and maintain a competitive edge

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4009A Manage personal work priorities and professional development.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4009 Manage personal work priorities and professional development

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when managing personal work priorities and professional development
- completing documentation related to managing personal work priorities and professional development
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- planning work activities, including predicting consequences and identifying improvements
- reading and interpreting instructions, procedures, information and signs relevant to managing personal work priorities and professional development
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- taking advantage of learning opportunities in the workplace, training programs and workshops
- working collaboratively with others when managing personal work priorities and professional development.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate learning methods to maintain current competence or to develop new competencies
- coaching and mentoring approaches to support team members to share and develop

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knowledge and skills
- competencies required to increase participation in organisational planning and development
- relevant regulatory and code requirements
- resource availability including the competencies of individuals in the team/group
- typical problems that can occur when managing personal work priorities, and professional development and related action that can be taken
- workplace business policies and plans including procedures for undertaking professional development
- workplace protocols and procedures for managing personal work priorities and professional development.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4010 Assess and confirm customer transport requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assess and confirm customer freight transport requirements within the transport and logistics industry.

It includes assessing the goods/stock to be transported, determining the transit requirements and completing all required documentation.

Work involves discretion and judgement for self and others in assessing and confirming customer freight transport requirements and leadership of others individually or in teams. It is performed under minimum supervision with general guidance on progress and outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Assess goods/stock to be transported	1.1 Customer service parameters are followed in accordance with workplace procedures
	1.2 In consultation with customer, key characteristics of goods/stock to be transported are determined
	1.3 Regulatory and/or specific requirements for load shipment are identified
	1.4 Specific load handling characteristics/requirements are identified
	1.5 Task requirements are matched to workplace capability and operational focus
2 Determine transit requirements	2.1 Applicable transportation modes are matched to customer geographic location, load packaging characteristics, quantity of goods to be transported and specific requirements for goods
	2.2 Required pick-up and destination point/s are identified and assessed for safe access and operation
	2.3 Specified transit times and routes are identified and agreed with customer
	2.4 Transportation mode/s are determined with customer about load characteristics, transit requirements and cost effectiveness
	2.5 Risk assessment of transport service is undertaken in accordance with workplace policy and procedures
3 Complete documentation	3.1 Decisions for proceeding with task are undertaken or referred in accordance with workplace procedures and scope of authority
	3.2 Parameters of service requirements for the workplace and customer are documented
	3.3 Quotations for services/specifications are itemised and documented and processed in accordance with workplace procedures
	3.4 Legislative, insurance or specific conditions for load transport are recorded and filed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4010A Assess and confirm customer transport requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4010 Assess and confirm customer transport requirements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when assessing and confirming customer transport requirements
- completing all workplace processes related to transporting goods/stock
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- negotiating with others when assessing and confirming customer transport requirements
- operating and adapting to differences in equipment in accordance with standard operating procedures
- planning work activities, including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- working collaboratively with others when assessing and confirming customer transport requirements
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- customer service and quotation/specification systems and resources
- relevant regulatory and code requirements including mass and load regulations
- relevant work health safety (WHS)/occupational health and safety (OHS) and environmental protection policies and procedures
- strategies to implement continuous improvement processes
- typical problems that can occur when assessing and confirming customer transport requirements, and related appropriate action that can be taken
- workplace protocols and procedures for assessing and confirming customer transport requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4021 Coordinate the erection and dismantling of temporary storage facilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate the erection and dismantling of temporary storage facilities in accordance with regulatory requirements and workplace procedures in the transport and logistics industry.

It includes planning the erection of temporary storage facilities, erecting temporary storage facilities as planned and dismantling temporary storage facilities after out loading.

Work is performed under some supervision, generally within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan erection of temporary storage	1.1 Plans, storage specifications, assembly details and erection sequence are obtained and examined for accuracy to meet

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facility	intended storage requirements
	1.2 Engineering drawings, computations and instructions are obtained from qualified persons as required
	1.3 Local and state/territory authority approvals for storage facility construction are obtained
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Labour and equipment requirements for storage facility construction are organised and scheduled in accordance with erection sequence
2 Erect temporary storage facility	2.1 Foundations and earthworks for temporary storage are prepared in accordance with workplace instructions and specifications
	2.2 Structural and storage components are assembled and placed in accordance with workplace instructions and specifications
	2.3 Protective sheeting (floor and wall) is placed and sealed/sewn in accordance with workplace specifications
	2.4 Material is placed into temporary storage facility in accordance with specifications and site procedures
	2.5 Grain protection measures are implemented in accordance with workplace requirements
	2.6 Labour and equipment are coordinated for timely and efficient completion of work
3 Dismantle temporary storage facility after out loading	3.1 Procedures for dismantling temporary storage facility, including sequencing of processes, are confirmed with qualified personnel
	3.2 Labour and equipment requirements for dismantling temporary storage facility are organised and scheduled
	3.3 Material is removed from storage in accordance with workplace procedures
	3.4 Protective sheeting (floor and wall) is dismantled and folded for future use or disposed of, in accordance with workplace procedures
	3.5 Structural components are disassembled, transported and

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stacked in accordance with workplace instructions

3.6 Labour and equipment are coordinated for timely and efficient completion of work

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4021A Coordinate the erection and dismantling of temporary storage facilities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4021 Coordinate the erection and dismantling of temporary storage facilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

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- emergency response procedures
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- grain protection measures
- how to identify characteristics of commodity types, varieties and grades
- problems that may occur and appropriate action that can be taken to resolve these problems
- procedures for environmental control and disposal activities
- range of construction methods used in erecting temporary storage facilities
- regulations relevant to erecting and dismantling temporary grain storage facilities
- site layout and obstacles
- storage and safe handling procedures
- workplace procedures and policies for coordinating the erection and dismantling of temporary grain storage facilities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4030 Control a furniture warehouse

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to control a furniture warehouse in accordance with relevant regulations and workplace requirements.

It includes determining site functions and operations, receiving and despatching furniture, maintaining inventory and warehouse security, monitoring storage operations, and completing required records and documentation.

Work is performed under limited supervision. It involves the application of discretion and judgement and knowledge of relevant regulatory requirements and workplace procedures to control a furniture warehouse.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Determine site functions and operations	1.1 Layout of furniture storage facilities, work flow and activities undertaken in each zone are identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Type of storage facilities, their purpose and associated risk factors are identified
	1.4 Inventory lists are accessed through record management system
	1.5 Storage separations and co-storage applications are identified
2 Receive and despatch furniture	2.1 Furniture for storage is received and transferred to allocated storage space in accordance with workplace procedures
	2.2 Furniture and effects are transferred from storage area to loading dock and are despatched in accordance with workplace procedures and customer requirements
	2.3 Records of received and despatched furniture and effects are completed in accordance with workplace procedures
3 Maintain inventory	3.1 Inventory is updated through data entry about furniture movements into, out of, and within storage areas
	3.2 Inventory data is confirmed to match furniture and effects for available storage and applicable storage requirements
	3.3 Audits and stocktakes of storage areas are used to verify inventory records
4 Maintain warehouse security	4.1 Security of warehouse and storage areas is maintained in accordance with workplace procedures in conjunction with security personnel and with the aid of appropriate security technology
	4.2 Appropriate action/s is taken in response to breaches of operational and security procedures or to an emergency/incident
	4.3 Operational actions and investigative outcomes are documented in accordance with workplace procedures
5 Monitor storage operations	5.1 Storage areas are supervised to ensure movement of personnel and furniture items is in accordance with workplace procedures
	5.2 Storage facilities are checked to ensure appropriate operational capacity

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	5.3 Integrity of furniture and effects is monitored to ensure appropriate condition is maintained
	5.4 Deterioration in condition of furniture and effects is recorded, investigated and reported for appropriate action
	5.5 Discrepancies/changes to storage requirements and/or inventory lists are noted and appropriate action is initiated in accordance with workplace procedures
6 Complete records	6.1 Records of warehouse operations are confirmed
	6.2 Records of warehouse operations are completed legibly and proofread
	6.3 Records of warehouse operations are processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4030A Control a furniture warehouse.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4030 Control a furniture warehouse

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- modifying activities dependant on workplace contexts, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- providing leadership and working collaboratively with others
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using relevant communications, computing and office equipment
- using inventory information to determine, plan and organise the control of a furniture warehouse
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian codes and regulations/permit/licence requirements relevant to workplace activities
- documentation requirements, including reports and records related to damaged furniture and effects, emergencies and security breaches
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- information on various categories or groups of furniture and effects including their key characteristics and hazards, and the special handling, stacking and storage requirements for each
- operational work systems, equipment, management and site operating systems
- problems that may occur and appropriate action that can be taken
- site layout
- types of storage areas and related equipment appropriate for different types of furniture and effects
- workplace procedures and policies relevant for controlling a furniture warehouse.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4032 Implement equal employment equity strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement equal employment opportunity (EEO) strategies in accordance with regulatory and workplace requirements, as part of work activities in the transport and logistics industry.

It includes identifying and communicating agreed EEO direction, responding to EEO enquiries, implementing EEO strategies, contributing to policy development, and evaluating and reporting on the implementation of EEO strategies in the workplace.

While work is performed individually the ability to work within a team environment may be required.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and communicate	1.1 EEO information and policy requirements are identified

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agreed employment direction	for the workplace
	1.2 EEO information is disseminated to ensure relevant requirements are considered in decisions made within the workplace
	1.3 Advice is provided to assist with consistent interpretation of EEO information
	1.4 Negotiations are undertaken with management to ensure equity principles are incorporated throughout the workplace
	1.5 Interpretation and advice are provided on legislative requirements, workplace objectives and constraints, and human resource management practices
2 Respond to equal employment opportunity enquiries	2.1 Arrangements are made to ensure EEO advice can be provided to personnel within necessary timeframes
	2.2 Enquiries are analysed to identify necessary information required to respond sufficiently
	2.3 Sources of information are identified and accessed to formulate response
	2.4 Responses are communicated clearly and appropriately and understanding of the response is checked
3 Implement strategies	3.1 Strategies are developed to implement policies and objectives
	3.2 Measures are identified that reflect the success of strategies developed and suitable data collected
4 Contribute to policy development	4.1 Consultation is regularly undertaken with stakeholders on policy development
	4.2 Advice is provided concerning the implications of EEO policy
5 Evaluate and report on policy implementation	5.1 Data used to measure EEO policy performance is collected and statistically analysed
	5.2 Annual and other reports are produced on EEO policy performance
	5.3 Results of EEO strategies and performance are conveyed in a timely and appropriate way to relevant individuals and groups

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4032A Implement equal employment equity strategies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4032 Implement equal employment equity strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating and working effectively with others when implementing equal employment opportunity (EEO) strategies
- completing relevant documentation
- counselling and negotiating with employees on EEO matters
- modifying activities depending on operational contingencies and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures
- reading, interpreting and following relevant instructions, procedures, policies, conditions of employment, industrial agreements and awards
- applying relevant legislation and workplace procedures
- selecting and using relevant computer, communication and office equipment and programs
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and reporting requirements for implementing EEO strategies
- elements of workplace operations relevant to implementing EEO strategies, including
  - training and social justice policies and procedures
  - workplace organisational structure
  - workplace human resource policies and practices
  - job description and specifications
  - referral processes
  - workplace standards and delegations
  - quality management
  - work area business plans
  - industrial awards and enterprise agreements
- operational work systems, equipment, management and site operating systems for implementing EEO strategies
- problems that may occur when implementing EEO strategies and appropriate action that can be taken to resolve these problems
- relevant EEO regulations
- workplace procedures and policies for implementing EEO strategies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

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TLIL4033 Promote effective workplace practice

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to promote effective workplace practice in accordance with regulatory and workplace requirements, as part of work activities undertaken in the transport and logistics industry.

It includes contributing positively to the work team environment, observing and promoting work safety procedures, maintaining and promoting the wellbeing of workplace team/s, and participating in competency development activities.

Work is performed individually but the ability to work within a team environment may be required.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Contribute positively to the work team environment	1.1 Workplace objectives are identified, interpreted and positively promoted to associated personnel and/or work team members
	1.2 Communication with associated personnel and/or work team members is effectively established
	1.3 Disputes are resolved through effective negotiation with relevant individuals or groups
	1.4 Quality assurance measures are maintained, systems improvement suggestions are encouraged, and proposals are submitted to relevant authorities
2 Observe and promote work safety procedures	2.1 Relevant statutory and workplace requirements for work health safety (WHS)/occupational health and safety (OHS) are communicated to all personnel and implemented at all worksites
	2.2 Accidents and injuries are reported and investigated in accordance with workplace policy
	2.3 Potential hazards and safety risks are identified, investigated and recommendations for preventative action are referred to appropriate authorities
	2.4 Training in WHS/OHS and First Aid are implemented
3 Maintain and promote team wellbeing	3.1 Prescribed medical and physical fitness criteria are promoted and maintained within the work environment
	3.2 Situations threatening safety arising from physical/psychological incompatibility with the work environment are identified and resolved
4 Participate in competency development	4.1 Competencies required by work team members are identified
	4.2 Suitable formal and informal competency development programs and approaches are identified
	4.3 Work team member skill gaps are determined and appropriate competency development programs and approaches are initiated to address these gaps
	4.4 Workplace trainer and assessor requirements are identified and team members are supported to take on these roles

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4033A Promote effective workplace practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4033 Promote effective workplace practice

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying principles of time management
- applying relevant legislation and workplace procedures
- communicating effectively with customers, associated personnel and all work team members when completing work activities
- completing relevant documentation
- coordinating the promotion of safe work practices, competency enhancement and work practice improvements throughout work groups
- counselling personnel on work related issues
- ensuring team members maintain the required level of physical fitness
- implementing contingency plans
- interpreting statistics related to workloads and quality assurance measures
- leading and coordinating the activities of multi-disciplinary work teams or specialist work groups
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and workplace publications
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- settling disputes through face-to-face and group-based negotiation
- working systematically with required attention to detail without injury to self or others, or

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damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- documentation and reporting workplace requirements
- elements of workplace operations relevant to effective work practice, including
  - workplace corporate plans, goals and objectives and industrial relations
  - communication and negotiation techniques and the benefits, advantages and disadvantages associated with them
  - group work practices and group dynamics; corporate customer service objectives
  - workplace procedures related to recording customer enquiries and actions
  - dispute settlement processes
  - workplace WHS/OHS and physical fitness requirements and related first-aid policies
  - competencies and skills required for workplace career path levels
- operational work systems, equipment, management and site operating systems
- problems that may occur during work activities and appropriate action that can be taken to resolve these problems
- relevant regulations and codes of practice
- relevant WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for promoting effective work practices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations

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- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4034 Arrange alternative passenger transport

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to arrange alternative passenger transport in accordance with workplace requirements.

It includes identifying and confirming transport requirements, arranging alternative transport, and monitoring and updating transport arrangements.

Work involves the application of regulatory requirements, codes of practice and workplace procedures when arranging alternative passenger transport, as part of workplace activities in the transport and logistics industries.

While work is performed individually, it will generally be undertaken within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify and confirm transport requirements	1.1 Need for alternative passenger transport is identified with minimal actual disruption to services
	1.2 Period for which alternative transport is required is determined from situation and services
	1.3 Timetables, passenger loadings and luggage quantities are determined from workplace information systems
	1.4 Requirements to cater for disabled passengers or others with specific needs are determined
	1.5 Hazards are identified, risks are assessed and control measures are implemented
2 Arrange alternative transport	2.1 Type and number of transport units required are determined to provide cost effective movement within workplace guidelines for minimal disruption
	2.2 Alternative transport is arranged within workplace policies and procedures to meet anticipated need
	2.3 Arrangements are made to provide assistance for passengers with specific needs
	2.4 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are identified and included in transport planning considerations
3 Monitor and update transport arrangements	3.1 Passengers are informed of alterations to services as quickly as possible
	3.2 Relevant details of incidents are collected and recorded in accordance with workplace policies and procedures for future reference, analysis and investigation purposes
	3.3 Irregularities outside own area of responsibility are referred to nominated person or section
	3.4 Alternative transport arrangements and related financial transactions are documented to meet operational requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4034A Arrange alternative passenger transport.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4034 Arrange alternative passenger transport

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in transport situations in accordance with operating procedures
- analysing contingency situations for their impact on services
- applying relevant legislation and workplace procedures
- arranging alternative transport
- communicating and negotiating effectively with others
- completing relevant documentation
- identifying and confirming transport requirements
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and updating transport arrangements
- reporting and/or rectifying identified problems promptly, in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- scheduling and monitoring work activities
- working collaboratively with others when arranging alternative passenger transport
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria, and include knowledge of:

- alternative transport options to meet anticipated operational needs
- communication and negotiation requirements when arranging alternative passenger transport
- contact arrangements for other transport organisations available to provide alternative transportation
- documentation and record requirements
- problems that may occur when arranging alternative passenger transport and appropriate action that can be taken to resolve these problems
- protocols for contacting other transport organisations
- relevant services affected by contingency situations to be considered in transport planning arrangements to minimise actual disruption to services
- relevant work health and safety (WHS)/occupational healt5h and safety (OHS) procedures and guidelines
- road transport service planning processes
- train timetables
- workplace procedures and policies for arranging alternative passenger transport.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate transport workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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TLIL4036 Develop rosters

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop rosters in accordance with regulatory and workplace requirements, as part of work activities in the transport and logistics industry.

It includes identifying operating requirements, tasks, responsibilities and work requirements along with establishing and finalising work rosters.

Work is under minimal supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify operating requirements	1.1 Transport timetables and running times for each line or service are identified and kept updated within roster operations

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	1.2 Transport running times are identified for each line or service to ensure all crewing requirements are planned
	1.3 Set working or work tasks to be performed are identified for each transport service
	1.4 Contingency plans covering operational problems are identified and impact on crewing needs analysed
2 Identify tasks, responsibilities and work requirements	2.1 Support activities required to facilitate transport arrival and activities are identified to ensure all crewing requirements are planned
	2.2 Support activity set workings or required work tasks are identified
3 Establish work rosters	3.1 Rosters are developed to cover all work requirements with regard to relevant industrial/workplace conditions, absenteeism levels and planned leave
	3.2 Rosters are arranged to allow sufficient flexibility to allow contingency plans to be implemented
	3.3 Rosters are circulated in accordance with workplace policies and procedures for review by affected personnel
	3.4 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are identified and addressed in rosters developed
	3.5 Relevant safeworking systems and requirements are identified and addressed in rosters developed
4 Finalise work rosters	4.1 Feedback from personnel associated with rosters is addressed and acceptable modifications are agreed
	4.2 Final rosters are documented and distributed to ensure work requirements are accurately communicated

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4036A Develop rosters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4036 Develop rosters

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- allocating suitably qualified personnel to tasks
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- interpreting conditions of employment, and industrial agreements and awards
- interpreting set workings and combined set workings
- interpreting transport timetables and service details
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- preparing roster documentation in accordance with workplace format
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- selecting and using relevant computer/communications/office equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and reporting requirements for developing rosters, including computer-based systems
- elements of operations relevant to developing rosters, including embarkation and disembarkation requirements; equipment capacities and limitations; passenger service needs; personnel capabilities; requirements for absentee coverage; safeworking systems and requirements; station, interchange and terminal operations; support services; and transport services offered by the organisation
- operational work systems, equipment, management and site operating systems for developing rosters
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations, safeworking systems and codes of practice relevant for developing rosters
- relevant WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for developing rosters.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4037 Apply and amend rosters

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply and amend rosters in accordance with regulatory and workplace requirements, as part of work activities in the transport and logistics industry.

It includes identifying changes to timetables, planned activities and support activities; confirming changes to planned activities and personnel availability; and re-allocating personnel and amending rosters.

Work is under minimal supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify changes to timetables, planned	1.1 Changes to transport timetables are identified and their effect on operation and support areas is assessed

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	activities and support activities	1.2	New work requirements or revised set workings are identified and communicated to appropriate personnel
		1.3	Difficulties relating to new work requirements are resolved with central roster operations and appropriate work areas
		1.4	Difficulties in achieving changes to work outcomes are resolved with those initiating change, in accordance with workplace policies and procedures
2	**Confirm changes to planned activities**	2.1	Changes to planned services are identified and confirmed, and impact on support activities is assessed
		2.2	Support activities required to achieve amended service are assessed and necessary resources are identified and allocated
		2.3	Revised work outcomes or set workings are conveyed to relevant support work area/s for implementation
3	**Confirm personnel availability**	3.1	Amended rosters and work requirements are confirmed and distributed to appropriate work areas
		3.2	Personnel on amended rosters required to achieve new work outcomes are notified of changes
		3.3	Difficulties associated with compliance with amended roster/s or work outcomes are resolved within work area to the satisfaction of all involved, in accordance with workplace policies and procedures
		3.4	Agreed work area changes to rostered work or amended work outcomes are communicated to central roster operations and appropriate personnel records area
4	**Re-allocate personnel and amend rosters**	4.1	Agreed changes to rosters are confirmed with appropriate personnel
		4.2	Appropriate arrangements are made to implement amended rosters
		4.3	Personnel are re-allocated to achieve agreed work outcomes or amended set workings
		4.4	Final amendments to rosters are made to achieve agreed work outcomes or set workings
		4.5	Appropriate documents are updated to reflect changes made and ensure their recognition

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4037A Apply and amend rosters.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4037 Apply and amend rosters

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in roster requirements in accordance with standard operating procedures
- allocating suitably qualified personnel to tasks
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when applying and amending rosters
- completing relevant documentation
- identifying and confirming changes to activities
- implementing contingency plans
- interpreting conditions of employment and industrial agreements and awards
- interpreting set workings and combined set workings
- interpreting transport timetables and service details
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and information and signs
- reporting and/or rectifying identified problems that may occur, in accordance with workplace procedures
- selecting and using relevant computer/communication/office equipment required when applying and amending rosters
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and reporting requirements for amending rosters, including computer-based systems
- embarkation and disembarkation requirements
- equipment capacities and limitations
- operational work systems, equipment, management and site operating systems for applying and amending rosters
- passenger service needs
- personnel capabilities
- problems that may occur when amending rosters and appropriate action that can be taken to resolve these problems
- relevant organisational operations
- relevant regulations, safeworking systems and requirements, and codes of practice
- relevant WHS/OHS and environmental protection procedures and guidelines
- requirements for absentee coverage
- support activities
- transport services offered by the organisation
- workplace procedures and policies for applying and amending rosters.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

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TLIL4038 Organise marshalling and shunting operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise marshalling and shunting operations in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes identifying marshalling and shunting requirements, identifying required rolling stock movements, and planning rolling stock movements in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when marshalling and shunting operations across a variety of operational workplace contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify marshalling and shunting requirements	1.1 Track and siding requirements are established, based on customer needs and safe work practices
	1.2 Dangerous goods or other special transportation requirements are established
	1.3 Destinations, arrival times and departure times are established that are consistent with timetable requirements
	1.4 Relevant safe working systems are identified
	1.5 Hazards are identified, risks are assessed and control measures are implemented
2 Identify required rolling stock movements	2.1 Rolling stock types required are determined from available documentation
	2.2 Rolling stock locations are identified, and track and siding availabilities are established to facilitate the marshalling and shunting operation
	2.3 Rolling stock priorities and sequences are sorted in accordance with workplace procedures
3 Plan rolling stock movements	3.1 Marshalling strategy is identified to achieve safe and efficient loading and unloading
	3.2 Resources required to carry out marshalling strategy are identified
	3.3 Appropriate motive power is determined to enable completion of shunting operations
	3.4 Track and siding access and options for wagon movements are identified from marshalling strategy
	3.5 Contingency strategy is identified or prepared
	3.6 Shunting and marshalling plan and train consist is documented, filed and distributed in accordance with operational requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4038A Organise marshalling and shunting operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4038 Organise marshalling and shunting operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in rolling stock and equipment in accordance with operating procedures
- applying relevant safeworking system and workplace procedures
- communicating effectively with others
- completing relevant documentation including:
  - shunting and marshalling plan
  - train consist
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying marshalling and shunting requirements
- identifying required rolling stock movements
- implementing contingency plans
- interpreting and follow operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- planning rolling stock movements
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- characteristics and features of wagons and other rolling stock
- draw gear capacities and related operating procedures
- loading and unloading facilities
- local track and signal layouts
- location of signals and points
- marshalling plan and instructions
- principles of operation of protective devices, air brakes, handbrakes and derailers
- procedures for:
  - coupling and uncoupling rolling stock
  - getting on and off rolling stock in an appropriate manner
  - loading and unloading rolling stock
  - managing hazardous situations
  - operating points and signals
- relevant Australian Dangerous Goods (ADG) Code and workplace procedures
- relevant documentation requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations and codes of practice
- safeworking systems and workplace procedure requirements
- timetables and destination information required when organising marshalling and shunting operations
- yard features and operation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and

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numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including safeworking systems, workplace procedures, regulations, ADG Code, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4050 Allocate rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to allocate rolling stock in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes identifying train consists and passenger and/or freight requirements, establishing available rolling stock, allocating rolling stock to trains, and monitoring and amending rolling stock allocation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed individually and skills are required to work within a team environment. It involves the application of regulatory requirements and operational principles and procedures when allocating rolling stock as part of work activities across a variety of operational workplace contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify train consists and passenger and/or freight requirements	1.1 Details of train consist and passenger numbers acquired from train planning are evaluated against available resources in accordance with workplace procedures
	1.2 Train running times and train details are identified to confirm timings in accordance with workplace procedures
	1.3 Initial estimate of required rolling stock by numbers and types for each rail service is made
2 Establish available rolling stock	2.1 Passenger numbers and class of travel to be catered for with a passenger train are identified to ensure suitable carriages are provided
	2.2 Types of freight train rolling stock required for the established freight loads and track dimensions are identified in accordance with workplace procedures
	2.3 Passenger or freight train rolling stock locations are established using available tracking systems and procedures
	2.4 Serviceability of the required rolling stock is confirmed using appropriate workplace procedures
	2.5 Support rolling stock for passenger trains is located and assigned for each rail service
	2.6 Rolling stock committed for rail service is recorded as being required for use prior to positioning for service/loading operations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4050A Allocate rolling stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4050 Allocate rolling stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- allocating rolling stock to trains
- applying relevant safeworking system and workplace procedures
- calculating load requirements in accordance with workplace procedures
- communicating effectively with others
- completing relevant documentation and entering data
- establishing available rolling stock
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying train consists and passenger and/or freight requirements
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- interpreting train movement graphs and diagrams
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and amending rolling stock allocation
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when allocating rolling stock
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- allocation and maintenance schedules of rolling stock
- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- documentation and record requirements
- equipment and materials used when allocating rolling stock, and procedures that should be followed in their use
- load calculation and allocation requirements
- problems that may occur when allocating rolling stock and appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and regulations including codes of practice
- rolling stock and specifications, capabilities and capacity
- support rolling stock for passenger trains such as dining cars
- workplace procedures and policies for allocating rolling stock.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4058 Plan a career in logistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake planning related to one's own career in various contexts in the transport and logistics industry.

It includes self-assessing skills and abilities, investigating possible career opportunities, developing and implementing a career plan and monitoring progress against the plan.

The unit generally applies to individuals who wish to develop their own career paths, at whatever level, within the industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct self-assessment	1.1 Life and work experiences, current and potential abilities are identified and ranked in order of importance

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	1.2 Personal values and preferences relating to future careers are explored
	1.3 Personal profile is prepared that identifies career related characteristics
2 Identify possible career opportunities	2.1 Careers are researched to identify those with potential for longevity, and their requirements are identified
	2.2 Information sources are identified and explored for indicators, trends and information on potential career opportunities
	2.3 Existing and emerging careers are assessed and their skill, knowledge and/or qualification requirements are identified
	2.4 Existing career pathways and experience required are identified
	2.5 Nature of the workforce, future trends and opportunities are analysed, and associated skill needs are identified
3 Develop and implement career plan	3.1 Preferred future career and associated skill requirements are identified and compared with current strengths
	3.2 Gap analysis is undertaken to identify skills common to both preferred future career and organisational requirements
	3.3 Career goals are established and career plan is developed that identifies immediate priorities as well as a longer-term strategy for gaining experience and developing skills
	3.4 Career development activities are initiated in accordance with career plan and organisational legislation, policy and procedures
4 Monitor progress	4.1 Acquisition of skills and experience is monitored and feedback is obtained on achievement of performance requirements
	4.2 Feedback is considered and integrated as necessary into career plan
	4.3 Organisational requirements are monitored and career plan is adjusted to take account of new information, environment/culture
	4.4 Preferred career requirements and progress towards career goals are monitored and adjusted as required

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4058A Plan a career in logistics.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4058 Plan a career in logistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing strengths, weaknesses, opportunities, threats (SWOT)
- applying relevant legislation and workplace procedures
- completing relevant documentation
- developing strategies for managing one's own career
- managing personal change and planning
- reflecting on own competencies and performance
- undertaking appropriate research and questioning related to career planning.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- career development options
- changing demographics and workforce skill needs and trends
- legislation, policies and procedures relating to career development including work health and safety (WHS)/occupational health and safety (OHS) and environment
- methods of self-assessment used to identify values, preferences, skills, knowledge
- organisational planning for human resources at a strategic level
- performance management principles and strategies
- strategic approach to career planning
- succession planning principles, approaches and strategies.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4059 Implement asset management systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement asset management systems in various contexts within the transport and logistics industry.

It includes determining management control processes; implementing existing practices, procedures and systems; and reviewing service levels.

The unit generally applies to those who lead individuals or teams and have responsibility for implementing and monitoring asset management systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Determine management control process	1.1 Roles and responsibilities of business units or departments are clarified to ensure effective management of assets in accordance with organisational policy and procedures
	1.2 Specific organisation reporting and monitoring standards are clarified as required and complied with
	1.3 Information systems that provide the information necessary for effective and efficient asset management for all levels within the organisation are maintained
	1.4 Regular audits are arranged, as required, to establish a continuous improvement cycle
2 Implement existing practices, procedures and systems	2.1 Assessments of current status of asset management activities within business units or departments are conducted regularly in accordance with asset management plan
	2.2 Work group/s are supported to adhere to milestones and targets
	2.3 Areas of difficulty are identified and strategies are followed to overcome identified difficulties
3 Review service levels	3.1 Current levels of service provided by asset stock are critically examined
	3.2 Areas of possible improvement in the effectiveness and efficiencies of owning and operating assets are identified in consultation with relevant personnel
	3.3 Appropriate benchmarking is undertaken to enable continuous improvement in asset management strategies and practices

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4059A Implement asset management systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4059 Implement asset management systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- consulting and liaising, as required, when working with a team
- implementing, monitoring and reviewing management systems
- interpreting and following operational instructions and prioritising work
- managing a team and encouraging team participation
- operating electronic communications equipment to required protocol
- using critical analysis to determine the best approach to asset management for the organisation
- using lateral thinking to solve problems as they arise or to generate ideas.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- benchmarking practices
- characteristics of different types of information systems used to provide and assist in asset management
- code of practice for working collaboratively with others particularly with those involved in inputting data into asset management systems
- detail of different approaches to asset management, including theoretical knowledge
- organisational and industry functions
- procedures for identifying equipment defects and assessing for appropriate action

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- procedures for operating electronic communications equipment
- quality management principles and procedures
- relevant sections of national and state/territory regulatory requirements and codes of practice
- requirements for completing relevant documentation including asset management reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4069 Plan and coordinate protection for multiple worksites within limits of a work on track authority

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and coordinate worksite protection for multiple worksites within the limits of a Work On Track Authority.

It includes identifying protection requirements for multiple worksites, establishing protection of multiple worksites and removing protection arrangement for multiple work groups.

The track protection requirements may involve long-term planning and consultation with a number of stakeholders.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety but does not include the implementation of worksite protection.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify protection requirements for multiple worksites	1.1 Nature and complexity of work to be performed within multiple worksites are identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Worksite safety plan is developed in accordance with rules and procedures
	1.4 Personnel and other resources required to undertake protection activities are identified in accordance with worksite protection plan
2 Establish protection of multiple worksites	2.1 Detailed information on protection arrangements is provided to appropriate personnel and issues raised are clarified and/or confirmed
	2.2 Worksite protection plan is maintained to ensure protection is implemented correctly
	2.3 Communication links with appropriate personnel are maintained
	2.4 Rail movements through multiple work areas are coordinated
	2.5 Establishment and removal of worksites is coordinated within Work on Track Authority limits
	2.6 Worksite protection is deployed and removed in accordance with rules and procedures
	2.7 Documentation is completed and maintained for worksite protection for the duration of the Work on Track Authority
3 Remove protection arrangements for multiple work groups	3.1 Notification of completed works and assurance that track is safe for passage of rail traffic is received from all protection officers in accordance with workplace procedures
	3.2 Protection arrangements are removed from each worksite in accordance with workplace procedures
	3.3 Actions are documented in accordance with workplace

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procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4069A Plan and coordinate protection for multiple worksites within limits of a work on track authority.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4069 Plan and coordinate protection for multiple worksites within limits of a work on track authority

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing nature and complexity of a work program
- analysing track work activities for complexity
- applying relevant safeworking system and workplace procedures
- communicating effectively with individuals and work groups
- completing Work On Track Authority documentation
- developing a worksite protection plan for multiple worksites within limits of a work on track authority
- explaining plan to relevant stakeholders and appropriate personnel
- explaining variations to plan that may need to be negotiated
- following rail infrastructure manager workplace policies, procedures, rules and protocols
- fulfilling worksite permits
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying unsafe situations and emergencies
- managing a worksite protection plan with multiple worksites within limits of a work on track authority
- using appropriate personal protective equipment in accordance with Rail Infrastructure Manager requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational communications protocols and systems

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- Rail Infrastructure Manager policies, procedures and protocols for identified unsafe situations or emergencies
- Rail Infrastructure Manager rules and procedures
- Rail Infrastructure Manager rules and procedures for multiple worksites within limits of a work on track authority
- rail terminology as defined by the relevant Rail Infrastructure Manager system
- relevant rail danger zones
- track possession documentation
- track work authority
- types of track protection and safeworking systems
- worksite protection plans.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

- Resources for assessment include:
  - a range of relevant exercises, case studies and/or simulations
  - relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
  - applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4070 Work effectively in the transport and logistics industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to work effectively in the transport and logistics industry in accordance with relevant organisational policy and procedures.

This unit includes identifying current industry practices and emerging issues that underpin the identification and performance of work in the industry.

Individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgment and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine transport mode requirements for freight	1.1 Transport modes and their features are investigated
	1.2 Infrastructure required to support transport modes is

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	determined
	1.3 Impact of current and emerging technologies relevant to transport modes is evaluated
	1.4 Regulatory requirements that may impact on transport services operations are identified
2 Determine operational environment of the business	2.1 Major forms and purposes of warehousing and distribution systems are identified
	2.2 Links and relationships between transportation systems, and distribution and warehousing systems are evaluated
	2.3 Regulatory requirements that may impact on warehouse operations are identified
	2.4 Factors that impact on growth areas for the sector are identified
	2.5 Future challenges and projections for the business are researched
3 Determine external services required by the business	3.1 Range of services offered by service providers connected to the business is confirmed
	3.2 Relevant regulatory requirements that may impact on service providers operations are identified
	3.3 Importance of service providers and their impact on the supplier, operation of the business and its customers is evaluated
4 Review role and responsibilities	4.1 Organisational structure and own role in the organisation are identified
	4.2 Area of responsibility is confirmed in accordance with own job role and operating procedures
	4.3 Own performance standards are determined in accordance with job role and operating procedures
	4.4 Work processes are adapted to meet unplanned occurrences in accordance with operating procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4070A Work effectively in the transport and logistics industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4070 Work effectively in the transport and logistics industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- completing relevant documentation
- developing competence in response to changes in activities, and legislative and organisational requirements
- identifying and anticipating operational problems, hazards and risks, and taking appropriate action
- identifying and correctly using relevant equipment
- interpreting and applying relevant regulations and instructions
- modifying activities dependent on workplace contingencies, situations and environments
- monitoring work activities in terms of planned schedule
- reading, interpreting and following relevant work requirements, policies and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current and emerging issues impacting on the transport and logistics industry, including infrastructure needs, technological changes and future challenges
- local and national trends in the transport and logistics industry, including emerging industry practices and needs
- organisational policies and procedures, including those relating to own area of responsibility and performance standards
- relevant sections of national and state/territory legislation, regulatory requirements, and codes of practice/or guidelines as they relate to the level and type of transport and logistics industry operations within own area of responsibility
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and guidelines.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4073 Apply asset management system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply asset management systems.

It includes identifying and classifying assets, recording assets and their condition, and maintaining an asset management system.

Work may be undertaken in various contexts within the transport and logistics industry. The unit generally applies to those who provide leadership of others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify designated area of responsibility	1.1 Designated area of responsibility is identified in accordance with organisational requirements

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	1.2 Contribution is made to maintaining asset register on the basis of current and ongoing needs, in accordance with organisational requirements
	1.3 Assets to be recorded in asset register are identified in accordance with organisational requirements
2 Record assets and their condition	2.1 Specified details of material assets are identified and recorded in accordance with asset management policies and procedures
	2.2 Condition of each asset is determined and corrective maintenance tasks are recorded in accordance with manufacturer specifications, relevant Australian standards and organisational requirements
	2.3 Useful/residual life of each asset is determined as required, in accordance with manufacturer specifications and organisational requirements
3 Maintain asset management system records	3.1 Records of asset management activities are updated in accordance with organisational requirements
	3.2 Periodic audits are conducted to ensure accuracy of asset register in accordance with organisational requirements
	3.3 Contribution is made to asset management system review to ensure it is supporting business needs, in accordance with organisational requirements
	3.4 Guidance is provided to support effective management and maintenance of asset register, in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIL4073A Apply asset management system.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4073 Apply asset management system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying organisational asset management processes and procedures
- applying relevant workplace procedures
- completing relevant documentation
- determining condition of a range of assets
- modifying activities depending on operational contingencies, risk situations and environments.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- different types of asset management systems used within an organisation
- different types of rail assets applicable to own area
- organisational asset management policy, processes and procedures that address all phases of the asset life cycle of rail infrastructure or rolling stock operations
- organisation record management policies and procedures
- relevant sections of state/territory regulatory requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- requirements for completing relevant documentation.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4074 Control and coordinate rail traffic movement

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to control rail traffic movement in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes monitoring the status of the current train area plan, implementing the daily working timetable, controlling rail traffic movement, implementing contingency plans for planned events and system faults and failures, and updating traffic movement documentation in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Monitor status of current train plan	1.1 Train movements and associated activities are analysed to establish current situation
	1.2 Proposed train movements and associated activities are identified to establish status of train plan, in accordance with organisational procedures and policies
	1.3 Train notices are checked for accuracy and adjustments are made as required
	1.4 Operational management system information is reviewed against observed status and inconsistencies are corrected
2 Implement daily working timetable	2.1 Train movements are prioritised and coordinated in accordance with organisational policies and procedures to ensure optimum and consistent running to schedules
	2.2 Relevant information is communicated to internal and external customers
	2.3 Planned and where applicable unplanned train movements and train notices are implemented in accordance with organisational policies and procedures
3 Control rail traffic movement	3.1 Train movements are coordinated with other relevant personnel in accordance with organisational policies and procedures
	3.2 Surveillance and alarm systems are monitored to identify emergency situations as required
	3.3 Signalling systems are operated and monitored to ensure safe movement of rail traffic
4 Communicate with rail safety workers, stakeholders and customers	4.1 Communication with relevant rail safety workers is undertaken to ensure they are informed of train movements, in accordance with organisational policies and procedures
	4.2 Alternative methods of communication are identified and used in the case of normal communications system malfunction

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	4.3 Communication with relevant stakeholders and customers is undertaken to ensure they are informed of train movements, in accordance with organisational policies and procedures
5 Implement contingency plans	5.1 Contingency plan to suit unplanned track works, disruption, system failure or fault is identified and implemented in accordance with organisational policies and procedures
	5.2 Resources to respond to the contingency are arranged in accordance with relevant organisational policies and procedures
	5.3 Required communications are established
	5.4 Train plan or schedule is reviewed and adjusted in accordance with organisational requirements
	5.5 Communication with internal and external customers is established and maintained as required
	5.6 Operational management systems are updated to reflect changes resulting from the contingency
6 Update rail traffic movement documentation	6.1 Rail traffic movement documentation is compiled and recorded in accordance with organisational policies and procedures
	6.2 Rail traffic movement documentation is handed over when relieved and/or at the completion of shift in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIL4074A Control and coordinate rail traffic movement.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4074 Control and coordinate rail traffic movement

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking systems and workplace procedures
- communicating effectively with others
- completing relevant documentation and entering data
- controlling rail traffic movement
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans for planned events and system faults and failures
- implementing the daily working timetable
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring the status of the current train area plan
- monitoring work activities in terms of planned schedule
- operating communications systems to required protocol
- reading, interpreting and following relevant instructions, procedures and information
- reporting and rectifying, within limits of own role, identified problems, faults and malfunctions, in accordance with organisational procedures
- updating traffic movement documentation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communications systems
- emergency management procedures
- local area knowledge to coordinate rail traffic movement

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- organisational procedures for controlling and coordinating train operations
- problems that may occur when controlling and coordinating rail traffic and related action that should be taken
- relevant documentation requirements
- relevant sections of applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- restrictions relating to loads and conditions
- safeworking systems and occupancy authorities
- signalling and control systems and operations
- surveillance and alarm systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4075 Implement and amend daily train plan

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to control daily train operations in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes implementing daily train movements, monitoring and making amendments to the daily train plan as required, and maintaining required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work involves the application of routine operational principles and procedures when planning and implementing daily train operations across a variety of operational workplace contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Implement daily train plan	1.1 Rail traffic movements are checked to ensure they are achievable in accordance with daily train plan and organisational procedures
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Resources are confirmed in accordance with daily train plan and workplace procedures as required
	1.4 Required train notices and instructions are prepared and issued in accordance with daily train plan and organisational procedures
2 Amend daily train plan	2.1 Status of daily train plan is determined based on proposed rail traffic movements and track possessions/works
	2.2 Daily train plan is amended as required, to accommodate other rail traffic movement priorities
	2.3 Contingency plans are developed in accordance with organisational procedures
	2.4 Information relating to rail traffic movement within the area of control is obtained and analysed
	2.5 Amendments to daily train plans received by facsimile, email and train notices are validated and applied in accordance with organisational procedures
	2.6 Resources to implement planned rail traffic movements and contingency plans are identified and resources are allocated in accordance with organisational requirements as required
	2.7 Documentation is amended, compiled and recorded in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4075A Implement and amend daily train plan.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4075 Implement and amend daily train plan

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking systems and workplace procedures
- communicating with others when developing and implementing daily train plans
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing daily train movements
- maintaining required documentation
- monitoring and making amendments to the daily train plan
- reading and interpreting relevant instructions, procedures, and information
- using appropriate numeric functions when amending daily train plan
- working collaboratively with others when implementing and amending daily train plans
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- familiarity with yards, depots and, where applicable, station workings
- organisational procedures for planning and controlling train operations
- restrictions relating to loads and conditions
- safeworking and signalling system requirements, where applicable
- system geography and limitations
- timetabling and train planning protocols
- train control diagrams and graphing.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4076 Coordinate resources

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to determine, acquire and allocate resources and deal with contingencies, in accordance with organisational requirements.

It includes establishing resource requirements, acquiring and allocating resources, dealing with contingencies, measuring effectiveness of resource coordination and document control.

This unit applies to individuals who require a broad knowledge of business resources to ensure adequate resources are available to perform the work of the organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Establish resource requirements	1.1 Resource requirements are determined in accordance with business and operational plans, and organisational requirements
	1.2 Opportunities are provided to individuals and work groups to contribute to identifying resource requirements
	1.3 Processes are followed that ensure resource expenditure is realistic and makes efficient use of available resources in accordance with organisational procedures
	1.4 Recommendations for resource requirements are presented to appropriate personnel in accordance with organisational procedures
2 Acquire and allocate resources	2.1 Resources are acquired in accordance with organisational requirements
	2.2 Resources are checked to ensure quality and quantity in accordance with organisational requirements
	2.3 Resources are allocated to enable achievement of work group objectives
	2.4 Individuals and teams are consulted about resource allocation in a participative manner using appropriate interpersonal skills
3 Deal with contingencies	3.1 Actions are taken to manage identified shortfalls and/or surpluses
	3.2 Appropriate actions to manage non-conforming resources are implemented in accordance with organisational procedures
	3.3 Activities are reviewed against timelines and adjusted where appropriate to ensure timely completion of activities
	3.4 Time extensions or reductions are implemented as required, in accordance with organisational procedures
4 Measure resource availability	4.1 Effectiveness of resource coordination activities is measured against actual delivery
	4.2 Records concerning resource coordination activities are maintained in accordance with organisational requirements
5 Maintain document control	5.1 Document procedures are confirmed

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5.2 Systems to support document control are monitored and reviewed as required

5.3 Staff are supported to maintain document control systems

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4076A Coordinate resources.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4076 Coordinate resources

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- acquiring and allocating resources
- communicating and consulting effectively with team members
- dealing with contingencies
- establishing resource requirements
- measuring effectiveness of resource coordination
- maintaining document control systems
- scheduling and tracking resource use and availability
- using appropriate strategies when requesting advice, receiving feedback and working with a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- functions of resources, equipment and services
- organisational policies, plans and procedures for resource coordination
- quality procedures for organisational resource and service requirements
- relevant workplace procedures
- relevant document control processes and systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4077 Develop out-of-course rail traffic plans and schedules

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop out-of-course rail traffic plans and schedules in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice.

It includes analysing service and/or business requirements, establishing rail traffic requirements, and communicating altered or additional rail traffic movement requirements.

Work is performed under some supervision, generally in a team environment.

This unit is intended for persons who are required to develop out-of-course rail traffic plans and schedules as part of work activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse service and business requirements	1.1 Customer is consulted and requirements outside normal operations are identified to establish additional or altered rail service requirements
	1.2 Additional or altered rail service provision is recorded in accordance with organisational procedures
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Additional resource requirements are identified
2 Establish rail traffic requirements	2.1 Rail traffic requirement is established to ensure efficient management of the network
	2.2 Rail traffic specifications are confirmed to ensure that they meet network operating requirements and restrictions
	2.3 Train section run times for rail traffic are established and plotted on appropriate train graphs and/or diagrams
3 Communicate altered or additional rail traffic movement	3.1 Documentation relating to additional or altered rail traffic movement is issued in accordance with organisational procedures
	3.2 Alterations and cancellations affecting rail traffic running times are communicated to appropriate customer, network manager and/or rail operator as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4077A Develop out-of-course rail traffic plans and schedules.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4077 Develop out-of-course rail traffic plans and schedules

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing service and/or operational requirements
- applying relevant safeworking systems and workplace procedures
- communicating altered or additional rail traffic movement requirements
- communicating and negotiating effectively with customers and others
- completing relevant documentation and entering data
- developing an out-of-course rail traffic plans and schedule
- establishing rail traffic requirements
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- interpreting train control graphs and diagrams
- reading and interpreting relevant instructions, procedures and information
- rectifying issues or problems that may occur promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines for developing out-of-course rail traffic plans and schedules
- details of approved rail traffic on the network
- issues or problems that can occur when developing rail traffic plans and schedules and how they may be addressed

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- rail traffic services provided by the organisation
- relevant documentation requirements and procedures
- relevant network interface agreements
- safeworking systems requirements
- timetable principles
- workplace procedures for developing rail traffic plans and schedules.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4078 Coordinate fleet control logistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate fleet control logistics in the transport and logistics industry.

It includes carrying out fleet control functions, preparing for contingencies, communicating with customers and drivers, coordinating scheduling of operational tasks and completing documentation.

Work involves discretion and judgement for self and others in coordinating fleet control logistics. It is performed under minimum supervision with general guidance on progress and outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Carry out fleet control functions	1.1 Equipment and drivers are allocated in accordance with workplace procedures and in consideration of pick-up and delivery requirements
	1.2 Movement of documentation is tracked in accordance with workplace procedures
	1.3 Opportunities for improvement of fleet control logistics are identified and appropriate action is taken to recommend or implement identified initiatives
2 Prepare for contingencies	2.1 Contingency plans are implemented in accordance with workplace procedures and scope of authority
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Routine problems are identified, clarified and appropriately resolved in accordance with workplace procedures
3 Communicate with customers and drivers	3.1 Customer and driver enquiries are answered appropriately in accordance with workplace procedures
	3.2 Communication systems are accessed and used to communicate with drivers and customers in completing fleet management tasks
4 Coordinate scheduling of operational tasks	4.1 Computerised scheduling system is accessed and used for processing the delivery of freight in accordance with workplace procedures
	4.2 Critical transport factors are taken into account when planning and implementing delivery schedules in accordance with relevant regulations, workplace policy and procedures, and operational plans
5 Complete documentation	5.1 Fleet management information is recorded either in hard copy or on computer in accordance with workplace requirements
	5.2 Completed documentation is despatched, processed and/or filed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4078A Coordinate fleet control logistics.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4078 Coordinate fleet control logistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures (SOPs)
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- applying relevant statutory requirements, codes of practice and local government by-laws
- communicating and negotiating effectively with others
- ensuring the application of fatigue management knowledge and techniques by drivers
- interpreting and responding to customer requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning work activities, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- computerised fleet management and scheduling system/s and guidelines for their use
- factors affecting scheduling in the road transport industry
- operational marketing systems and resources
- operational transport logistic systems, resources, management and workplace operating systems
- problems that may occur and appropriate action that can be taken to minimise or respond to them
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection policies and procedures
- relevant regulatory and code requirements
- workplace protocols and procedures for coordinating fleet control logistics.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIL4079 Manage the recovery process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to participate in an emergency response in a dangerous goods incident.

It includes preparing to respond to recovering a casualty vehicle, conducting a job safety analysis (JSA) and/or preparing a safe work method statement (SWMS) and managing the recovery process in accordance with relevant regulations, transport emergency response plan (TERP) and workplace procedures concerning recovery process action.

This unit applies to those working in the heavy recovery industry. It does not include salvage operations.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and respond to incident	1.1 Equipment is checked, serviced and confirmed as being operationally ready for use
	1.2 Incident and task information is obtained and assessed for the type of recovery
	1.3 Personal protective equipment (PPE) is selected relevant to the nature of the recovery operation
	1.4 Any further details of the nature of the incident are received en route
	1.5 TERP is identified
	1.6 Briefings are participated in and assessed to ensure issues and objectives are identified
2 Conduct job safety analysis and/or prepare a safe work method statement	2.1 Operation and task information is obtained through command structure at incident site
	2.2 Scene reconnaissance is promptly conducted and results are reported
	2.3 Hazards and environmental conditions are assessed and minimised or controlled
	2.4 Communication with others is maintained using appropriate techniques and terminology
	2.5 Health, safety, TERP and security procedures are followed in accordance with organisational policy and relevant legislation
	2.6 Personal capabilities and limitations are recognised and referred to supervisor
	2.7 Need for additional personnel and/or specialist equipment is reported to supervisor
3 Develop a recovery plan	3.1 Extent of operational area and objectives are identified
	3.2 Recovery strategies are identified and assessed as appropriate to type and scale of incident
	3.3 Risk assessment of identified hazards is undertaken and precautions to be observed are proposed

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	3.4	Electrical and other utilities are assessed to ensure they are rendered safe and identified hazards are mitigated
	3.5	Building risks are assessed to ensure they are identified, communicated to relevant personnel and mitigated where possible
	3.6	Environmental risks are identified and mitigated where possible
	3.7	Impact of recovery operations on work and safety of others is identified
	3.8	Controls are selected to achieve objectives with minimum damage to people and the environment
4 Recover casualty vehicle	4.1	Amount of working area required to work safely and complete recovery operation is determined
	4.2	Boundaries of working area are established and secured
	4.3	Access to casualty vehicle is gained using appropriate techniques and equipment in accordance with organisational procedures
	4.4	Recovery techniques are used to exercise control over lift and descent of casualty vehicle to minimise further damage
	4.5	Incident scene is constantly monitored for potential or developing risks to prevent injury to self and others, and risk analysis is revised accordingly
	4.6	Contact is maintained at all times with other incident workers to keep them briefed on recovery process and incident controller is alerted to any issues
	4.7	Implementation of recovery plan is monitored for effectiveness and adequacy
	4.8	Casualty vehicle is removed and extricated safely using recovery techniques and procedures
5 Conclude recovery operations	5.1	Recovery vehicle and equipment are recovered, cleaned and serviced in accordance with organisational procedures and manufacturer guidelines prior to standing down from operation
	5.2	Operational documentation is completed in accordance with organisational procedures

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5.3 Operational debrief is conducted and appropriate contributions are made

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4079A Manage the recovery process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4079 Manage the recovery process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate identified hazards
- conducting a job safety analysis (JSA) and/or preparing a safe work method statement (SWMS)
- identifying recovery task equipment requirements
- identifying persons of authority and methods of communication
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- operating and adapting to differences in equipment in accordance with operating procedures
- performing a risk assessment of a hazard as it applies to a recovery task
- positioning vehicle correctly at a recovery incident
- recognising and accessing appropriate manufacturer handbooks
- recognising and understanding appropriate licences and permits
- securing site and work zones
- selecting and using required personal protective equipment (PPE), conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing heavy recovery vehicle equipment in terms of maintenance schedule and standard operating procedures
- using communications equipment in the recovery industry
- working collaboratively with others when operating heavy recovery vehicle
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capacities and weight load limit (WLL) of recovery equipment
- environmental issues as they apply to the recovery process
- failsafe systems on a heavy recovery vehicle
- guidelines for incidents and hazards
- JSA and/or SWMS
- manufacturer operational manuals
- methods of resistance and winch pull
- methods relating to basic recovery calculations
- principle of levers and mechanical advantage
- procedures for using communications systems effectively
- relevant state/territory roads and traffic authority road rules, regulations, permit and licence requirements
- relevant WHS/OHS legislation, codes of practice and guidelines
- resistance and line pull and effects on recovery operations
- transport emergency response plan (TERP)
- working load limits of chains, cables, slings and snatch blocks
- workplace documentation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current Australian Dangerous Goods (ADG) Code, TERP, codes of practice and operation manuals

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- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4081 Ensure competency of rail safety workers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to ensure the competency of rail safety workers.

It includes identifying, implementing and monitoring requirements for managing the competency of rail safety workers.

Work must be carried out in compliance with rail industry standards, rules, regulations and organisational procedures.

The unit generally applies to those with responsibility for resource coordination and allocation, and for leading others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Confirm re/certification requirements for rail safety workers	1.1 Rail safety worker activities/tasks being undertaken within an organisation are identified
	1.2 Task analysis is conducted in accordance with organisational policies and procedures
	1.3 Safety task analysis is conducted to identify the skills and knowledge required to carry out rail safety work
	1.4 Existing competency standards are identified and validated against rail safety work to be carried out
	1.5 Where no competency standards currently exist, methods by which they can be developed or alternative methods for determining competency are identified
2 Implement, manage and monitor rail safety worker systems	2.1 Competency training and assessment plans are identified, developed and/or implemented for all activities being carried out by rail safety workers
	2.2 Appropriate training and assessment providers are identified and delivery plans are developed to meet organisational and regulatory requirements
	2.3 Rail safety worker register is developed and maintained in accordance with regulatory requirements
	2.4 Training and assessment records are captured and maintained in accordance with regulatory and organisational requirements
	2.5 Individual rail safety worker identification system is developed and/or implemented in accordance with regulatory and organisational requirements
	2.6 Rail safety worker information system is monitored and amended as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4081A Ensure competency of rail safety workers.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4081 Ensure competency of rail safety workers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to changes in relevant legislation and regulations
- applying relevant legislation and workplace procedures
- communicating effectively with others
- developing a system to manage rail safety worker competency
- facilitating systems that assist employees to identify their own rail safety worker competency learning and assessment needs
- identifying rail safety workers within a rail organisation
- monitoring activities and taking appropriate action to manage implementing organisation's rail safety worker competency system
- organising, monitoring and reviewing organisation's rail safety worker competency system
- reading and interpreting relevant documentation
- recognising breaches to rail safety worker competency requirements and taking appropriate action, in accordance with organisation's rail safety worker competency system
- reviewing a rail safety worker competency system
- working collaboratively with employees and management.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable training and assessment regulatory requirements
- Australian Qualifications Framework
- components of a rail safety worker competency system
- procedures and tools for monitoring and reviewing organisation's rail safety worker competency system and related policy and procedures, and for reporting outcomes
- processes and resources for assessing employee competence
- relevant legislation, regulations, permit and licence requirements related to rail safety worker competency
- relevant sections of the *Standards for Registered Training Organisations*
- responsibilities of rail transport operators and employees for implementing rail safety worker competency regulations and policies, including requirements of suppliers and sub-contractors in organisation's services and products supply chain
- sources of information on rail safety worker competence
- task analysis methodologies for rail safety worker competence.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4082 Coordinate rail interface agreements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate rail interface agreements in accordance with legislative, regulatory and organisational requirements.

It includes identifying requirements and establishing, monitoring and conducting audits of rail interface agreements.

This unit refers to coordinating rail interface agreements between rail/rail (operations of one rail operator or Rail Infrastructure Manager in relation to the operations of another) and rail/road (roads crossing rail tracks or rail crossing roads).

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Confirm regulatory and organisational requirements and responsibilities	1.1 Regulatory and organisational requirements for establishing rail interface agreements and their ongoing monitoring are identified and accessed
	1.2 Types of interfaces for which agreements are to be established and/or monitored are identified and confirmed as requiring an interface agreement, in accordance with regulatory and organisational requirements
	1.3 Organisational responsibilities for establishing rail interface agreements and their ongoing monitoring are identified
	1.4 Parties to be included in each rail interface agreement are identified and confirmed
	1.5 Communications are established with identified parties and regulators, and respective roles and responsibilities are established and agreed
2 Establish and monitor rail interface agreements	2.1 Documentation to be implemented as part of the rail interface agreement is identified and accessed
	2.2 Risk assessments are carried out to identify potential risks arising from the rail interface
	2.3 Measures to manage identified risks and timeframes for implementation are established in accordance with regulatory requirements, and organisational policies and procedures
	2.4 Approval of rail interface agreement is sought from all parties involved, in accordance with regulatory requirements, and organisational policies and procedures
	2.5 Rail interface agreement is implemented and monitored in accordance with regulatory requirements, and organisational policies and procedures
	2.6 Register of all rail interface agreements is established and maintained in accordance with regulatory requirements, and organisational policies and procedures
	2.7 Relevant parties requiring access to rail interface agreements register are identified and access is provided in accordance with regulatory requirements, and organisational policies and procedures

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3 Conduct rail interface agreement audits	3.1 Periodic rail interface agreement audits are conducted in accordance with regulatory requirements and organisational policies
	3.2 Identified non-compliance and/or variations to rail interface agreement are identified and communicated to appropriate parties for resolution
	3.3 Audit reports are compiled and transmitted to appropriate parties

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4082A Coordinate rail interface agreements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4082 Coordinate rail interface agreements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- conducting audits of an organisation's rail interface agreements
- developing rail interface agreement documentation
- identifying an organisation's rail interface agreement requirements
- negotiating effectively
- reading and interpreting rail interface agreement legislation documentation
- reviewing a rail interface agreement
- working collaboratively with employees and management.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- components of a rail interface system
- procedures for auditing an organisation's rail interface agreements and reporting audit outcomes
- relevant legislation and regulations relating to rail interfaces
- responsibilities of an organisation and employees for implementing rail interface agreements.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4083 Assist with train operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assist with train operations as a driver assistant or second-person, in accordance with organisational procedures, safeworking system and codes of practice.

It includes assisting with train preparations and train operation when loading/unloading, taking charge of or handing over, and/or stabling a train.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to demonstrate

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essential outcomes.	achievement of the element.
1 Assist with preparing for train operation and train handover	1.1 Documentation/information is obtained and interpreted to confirm consist information and constraints or characteristics of load, in accordance with organisational policies and procedures
	1.2 Visual inspection of equipment is carried out and identified faults or defects are appropriately reported in accordance with manufacturer specifications, and organisational policies and procedures
	1.3 Hazards are identified, risks are assessed and risk control measures are implemented
	1.4 Assistance is provided with pre-operational checking and testing of equipment, in accordance with organisational policies and procedures
2 Assist with train operation in transit	2.1 Motive power unit is monitored in conjunction with driver, in accordance with organisational policies and procedures
	2.2 Guidance is provided to driver while stopping and starting to ensure safety of personnel and equipment
	2.3 Train running is monitored and recorded to assist with on-time running in accordance with organisational policies and procedures
	2.4 Performance of equipment and rolling stock is monitored to identify faults or defects and appropriate action is taken in accordance with organisational policies and procedures
	2.5 Security of load is monitored and identified abnormalities are dealt with in accordance with organisational policies and procedures
	2.6 Signals and track/road are monitored and confirmed in accordance with organisational policies and procedures
3 Assist with handing over or stabling train	3.1 Appropriate assistance is provided when stabling train in accordance with safeworking system requirements, operational instructions and organisational policies and procedures
	3.2 Safety devices are activated or put in position in accordance with organisational policies and procedures
	3.3 During handing over or stabling train, documentation relevant to train and activities undertaken in transit is updated and provided to relief crew or is completed and forwarded to appropriate personnel in accordance with organisational policies and

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procedures

3.4 Relevant housekeeping activities are completed prior to handover/stabling in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4083A Assist with train operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4083 Assist with train operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assisting with train preparations and train operations when:
  - loading and/or unloading
  - taking charge of or handing over and/or stabling a train
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures and information
- selecting and using relevant equipment and materials
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- appropriate motive power unit and rolling stock systems

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- emergency procedures and emergency response plan
- how to compile and confirm required documentation
- problems that can occur when assisting with train operations and action that should be taken
- procedures for fixed and hand signalling, and communications protocols
- relevant environmental protection legislation, regulations, codes of practice, policies and procedures
- safeworking systems and requirements
- stabling workplace procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4084 Control daily tram/light rail operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor and control daily tram/light rail operations in accordance with organisational procedures, regulatory requirements and codes of practice.

It includes monitoring tram/light rail operations, dealing with disruptions or delays and completing documentation.

Work involves the application of routine operational principles and procedures when monitoring and controlling daily tram/light rail operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Monitor tram/light rail operations	1.1 Matters for attention book, daily notices and any other documentation are checked for possible impact on daily tram/light rail operations
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Current status of tram/light rail operations and tactical situations are identified in accordance with organisational procedures
	1.4 Any problems or delays are identified and current situation is noted in accordance with organisational procedures
	1.5 Communication with appropriate personnel is established and/or maintained in accordance with organisational procedures
2 Deal with disruptions and delays to tram/light rail services	2.1 Disruptions, delays or potential delays are identified through notices or information from appropriate personnel or authorities
	2.2 Contingency plans are developed and implemented in accordance with organisational procedures
	2.3 Tram/light rail service is adjusted to meet operational and customer service requirements
	2.4 Availability of resources to implement contingency plan is confirmed with appropriate personnel and resources are allocated in accordance with organisational requirements
	2.5 Where non-routine delays occur, advice is disseminated in accordance with organisational requirements
3 Complete documentation	3.1 Out of course delays and disruptions are documented in accordance with organisational procedures
	3.2 Completed documentation is filed and stored in accordance with organisational requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4084A Control daily tram/light rail operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4084 Control daily tram/light rail operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking systems and workplace procedures
- communicating effectively with others when monitoring and controlling tram/light rail operations
- controlling daily tram/light rail operations
- dealing with disruptions or delays to tram/light rail operations
- following documentation procedures in accordance with organisational standards
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- identifying relevant organisational documentation
- monitoring tram/light rail operations
- producing clear and concise documentation
- reading and interpreting relevant instructions, procedures, and information
- working collaboratively with others when monitoring and controlling tram/light rail operations
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communication protocols for relevant personnel and authorities
- location of tram/light rail and heavy rail interfaces
- organisational procedures for monitoring and controlling tram/light rail operations
- problems and delays that may occur with daily tram/light rail operations
- regulatory requirements

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- safeworking systems and relevant workplace procedures for controlling daily tram/light rail operations
- system geography and limitations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate tram/light rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL4085 Coordinate tram/light rail traffic movement

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate tram/light rail traffic movement in accordance with organisational procedures, regulatory requirements and codes of practice.

It includes monitoring the status of and implementing the daily timetable; controlling tram/light rail traffic movements; implementing contingency plans for system faults, failures and planned events; and updating traffic movement documentation in accordance with organisational requirements.

This unit involves the application of operational principles, regulations, protocols and procedures when controlling tram/light rail traffic movement as part of workplace activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Monitor status of daily timetable	1.1 Tram/light rail movements and associated activities are analysed to establish current situation
	1.2 Out of course tram/light rail movements, special events, planned reconstruction work and associated activities are identified to establish their effect on the status of the daily timetable
	1.3 Notices are checked and adjustments are made as required
2 Implement daily timetable	2.1 Tram/light rail movements are coordinated to ensure optimum and consistent running to schedules in accordance with organisational policies and procedures
	2.2 Relevant information is communicated to internal and external customers
	2.3 Planned and unplanned tram/light rail movements are implemented in accordance with organisational policies and procedures
3 Control tram and light rail traffic movement	3.1 Tram/light rail movements are coordinated in consultation with other relevant personnel in accordance with organisational policies and procedures
	3.2 Operational tactical situations are monitored to ensure adherence of tram/light rail traffic to daily timetable
	3.3 Alarm systems are monitored and responded to as required in accordance with organisational policies and procedures
4 Communicate with track/emergency/ rail safety workers	4.1 Communication with relevant track/emergency/rail safety workers is undertaken to ensure they are informed of tram/light rail movements, in accordance with organisational policies and procedures
	4.2 Alternative communications methods are identified and used when regular communications system malfunctions
5 Implement contingency plans	5.1 Contingency plan to suit unplanned track works, disruptions, system failure or fault is identified and actioned in accordance with organisational policies and procedures
	5.2 Resources to respond to the contingency are arranged in accordance with relevant organisational policies and

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procedures

5.3 Required communications are established

5.4 Tram/light rail service is adjusted in accordance with organisational requirements

5.5 Communications with internal and external customers are established and maintained as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4085A Coordinate tram/light rail traffic movement

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL4085 Coordinate tram/light rail traffic movement

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking systems and workplace procedures
- arranging resources to deal with a contingency
- communicating effectively with others
- controlling tram/light rail traffic movements
- identifying alternative communications systems for unplanned events
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans for system faults, failures and planned events
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring the status of and implementing the daily timetable
- operating communications systems to required protocol
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- updating relevant traffic movement documentation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- alarm systems and their application
- available communications systems
- organisational procedures for controlling and coordinating tram/light rail operations
- problems that may occur when controlling rail traffic and related action that should be

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taken
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- relevant sections of applicable state/territory legislated rail safety requirements, codes of practice and/or guidelines
- relevant stakeholders/customers
- relevant safeworking system and workplace procedures for coordinating tram/light rail traffic movements
- tram/light rail network.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in an appropriate range of situations in the tram/light rail workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5019 Implement and monitor transport logistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor transport logistics in accordance with relevant regulatory requirements, standards and codes of practice, including the Australian Dangerous Goods (ADG) Code and workplace procedures.

It includes mobilising resources, coordinating multi-modal transport activities, monitoring consignment/s and implementing a contingency management strategy.

Work is under general guidance on progress and outcomes of work. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Mobilise resources**	1.1	Optimal resource level is acquired to meet operational schedule requirements
		1.2	Relevant regulatory and insurance requirements are determined and implemented
		1.3	Allocated resources are assessed and monitored to ensure operational effectiveness and efficiency
		1.4	Changes to resource allocation are undertaken where deficiencies or over-supply are apparent, in accordance with enterprise procedures
2	**Coordinate multi-modal transport activities**	2.1	Facilities, personnel and equipment are made ready to accommodate interchange functions
		2.2	Security arrangements are invoked as required
		2.3	Loading and unloading operations are conducted in accordance with operational schedule and applicable statutory requirements, codes of practice and enterprise procedures
		2.4	Relevant documentation is completed/updated in accordance with operational schedule and reporting requirements
3	**Monitor consignment tracking**	3.1	Consignment tracking systems are monitored against workplace quality standards
		3.2	Variations from workplace quality standards are identified and appropriate action is initiated to rectify identified problems or to institute required improvements
4	**Implement contingency management strategy**	4.1	Operational schedule is continually reviewed in taking into account information updates, reports and feedback
		4.2	Nature, extent and impact of issues or incidents are identified and assessed against contingency management strategy
		4.3	Relevant information is processed to establish priorities and responses for dealing with issues or incidents
		4.4	Operations are redirected and controlled to meet changes in transport environment and tasks, in accordance with enterprise procedures
		4.5	Liaison is initiated and maintained with organisations/individuals affected by changed operational schedules

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4.6 Actions undertaken are clearly documented and filed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5019A Implement and monitor transport logistics.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5019 Implement and monitor transport logistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when implementing and monitoring transport logistics
- completing documentation related to implementing and monitoring transport logistics
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communication equipment to required protocol
- prioritising work and coordinating self and others in relation to transport logistics activities
- providing leadership and working collaboratively with others
- reading and interpreting transport schedules, regulatory requirements, customer instructions, workplace procedures and manuals relevant to implementing and monitoring transport logistics
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate application of technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of current competencies within functional activity
- application of relevant Australian standards and associated certification requirements
- business policies, procedures and plans including procedures for outsourcing components of operations and engaging additional resources
- code, regulatory, permit and licence requirements relevant to transport logistics
- operational transport logistics systems, resources, management and workplace operating systems
- problems that may occur when implementing and monitoring transport logistics and action that can be taken to resolve or report these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and regulations
- relevant regulations, codes of practice and legislative requirements including local and international regulations relevant to transport logistics
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- risks and hazards related to implementing and monitoring transport logistics and ways of controlling the risks involved
- transport and equipment applications, capacities, configurations, safety hazards and control mechanisms
- workplace policies and procedures, including those covering issue resolution and grievance
- workplace procedures for implementing and monitoring transport logistics.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5020 Develop and maintain operational procedures for transport and logistics enterprises

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and maintain operational procedures for transport and logistics enterprises in accordance with relevant regulations, standards and codes of practice, including the Australian Dangerous Goods (ADG) Code and workplace procedures.

It includes planning and developing operational procedures, and monitoring and evaluating the implementation of these operational procedure/s.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals and teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and develop operational procedures	1.1 Processes requiring development/modification of operational procedures are identified and confirmed with relevant personnel and business units
	1.2 Scope, focus and extent of the operational procedure/s are discussed and validated with affected personnel
	1.3 Current procedures are evaluated to ensure development is not unnecessarily duplicating previous work
	1.4 Factors likely to impact on the development process are identified and techniques are adopted for their incorporation into the procedure/s
	1.5 Proposed operational procedures are researched using a range of sources and provision is made to include user input
	1.6 Operational procedures are developed, documented and verified with relevant internal/external personnel and/or organisations, in accordance with workplace procedures
	1.7 New operational procedures are trialled with a target group as required
	1.8 Performance indicators are developed to measure the effectiveness of the operational procedure/s
2 Monitor the implementation of the operational procedure/s	2.1 Introduction of the operational procedure/s for selected units/job functions is planned with affected personnel to ensure understanding and the need for compliance
	2.2 Effective induction and supervision is provided to support personnel in implementing the new procedure/s
	2.3 Personnel performance is monitored to ensure adherence to the operational procedure/s and to assess the requirement to modify the process
	2.4 Solicited feedback is actively sought from personnel implementing the operational procedure/s
3 Evaluate the	3.1 Effectiveness of the operational procedure/s is assessed

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implementation of operational procedures	against developed performance indicators 3.2 Operational procedure/s are modified/deleted as required, in accordance with evaluation mechanism and enterprise requirements 3.3 Relevant personnel are kept informed of the evaluation process and advised of subsequent changes to operational procedure/s 3.4 Records, reports and recommendations for improvement are managed within the workplace information systems and processes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5020A Develop and maintain operational procedures for transport and logistics enterprises.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5020 Develop and maintain operational procedures for transport and logistics enterprises

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when developing and maintaining operational procedures for transport and logistics enterprises
- completing documentation related to developing and maintaining operational procedures for transport and logistics enterprises
- implementing contingency plans
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating electronic communication equipment to required protocol
- planning and organising activities
- prioritising work and coordinating self and others in relation to transport and logistics operations
- providing leadership and working collaboratively with others when developing and maintaining operational procedures for transport and logistics enterprises
- reading and interpreting transport and logistics schedules, inventories, regulatory requirements, customer instructions, workplace procedures and manuals relevant to developing and maintaining operational procedures for transport and logistics enterprises
- selecting and applying appropriate application of technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of current competencies within functional activity
- application of relevant Australian standards and associated certification requirements
- business policies, procedures and plans including procedures for outsourcing components of operations and engaging additional resources
- focus of operation of transport and logistics systems, resources, management and workplace operating systems
- licence and permit requirements relevant to transport and logistics operations
- problems that may occur when developing and maintaining operational procedures for transport and logistics enterprises and action that can be taken to resolve or report these problems
- regulations, codes of practice and legislative requirements including local and international regulations relevant to transport and logistics operations and the Australian Dangerous Goods (ADG) Code where applicable
- resource availability including the competencies of individuals in the team/group
- risks and hazards related to developing and maintaining operational procedures and ways of controlling the risks involved
- transport and equipment applications, capacities, configurations, safety hazards and control mechanisms
- workplace policies and procedures, including those covering issue resolution and grievance
- workplace procedures for developing and maintaining operational procedures for transport and logistics enterprises.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

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- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5026 Manage export logistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage export logistics in accordance with relevant regulatory requirements, workplace procedures, standards and codes of practice, including Australian and International Dangerous Goods Codes.

It includes planning efficient export logistics operations, developing appropriate contingency management strategies, producing operation schedules as well as monitoring and coordinating systems for export logistics.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Plan efficient export logistics**	1.1 Australian and international codes and regulations, and workplace policies for export logistics are identified
		1.2 Consignment loads are evaluated in terms of critical parameters and customer instructions
		1.3 Capacity and capability of different local and overseas transport modes available to the organisation are assessed against proposed logistics tasks
		1.4 Preliminary schedules are matched against operational capacity and capability of available transport systems, equipment and staff
		1.5 Export logistics are planned for efficient and effective delivery and load handling in accordance with relevant regulatory and workplace procedures, taking into account key requirements
		1.6 Strategies to address identified deficiencies in operational capability and availability are undertaken in accordance with workplace procedures
2	**Develop contingency management strategy**	2.1 Quality standards and procedures for export logistics processes are confirmed and/or updated in accordance with workplace procedures
		2.2 Nature, extent and impact of potential issues or incidents in the planned export logistics are assessed
		2.3 Contingency management strategies for identified issues/incidents are established and evaluated including reference to previous similar scenarios
		2.4 Implementation procedures, including resource and infrastructure support, are documented and continually upgraded in regard to established quality standards and any changes in the Australian and the international operating environments
3	**Produce operation schedules for export logistics**	3.1 Local and overseas transportation modes, times and routes are established to maximise effective and efficient operations
		3.2 Resources are arranged in association with relevant Australian and overseas personnel to meet operational schedules

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	3.3	Australian and international regulatory requirements, codes of practice and workplace procedures are identified and accounted for in operational schedule
	3.4	Tracking procedures are applied to consignment/s using relevant technology and systems in accordance with workplace procedures
	3.5	Schedule is consolidated and forwarded to appropriate personnel
	3.6	Schedule is stored in accordance with workplace procedures
4 Monitor and coordinate systems for export logistics	4.1	Export logistics are monitored against identified quality standards, planned processes, and compliance with Australian and international regulatory requirements
	4.2	Non-compliance with quality standards, planned processes or regulatory requirements is identified and appropriate action is initiated to report and rectify identified problems
	4.3	Customer satisfaction with export logistics operations is monitored using appropriate methods
	4.4	Customer concerns and suggestions for service improvements are acted upon in accordance with workplace procedures
	4.5	Reports and other required documentation related to export logistics are completed and referred to relevant personnel in accordance with workplace procedures
	4.6	Changes in Australian and international regulations and codes of practice relevant to export logistics are monitored, identified and appropriate action is initiated to ensure ongoing compliance of export logistics processes and systems

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5026A Manage export logistics.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5026 Manage export logistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in systems and equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating effectively with others when planning and managing export logistics
- completing documentation related to planning and managing export logistics
- developing, implementing and monitoring export logistics operations
- implementing contingency plans
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- prioritising work and coordinating self and others in relation to export logistics activities
- providing leadership and working collaboratively with others when planning and managing export logistics
- reading and interpreting instructions, procedures, information and signs relevant to planning and managing export logistics
- selecting and applying appropriate application of technology, information and communications systems and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- application of relevant Australian and international standards and associated certification requirements
- Australian and international regulatory, permit and licence requirements relevant to export logistics
- business policies, procedures and plans including those covering outsourcing components of operations and engaging additional resources
- local and overseas transport and equipment applications, capacities, configurations, safety hazards and control mechanisms
- operational export logistics systems, resources, management and workplace operating systems
- problems that may occur when planning and managing export logistics and action that can be taken to resolve or report these problems
- resource availability including the competencies of individuals in the team/group
- workplace documentation procedures relevant to export logistics
- workplace policies and procedures, including those covering issue resolution and grievance
- workplace procedures for planning and managing export logistics.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

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TLIL5055 Manage a supply chain

Modification History

Release 2. ISC Upgrade - Reference to the Trade Practice Act removed from knowledge evidence.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage a supply chain within various contexts in the transport and logistics industry. It covers the relationships between an organisation and its supply and demand partners along the chain.

It includes implementing a demand-driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Implement	1.1 Responsibility for supply chain management within the

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	demand-driven supply chain management strategy		organisation is assigned in accordance with the strategy
		1.2	Technology and software for implementing the strategy is accessed and operationalised within the requirements of the strategy and budgetary allocation
		1.3	Policies and procedures are designed to guide business relations and operations in accordance with the strategy
		1.4	Supporting business processes are designed or re-designed to support implementation of the strategy
		1.5	Support is provided to staff, customers and supply chain to assist in implementation of the strategy
2	**Manage supply chain**	2.1	Communication and information exchange with strategic partners and suppliers is managed in accordance with the supply chain management strategy
		2.2	Collaboration with supply chain organisations is facilitated to determine demand at each level of the supply chain in accordance with the strategy
		2.3	Sales and payments are managed in accordance with supply chain and risk management strategies, and legal and ethical requirements
		2.4	Actions to build trust and foster a supply chain culture are implemented in accordance with the strategy
		2.5	Opportunities are identified to adjust policies and procedures to respond to the changing needs of customers, supply chain and the organisation
3	**Evaluate and improve supply chain effectiveness**	3.1	Demand chain management and supply chain management are monitored in accordance with the supply chain management strategy
		3.2	Effectiveness of the supply chain is reviewed with each level of the supply chain, including staff and customers, and areas are identified for improvement
		3.3	Business data and reports are used to compare outcomes, budgets, timelines and forecasts to actual performance
		3.4	Technology performance is reviewed and recommendations are made for improvements to hardware, software and/or their use, in accordance with strategy and budget
		3.5	Feedback and evaluation results are used to plan and improve

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future supply chain management strategies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5055A Manage a supply chain.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5055 Manage a supply chain

Modification History

Release 2. ISC Upgrade - Reference to the Trade Practice Act removed from knowledge evidence.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- developing and implementing policies
- focusing on the customer
- implementing, managing and reviewing management strategies
- implementing contingency plans
- negotiating and liaising with suppliers and relevant stakeholders, verbally and in writing
- using appropriate technology, including software
- working collaboratively with others
- working with attention to detail and thoroughness.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- business terms and conditions for purchasing, tendering and contracting
- ethical behaviour
- legislation related to importing commodities
- legislation, codes of practice, national and international standards applicable Acts and contract law
- organisational policies and procedures related to supply chain management, purchasing, contracting and tendering
- procedures for operating electronic communications equipment

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- product knowledge related to goods and services required by the organisation
- requirements for completing relevant documentation
- ways to build trust and collaboration as opposed to competition.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5057 Maintain, monitor and improve transport operations systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain, monitor and improve an enterprise's transport operations systems in various contexts within the transport and logistics industry.

It includes identifying systems involved with enterprise transport operations, overseeing conditions required for a safe and effective operations system, and reviewing the overall efficiency of those transport operation systems.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify operations systems**	1.1	Systems involved with enterprise transport operations are identified
		1.2	Relevant safety and efficiency issues regarding operations systems are identified
2	**Oversee conditions required for safe and effective operations systems**	2.1	Procedures for improving enterprise operations systems are implemented
		2.2	Changes caused by improvements in operations systems are communicated to relevant personnel
		2.3	Supervision is allocated according to the skill level and job role of the team member
		2.4	Appropriate management systems are used to oversee operations systems
3	**Review overall efficiency of transport operations systems**	3.1	Procedures for improving enterprise operations systems are reviewed and appropriate action is taken as required
		3.2	Team members are provided with regular feedback on their work output in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5057A Maintain, monitor and improve transport operations systems.

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Assessment Requirements for TLIL5057 Maintain, monitor and improve transport operations systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment and related standard operating and servicing procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when maintaining, monitoring and improving transport operations systems
- completing documentation related to work activities
- identifying, managing and reviewing operation systems
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading and interpreting policies, documents, legislation, instructions, procedures, information and signs relevant to work activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency procedures
- principles, purpose and location of controls, monitoring devices and systems
- procedures for adjusting controls to optimise the operation of the equipment
- relevant sections of national and state/territory regulatory requirements and codes of practice
- requirements for completing relevant documentation
- steps involved in planning the activities.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5062 Apply knowledge of logistics, storage and distribution to international freight forwarding

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop, update and apply knowledge of logistics, warehousing, storage and distribution when performing advanced international freight forwarding activities.

All activities are carried out in accordance with relevant organisational policy and procedures, as well as national and global codes of practice and regulations applicable to international freight forwarding.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Access and interpret information on logistics, warehousing, storage and distribution	1.1 Information on logistics, warehousing, storage and distribution aspects of international freight forwarding is regularly accessed from appropriate sources
	1.2 Information on logistics, warehousing, storage and distribution is interpreted and applied when working on freight forwarding projects
	1.3 Continuous professional development is undertaken to ensure currency of own knowledge about logistics, warehousing, storage and distribution aspects of international freight forwarding in accordance with industry practice and company standard procedures
2 Analyse required knowledge of logistics, warehousing, storage and distribution	2.1 Quality standards and procedures for logistics, warehousing, storage and distribution processes are confirmed in accordance with workplace procedures
	2.2 Quality standards and procedures for logistics, warehousing, storage and distribution processes are updated in accordance with workplace procedures
3 Apply current knowledge of logistics, warehousing, storage and distribution to freight forwarding functions	3.1 Current information on logistics, warehousing, storage and distribution aspects of international freight forwarding is applied consistently when carrying out an international freight forwarding role and functions
	3.2 Knowledge of logistics, warehousing, storage and distribution is updated regularly to maintain currency

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIL5062A Apply knowledge of logistics, storage and distribution to international freight forwarding.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5062 Apply knowledge of logistics, storage and distribution to international freight forwarding

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others by checking to confirm that messages and responses are correctly and clearly understood (particularly in situations where communication is with a person for whom English is a second language)
- completing documentation accurately
- interpreting required knowledge of logistics, warehousing, storage and distribution to an international freight forwarding role and functions
- interpreting and following operational instructions and prioritising work
- modifying activities as required
- monitoring work activities in terms of planned schedule
- reading and interpreting instructions, procedures, information and regulations
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when providing international freight forwarding services
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable regulations and legislation:
  - Australian and international regulations, conventions and codes of practice for international freight forwarding

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  - Australian and international standards and certification requirements
  - relevant Australian and international environmental protection legislation
  - relevant Australian and international transport security and safety legislation
  - relevant regulations for the import and export of cargo
  - relevant regulations pertaining to international trading and financial transactions
- distribution centres and systems
- documents including:
  - cargo manifests
  - forwarders warehouse receipts
  - private warehouse receipts
  - warrant warehouse receipts
- financial aspects of storage
- international freight forwarder functions in supply chain processes
- logistics including relevant terms such as JIT, pull systems, physical distribution systems, tailor made services
- main steps in logistics projects
- procedures of warehousing as they relate to freight forwarding
- principles of quality assurance and customer service standards, policies and procedures as they apply in the international freight forwarding industry
- relevant Australian and international regulations, conventions, codes of practice and legislative requirements (including those applicable to importing, exporting and transiting goods)
- rights and duties of the warehouse operator and the customer
- role of logistics providers and related physical distribution systems
- role of the forwarder in logistics activities
- sources of information required to perform international freight forwarding functions
- supply chain management
- types of warehouses
- warehouse charges and rent
- warehouse equipment and systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so.

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Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5063 Review contracts, insurance, risk and liability in an international freight forwarding context

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to review contracts, insurance, risk and liability in an international freight forwarding context.

All activities are carried out in accordance with relevant organisational policy and procedures, as well as national and global codes of practice and regulations applicable to international freight forwarding.

This includes examining an international freight forwarding sales contract, examining an international freight forwarding service contract, managing risk in international freight forwarding, assisting in organising transport insurance requirements, confirming or organising liability insurance requirements, assisting a customer to make a claim on a transport insurance policy, and making a claim on a liability insurance policy.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Examine an international freight forwarding sales contract	1.1 Sales contract/evidence of the sales contract is reviewed and relevant Incoterm and other relevant factors are confirmed and used as the basis for appointing costs throughout forwarding activities
	1.2 Sales contract is used to determine project deadlines as well as respective responsibilities, rights and liabilities between buyer and seller in a given transaction
2 Examine an international freight forwarding service contract	2.1 Service contract and supporting documents are reviewed and confirmed
	2.2 Service contract and supporting documents are interpreted and required action is taken
3 Manage risk in international freight forwarding	3.1 Risks associated with a planned international freight forwarding activity are assessed using appropriate risk analysis techniques
	3.2 Suitable strategies for controlling identified risks are established in consultation with customer
	3.3 Risk factors are identified and monitored throughout a freight forwarding project
	3.4 Alternative routing and other risk control measures are implemented as required when critical contingencies arise before or during freight transport
	3.5 Checks are made so all conventions for international freight transport can be fulfilled
4 Assist in organising insurance requirements for international freight forwarding	4.1 Insurance requirements for international freight transport are evaluated in accordance with standard procedures and taking into account critical project risk factors
	4.2 Assistance is provided in organising an appropriate policy that will provide the required cover for the project, as required
	4.3 Assistance is provided to the customer to make an insurance claim for loss or damage in accordance with

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	policy requirements and standard procedures
	4.4 All documentation to support an insurance claim is lodged with insurer in accordance with policy requirements
5 Manage legal liability in an international freight forwarding project	5.1 Risks of legal liabilities towards customers and third parties as a direct result of an internal forwarder mistake or negligence are evaluated using appropriate risk analysis techniques
	5.2 Appropriate liability insurance is confirmed or organised that provides the required cover for risks involved
	5.3 A claim is made on insurance where loss or damage is directly attributable to a forwarder mistake or negligence, in accordance with policy requirements and standard procedures
	5.4 All documentation to support an insurance claim is lodged with insurer in accordance with policy requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5063A Review contracts, insurance, risk and liability in the international freight forwarding context.

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Links

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Assessment Requirements for TLIL5063 Review contracts, insurance, risk and liability in an international freight forwarding context

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant codes of practice and legislative requirements
- assisting in organising transport insurance requirements
- communicating effectively with others when reviewing international freight forwarding contracts, insurance, risk and legal liability
- completing documentation related to contracts, insurance, risk and legal liability
- confirming or organising liability insurance requirements
- examining an international freight forwarding sales contract
- examining an international freight forwarding service contract
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- making a claim on a transport or liability insurance policy
- managing risk in an international freight forwarding project
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating information and communications technology to required protocol
- reading and interpreting instructions, procedures, and other information relevant to sales contracts, insurance, risk and legal liability
- reporting and/or rectifying identified problems in accordance with regulatory requirements and workplace procedures
- working with required attention to detail.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable regulations and legislation:
  - Australian and international regulations, conventions and codes of practice for international freight forwarding
  - Australian and international standards and certification requirements
  - relevant Australian and international environmental protection legislation
  - relevant Australian and international transport security and safety legislation
  - relevant regulations for importing and exporting cargo
  - relevant regulations for international trading and financial transactions
- basic principles that govern the discipline of law
- conventions in international freight transport
- definitions, purpose and use of Incoterms and Combiterms
- duties of freight forwarder when goods are damaged in transit
- general elements and principles of insurance policy in international freight transport
- law of contracts as it applies to international freight transport
- legal principles and liabilities in international freight transport
- principles of risk management as they apply to international freight forwarding
- principles of quality assurance and customer service standards, policies and procedures as they apply in the international freight forwarding industry
- procedures and policies for organising and managing insurance requirements for various types of international freight forwarding projects
- procedures and protocols for providing international freight forwarding services (including those applicable to importing, exporting and transiting goods)
- processes for ensuring compliance with legal requirements
- processes for making insurance claims
- relevant security, safety and environmental procedures, regulations and conventions (including those applicable to importing, exporting and transiting goods)
- sources of information and documentation needed when providing freight forwarding services
- standard trading conditions in international freight transport
- types of liability insurance – their purpose and processes for their organisation, including liability of different parties involved in international freight transport
- types of transport insurance coverage – their purpose and processes and documentation for their organisation
- typical problems that can occur when organising transport or liability insurance, and related appropriate action that can be taken to prevent or resolve these problems
- use of ‘general average’ in insurance policy and practice
- ways of managing contingencies in international freight transport including consideration of alternative transport options and anticipation of the unexpected

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- ways of managing legal liability in international freight transport
- ways of managing risk in international freight transport.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5064 Manage international special freight transport services including dangerous goods and special cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage special international freight transport services.

It includes forwarding dangerous goods, the international forwarding of special cargo (such as classified goods, perishables, flowers and plants, livestock, artworks, high value goods, and heavy-weight and out-of-gauge cargo), and special forwarding projects (such as international freight logistics for sporting or diplomatic events, business conventions and exhibitions).

All activities are carried out in accordance with relevant organisational policy and procedures, as well as national and global codes of practice and regulations applicable to international freight forwarding.

This unit also includes monitoring and tracking international transport of special cargo and dangerous goods, and ensuring all required forms and documentation are completed and/or required data is entered into applicable information technology systems. International freight forwarding (involving special freight transport services) covers importing, exporting and transiting freight.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Manage the provision of special freight transport services	1.1 Requirements for special international freight transport services are confirmed and clarified with customer
	1.2 Pre-transport issues for special cargo type/s involved are identified and addressed in accordance with standard procedures and regulations
	1.3 Transport contracts are prepared
	1.4 Suitable transport mode and routing are determined for special cargo involved
	1.5 Requirements for packaging special cargo are determined and organised
	1.6 Suitable container type/s are stipulated and their transport worthiness is confirmed and documented
	1.7 Documentation requirements for special freight transport services are completed in accordance with procedures and regulations
	1.8 Appropriate warehousing, storage and stowage for types of freight involved are organised in accordance with requirements
	1.9 Delivery arrangements to/from docks, airports or terminal are organised and costed
	1.10 All requirements for customs, quarantine and health clearance are checked for accuracy and completeness
	1.11 Suitable instructions are provided to all parties involved in special cargo transport

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2 Manage and organise international freight forwarding projects	2.1 Requirements for special forwarding project are confirmed and clarified with customer
	2.2 Critical logistics aspects of special freight transport project are determined and are taken into account in planning freight forwarding solution/s
	2.3 Pre-transport issues for freight involved are identified and addressed in accordance with standard operating procedures and regulations
	2.4 Appropriate packaging for freight involved is organised in accordance with standard operating procedures and regulatory requirements
	2.5 Appropriate warehousing, storage and stowage for types of freight involved are organised in accordance with project requirements
	2.6 Documentation requirements for special freight transport services are completed in accordance with procedures and regulations
	2.7 Delivery arrangements for freight to/from docks, airports or terminals are organised and costed in accordance with project requirements
	2.8 All requirements for customs and other regulatory authorities are checked for accuracy and completeness
	2.9 Suitable instructions are provided to all parties involved in freight transport concerned
3 Manage and organise the forwarding of dangerous goods	3.1 Requirements for international freight forwarding of dangerous goods are confirmed and clarified with customer
	3.2 Classes of dangerous goods involved are determined and transport risks involved are identified and managed in accordance with applicable regulatory requirements
	3.3 Pre-transport issues for classes of dangerous goods involved are identified and addressed in accordance with standard procedures and regulations
	3.4 Appropriate dangerous goods packaging is

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	organised in accordance with regulatory requirements
	3.5 Delivery arrangements for dangerous goods to/from docks, airports or terminal are organised and costed
	3.6 All requirements for customs and other regulatory authorities are checked for accuracy and completeness
	3.7 Suitable instructions are provided to all parties involved in the transport of the dangerous goods concerned
4 Monitor and track the international forwarding of special cargo and dangerous goods	4.1 Transit of special cargo and dangerous goods is monitored and tracked using available tracking systems
	4.2 Problems in transport progress of special cargo or dangerous goods are promptly identified and appropriate action is initiated to resolve problems concerned
	4.3 Appropriate personnel and customer are kept informed of transport progress of special cargo and dangerous goods and action taken to resolve problems that have arisen
5 Complete all required forms and documentation	5.1 All required forms and other documentation are completed in accordance with procedures and regulatory requirements
	5.2 Data is entered into information technology systems in accordance with applicable procedures and regulatory requirements
	5.3 Reports on problems that have arisen and related action taken are completed in accordance with procedures and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide

Unit Mapping Information

This unit replaces and is equivalent to TLIL5064A Manage international special freight transport services including dangerous goods and special cargo.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5064 Manage international special freight transport services including dangerous goods and special cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant codes of practice and legislative requirements including those applicable to special international freight transport services and the international transport of dangerous goods
- applying risk management strategies and implementing contingency plans when providing special international freight transport services and organising international transport of dangerous goods
- completing documentation related to providing special international freight transport services, including data entry for information technology system
- identifying, reporting and/or rectifying identified problems and issues promptly, in accordance with regulatory requirements and workplace procedures
- managing, organising and monitoring:
  - international forwarding of dangerous and hazardous goods
  - special forwarding projects
  - special international freight transport services & cargoes
- operating and adapting to differences in equipment and systems in accordance with standard operating procedures
- operating information and communications technology equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and labels
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian regulations and legislation:
  - Australian and international regulations and codes of practice for handling and transporting dangerous goods:
    - Australian Dangerous Goods (ADG) Code
    - Australian Marine Orders and the International Maritime Dangerous Goods (IMDG) Code
    - International Air Transport Association (IATA) Dangerous Goods Regulations (DGRs)
    - Australian and international codes for transporting explosives
  - Australian and international regulations, conventions and codes of practice for the international transport of special freight and dangerous goods
  - relevant Australian and international environmental protection legislation
  - relevant Australian and international standards and certification requirements
  - relevant Australian and international transport security and safety legislation
  - relevant regulations for importing and exporting special freight and dangerous goods including customs, quarantine and bond requirements
  - relevant regulations for international trading and financial transactions
- dangerous goods – definition and regulations applicable for their carriage on various modes of international transport available
- definition and procedures/costs for using various types of carnets in providing special international freight transport services
- issues and solutions for special forwarding projects
- issues and solutions for forwarding of special cargo, including classified goods, perishables, flowers and plants, livestock, artworks, high value goods, and heavy-weight and out-of-gauge cargo
- national and international requirements for classifying and labelling dangerous goods
- procedures and Australian and international codes, conventions and regulations for international transport of dangerous goods
- procedures and protocols for providing special international freight transport services and organising the forwarding of dangerous goods
- procedures, regulations and conventions applicable to providing special international freight transport services (including those applicable to importing, exporting and transiting goods)
- requirements for dangerous goods documentation
- sources of information and documentation needed when providing special international freight transport services and organising the forwarding of dangerous goods
- special international freight transport services – definitions
- training requirements for the safe packaging, labelling, documentation, handling and

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transport of dangerous goods
- typical problems and issues that need to be resolved when providing special international freight transport services and organising the forwarding of dangerous goods, and related appropriate action that can be taken.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5065 Roster train crews

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to roster train crews for duty in accordance with legislative, regulatory and organisational requirements.

It includes knowledge of rostering techniques, communicating rosters to train crew, and the administrative systems that are used in the rostering function.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan for train crew rostering	1.1 Purposes of rostering train crew are identified and explained
	1.2 Steps associated with rostering are identified, explained and followed

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	1.3 Equipment and resources required for train crew rostering are identified, explained and acquired
	1.4 Information resources required for train crew rostering are identified, explained and accessed
	1.5 Hazards are identified, risks are assessed and control measures are implemented
	1.6 Rules, guidelines, boundaries and/or constraints associated with train crew rostering are identified, explained, followed and/or accommodated
	1.7 Source of rules, guidelines, boundaries and/or constraints associated with train crew rostering are identified, explained and consulted
	1.8 Need to verify and question, and the source to obtain verification of the rules, guidelines, boundaries and/or constraints are identified and explained
2 Compile train crew roster	2.1 Computer software and hardware associated with train crew rostering are identified, explained and used
	2.2 Administrative or paper work associated with train crew rostering is identified, explained and completed
	2.3 Paper based, electronic based and verbal based train crew rostering communications methods are identified, explained and used appropriately
	2.4 Verbal procedures for communicating train crew rostering information, including confidentiality, are identified, explained and implemented
	2.5 Procedures to obtain managerial authorisation of train crew roster are followed
	2.6 Potential issues that may need to be resolved when compiling a train crew roster are identified and explained
	2.7 Range of methods to resolve identified potential issues are developed and implemented
	2.8 Calculations are undertaken to ensure optimal roster is produced
3 Update train crew roster	3.1 Need to update a train crew roster is identified, explained and acted upon

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3.2 Procedures and communications for updating a train crew roster are identified, explained and followed

3.3 Train crew roster is formally reviewed periodically

3.4 Procedures to obtain managerial authorisation of train crew roster change are followed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5065A Roster train crews.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5065 Roster train crews

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively verbally and in writing
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- making calculations using mental arithmetic, time differences, distance/speed/time relationships
- operating computer software and hardware associated with train crew rostering
- producing and amending a train crew roster.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communications techniques
- crew booking on and booking off procedures, and physical configuration of locations where this activity occurs
- factors involved in producing an optimal roster
- data required to put a train crew roster together such as station names, approximate driving time to and from driver ‘home’ station to those stations
- need for managerial authorisation of a roster or roster change
- organisational work health and safety (WHS)/occupational health and safety (OHS) policies and procedures as they relate to train crew rostering
- reasons why a roster may not be optimal
- relevant skills required to use computer systems (keyboard, mouse, software)
- specific crew related procedures and updates publicised by the Rail Safety Regulator
- train crew records of competence.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5066 Apply rail resource management principles

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply rail resource management (RRM) principles to rail activities.

It includes identifying and applying RRM principles to personal leadership, task management, teamwork, communications, risk management, situational awareness, decision making, managing emergencies and self-management.

This unit covers the application of RRM principles in a management role within the rail industry. It can be applied to freight, heavy haul or metropolitan and regional passenger rail systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Apply RRM principles to personal leadership	1.1 Personal responsibility is taken in accordance with RRM principles
	1.2 Decisiveness is demonstrated when mitigating risk, in accordance with RRM principles
	1.3 Interventions are made when rules and procedures are not followed by team members, in accordance with RRM principles
	1.4 Own and team performance is monitored in accordance with RRM principles
	1.5 Participation in task planning and analysis by team members is encouraged where appropriate, in accordance with RRM principles
	1.6 Situational leadership is demonstrated in accordance with RRM principles
2 Apply RRM principles to task management	2.1 Attention is focused and distractions are managed in normal and high workload situations
	2.2 Actions of team members are monitored and cross-checked in accordance with RRM principles
	2.3 Workloads are managed by prioritising and delegating safety-critical and routine tasks
	2.4 Existing work plans are reviewed and modified as required
	2.5 Automated systems and controls are managed effectively
	2.6 Multiple tasks and high workload are identified and prioritised in accordance with RRM principles
	2.7 Time constraints are discussed with team members when managing workload
3 Apply RRM principles to teamwork	3.1 Assistance and advice is provided to team members
	3.2 Workload of team members is considered before interacting with them
	3.3 Team awareness of safety is enhanced by sharing experiences

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	3.4 Open communication and effective working relationships with others are established
	3.5 Professional or personal biases are identified and put aside to promote cooperation
	3.6 Interpersonal skills are used to defuse arguments and to resolve conflict
	3.7 Advice is sought and considered from team members and/or relevant sources as required
4 Apply RRM principles to communications	4.1 Information and operational plans are shared with others as required, prior to commencing work
	4.2 Critical events are debriefed to improve the way they are handled next time
	4.3 Understanding is confirmed at end of a briefing or debriefing
	4.4 Questions are asked to clarify understanding
	4.5 Relevant information is passed on to keep team members up-to-date
	4.6 Instructions, information and explanations are given in a clear and unambiguous manner
	4.7 Correct radio protocol is used at all times
	4.8 Proper handover to another person or team is conducted at end of shift for critical operational tasks
5 Apply RRM principles to risk management	5.1 Principles of threat and error management are applied in rail industry workplaces
	5.2 Particular caution is exercised under unusual or demanding conditions
	5.3 Deadlines are balanced with safety considerations
	5.4 Tasks are carried out in accordance with risk management policies and procedures
	5.5 Rules and procedures are followed at all times
	5.6 Management of potential hazards and/or abnormal situations is discussed with team members

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	5.7 Equipment is operated safely in accordance with rules and limits
6 Apply RRM principles to decision making	6.1 Relevant information to help understand problem is gathered and analysed
	6.2 Opinions and suggestions are sought from others before deciding what to do
	6.3 Available time is used to consider all options, not just the most obvious alternative
	6.4 Potential risks for each alternative being considered are discussed with appropriate personnel
	6.5 Appropriate option/s is selected and implemented based on available information
	6.6 Outcome of decision/s is reviewed to ensure solution was effective
7 Apply RRM principles to managing emergencies	7.1 Risk is regularly re-assessed when dealing with emergency situations
	7.2 Training and experience is applied to carry out most important actions in an emergency
	7.3 Reassurance is given to others to help them remain calm in an emergency
	7.4 Action is taken to protect passengers and/or rail workers from further danger in an emergency
8 Apply RRM principles to self-management	8.1 Composure is shown in managing emergency and/or other demanding situations
	8.2 Effects of fatigue in self and/or others are recognised and appropriate action is taken to manage this
	8.3 Effectiveness is maintained under stress or periods of high workload
	8.4 Assistance is requested to deal with difficult or abnormal situations

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5066A Apply rail resource management principles.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5066 Apply rail resource management principles

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail industry standards
- applying relevant legislation and workplace procedures
- communicating effectively with others, particularly in relation to interpreting complex information relating to rail operations
- developing and maintaining currency of rail industry knowledge and regulatory requirements
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- networking and building relationships with a diverse range of rail industry organisations.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communications systems, procedures and protocols in the rail industry
- decision-making processes and their application within a rail environment
- key concepts and definitions relating to rail resource management (RRM)
- key emergency management principles and practices associated with railway operations
- leadership principles and practices
- relevant documentation/records
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental legislation
- relevant state/territory legislated rail safety requirements, codes of practice and/or guidelines
- risk management principles and procedures

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- task management principles and procedures
- teamwork principles.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant RRM principles exercises, case studies and/or simulations related to personal leadership, task management, teamwork, communications, risk management, situational awareness, decision making, managing emergencies and self-management
- relevant and appropriate RRM principle materials, tools and equipment
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5067 Develop a passenger transport plan

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify passenger transport needs and to develop an appropriate passenger transport plan.

It includes analysing passenger transport needs, determining requirements for passenger transport services and developing passenger transport plans.

This unit has particular application in the passenger transport industry, where passenger transport providers develop a passenger transport plan.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse passenger transport	1.1 Customer and stakeholder requirements are

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needs	analysed
	1.2 Passenger transport needs are identified based on analysis of client and stakeholder requirements
	1.3 Analysis is used as the basis to develop passenger transport plans
2 Determine requirements for passenger transport services	2.1 Passenger transport issues, risks and contingencies are identified
	2.2 Compliance requirements are identified
	2.3 Required passenger transport resources including human resources requirements are identified
3 Develop passenger transport plans	3.1 Available passenger transport resource requirements are identified
	3.2 Schedules are developed for passenger transport plans
	3.3 Passenger transport resources are allocated
	3.4 Human resources requirements are integrated into passenger transport plans
	3.5 Contingency and critical incident processes are integrated into passenger transport plans
	3.6 Critical tasks, responsibilities and timelines are identified
	3.7 Costing for passenger transport plans is identified
	3.8 Continuous improvement processes for passenger transport plans are identified
	3.9 Passenger transport plans are documented in accordance with industry and workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5067A Develop a passenger transport plan.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5067 Develop a passenger transport plan

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and meeting client requirements
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices
- communicating effectively with others
- consulting and negotiating with stakeholders
- developing a minimum of two passenger transport plans involving complex transport requirements, and multiple passengers and staff, for example:
  - complex charter service
  - complex commercial contract non public transport passenger service
  - complex scheduled ongoing public transport service
  - large community event
- developing complex plans and documents
- managing contingencies in relation to passenger transport problems
- managing passenger transport logistics
- negotiating arrangements with suppliers
- planning and organising workload
- researching and analysing passenger transport options
- working within budgets and developing different scenarios for consideration.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- costing requirements and implications of passenger transport planning
- customer and client services relationships
- different passenger transport alternatives to be considered in the planning process
- legislation, regulations and industry codes that affect passenger transport planning
- resource requirements for a passenger transport strategy, including human and physical resources
- risk management issues associated with passenger transport
- sources of specialist assistance for integrated passenger transport planning
- technology and equipment used for coordinating passenger transport services.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5068 Implement a passenger transport plan

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement an approved passenger transport plan.

It includes analysing and confirming passenger transport plan details, analysing and confirming requirements for passenger transport services, implementing passenger transport plans, and evaluating passenger transport plans.

This unit has particular application in the passenger transport industry, where passenger transport providers implement a passenger transport plan.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Analyse and confirm passenger transport plan details	1.1 Passenger transport plans are analysed to ensure customer and stakeholder requirements are addressed
	1.2 Passenger transport plans are analysed to ensure passenger needs are addressed
2 Analyse and confirm requirements for passenger transport services	2.1 Passenger transport issues, risks and contingencies from passenger transport plans are identified and confirmed
	2.2 Compliance requirements in passenger transport plans are identified and confirmed
	2.3 Required passenger transport resources, including human resources requirements, in passenger transport plans are identified and confirmed
3 Implement passenger transport plans	3.1 Schedules for passenger transport services in passenger transport plans are identified and confirmed
	3.2 Passenger transport resources in passenger transport plans are allocated
	3.3 Human resources requirements in passenger transport plans are allocated
	3.4 Contingency and critical incident processes are integrated into passenger transport services
	3.5 Critical tasks, responsibilities and timelines are integrated into passenger transport services
	3.6 Costings in passenger transport plans are identified and confirmed
	3.7 Continuous improvement processes for passenger transport plans are identified and confirmed
	3.8 Implementation arrangements and outcomes for passenger transport plans are documented to meet industry and workplace requirements
4 Evaluate passenger transport plans	4.1 Efficiency and effectiveness of passenger transport plans are evaluated based on agreed evaluation criteria
	4.2 Outcomes of evaluations of passenger transport plans are documented for incorporation in future passenger

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transport planning

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5068A Implement a passenger transport plan.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5068 Implement a passenger transport plan

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and meeting client requirements
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices
- communicating effectively with stakeholders verbally and in writing
- consulting and negotiating with stakeholders
- developing complex plans and documents
- implementing a minimum of two passenger transport plans involving complex transport requirements, and multiple passengers and staff, for example:
  - complex charter service
  - complex commercial contract non public-transport passenger service
  - complex scheduled ongoing public transport service
  - large community event
- managing contingencies in relation to passenger transport problems
- managing passenger transport logistics
- negotiating arrangements with suppliers.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- costing requirements and implications of passenger transport planning
- customer and client services relationships
- different passenger transport alternatives for consideration in the planning process
- legislation, regulations and industry codes that affect passenger transport planning

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- resource requirements for a passenger transport strategy, including human and physical resources
- risk management issues associated with passenger transport
- sources of specialist assistance for integrated passenger transport planning
- technology and equipment used for coordinating passenger transport services.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5069 Manage a rail yard or terminal

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage a rail yard or terminal, in accordance with legislative, regulatory and organisational requirements.

It includes preparing to manage the rail yard or terminal, overseeing rail yard or terminal operational requirements, overseeing resourcing, implementing the safety management system, and developing and implementing rail yard or terminal emergency procedures.

This unit can be applied to freight yards, marshalling yards, intermodal terminals, maintenance yards or private sidings.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare to manage rail yard/terminal	1.1 Purpose of rail yard/terminal operations is identified and explained
	1.2 Principal factors involved in rail yard/terminal operations are identified and explained
	1.3 Methods by which rail yard/terminal operations can be measured are identified and implemented
	1.4 Functionality and operability of rail yard/terminal layout is explained
	1.5 Interfaces between rail transport operators who access or connect with the rail yard/terminal are explained
	1.6 Chain of responsibility requirements are explained
2 Oversee rail yard/terminal operational requirements	2.1 Factors that contribute to optimal rail yard/terminal capacity and operational requirements are identified and communicated to appropriate personnel
	2.2 Strategies for developing and maintaining optimal rail yard/terminal operational requirements are developed and implemented
	2.3 Methods by which optimal rail yard/terminal operational requirements can be measured are developed and applied
	2.4 Factors that could impact on scheduled activities are outlined and optimal rail yard/terminal operations and strategies to manage them are developed and implemented
	2.5 Relevant communications systems and protocols are identified and implemented
	2.6 Protocols for rolling stock arrivals or departures from the rail yard/terminal are developed and applied
3 Oversee rail yard/terminal resourcing requirements	3.1 Equipment required for rail yard/terminal operations is identified and obtained in accordance with organisational policies and procedures
	3.2 Contractor/external service requirements are documented and their work is supervised as required, in accordance with organisational policies and procedures
	3.3 Rail yard/terminal maintenance requirements are identified, arranged and supervised in accordance with

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	organisational policies and procedures
	3.4 Responsibilities at interfaces with other rail transport operators are defined and allocated in accordance with regulatory and organisational policies and procedures
4 Implement the organisational safety management system	4.1 Organisational safety management system (SMS) local safety requirements are identified and managed in accordance with organisational policies and procedures
	4.2 Rail yard/terminal safety plans are identified, confirmed as appropriate and communicated to relevant personnel in accordance with organisational policies and procedures
	4.3 Required safety equipment is confirmed and arranged in accordance with organisational policies and procedures
	4.4 Movement of vehicles within rail yard/terminal is monitored to ensure compliance with SMS
	4.5 Integrity of vehicles programmed for movements is monitored and suitable risk controls are applied to enable movements to proceed
	4.6 Individual worksite areas within rail yard/terminal are protected to ensure they can be isolated safely
	4.7 Stabling of vehicles within rail yard/terminal is monitored to ensure compliance with SMS
	4.8 Contractor/visitor access protocols are implemented and communicated to relevant personnel in accordance with organisational policies and procedures
	4.9 Security systems and protocols are identified, implemented and monitored in accordance with organisational policies and procedures
5 Develop and implement rail yard/terminal emergency procedures	5.1 Rail yard/terminal emergency equipment requirements are confirmed and documented
	5.2 Rail yard/terminal hazards are identified, risks are assessed, and risk controls are developed and documented
	5.3 Rail yard/terminal emergency response procedures are communicated to relevant personnel in accordance with organisational policies and procedures

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5.4 Evacuation drills and debriefings are arranged in accordance with organisational policies and procedures

5.5 Issues arising from evacuation drills and/or debriefings are identified and addressed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5069A Manage a rail yard or terminal.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5069 Manage a rail yard or terminal

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail industry standards
- applying relevant safeworking system and workplace procedures
- communicating effectively with others and interpreting complex information relating to rail yard/terminal operations and interfacing rail network/s
- developing and implementing rail yard or terminal emergency procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing the safety management system
- overseeing rail yard or terminal operational and resourcing requirements
- preparing to manage the rail yard or terminal
- reviewing regulatory information changes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- changes in rail industry operations and technology with implications for rail yard/terminal operations
- key principles and practices associated with rail yard/terminal operations
- rail industry terminology, including terminology used in rail industry standards and codes of practice
- rail infrastructure capacities related to rail yard/terminal operations
- relevant rail safety management system (SMS), work health and safety (WHS)/occupational health and safety (OHS) and environmental legislation related to rail yard/terminal operations

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- rail regulatory framework, rail industry standards, rules, codes of practice and guidelines
- safety management system
- safeworking systems used within and interfacing with, rail yard/terminal operations
- stop boards and speed boards related to rail yard/terminal operations
- types of rail yard/terminal operations being carried out
- types of vehicles within rail yards/terminals
- yard/terminal limits related to rail yard/terminal operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail yard or terminal workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, rules, codes of practice, guidelines and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5070 Manage rail freight operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage rail freight operations, in accordance with legislative, regulatory and organisational requirements.

It includes preparing to manage rail freight operations, optimising rail freight operations, incorporating rail safety requirements into the organisational safety management system (SMS), and developing and implementing rail freight operations emergency response procedures.

This unit covers applying knowledge of rail freight operations. It can be applied to both interstate and local freight rail systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential	Performance criteria describe the performance needed

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outcomes.	to demonstrate achievement of the element.
1 Prepare to manage rail freight operations	1.1 Goals of rail freight operations are identified and explained
	1.2 Principal factors involved in rail freight operations are identified and outlined
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Resources, equipment and relevant information for rail freight operations are identified and obtained
	1.5 Methods by which rail freight operations can be measured are identified and implemented
	1.6 Australian and international standards used in rail freight operations are identified, explained and followed
2 Optimise rail freight operations	2.1 Factors that contribute to optimal rail freight operations are identified and explained
	2.2 Strategies for ensuring optimal rail freight operations are maintained, are developed and implemented
	2.3 Methods by which optimal rail freight operations can be measured are developed and applied
	2.4 Information and decision support systems that aid optimal rail freight operations are identified, explained and used
3 Incorporate rail freight safety requirements into organisational safety management system	3.1 SMS elements that contribute to rail freight operations are identified and explained
	3.2 Plans used to implement staff safeworking practices in freight operations are identified and explained
	3.3 Communications protocols used to implement plans for safe freight operations are identified, explained and applied
	3.4 Hardware equipment used in pro-active safe freight operations is identified, explained and accessed

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	3.5 Staff resources used in safe freight operations are identified, explained, obtained and maintained
4 Develop and implement rail freight operations emergency response procedures	4.1 Emergency equipment used in event response is confirmed and documented
	4.2 Rail freight operations emergency response procedures are communicated to relevant personnel in accordance with organisational policies and procedures
	4.3 Post event reporting requirements are identified, explained and documented
	4.4 Rail freight operations emergency response training requirements are planned and actioned in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5070A Manage rail freight operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5070 Manage rail freight operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail industry standards and codes of practice
- applying relevant safeworking and workplace procedures
- communicating effectively with others, particularly in relation to interpreting complex information relating to rail freight operations
- developing and implementing rail freight operations emergency response procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- incorporating rail safety requirements into the organisational safety management system (SMS)
- optimising rail freight operations
- preparing to manage rail freight operations
- reviewing regulatory information changes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management workplace procedures
- key concepts and definitions relating to rail freight operations
- key principles and practices associated with rail freight operations
- key rail industry regulatory requirements and standards
- rail industry terminology, including terminology used in rail industry standards and codes of practice
- rail regulatory framework
- relevant operational factors
- relevant rail safety management system (SMS), work health and safety

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(WHS)/occupational health and safety (OHS) and environmental legislation related to rail freight operations
- safety management system
- train planning and management systems for freight operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail freight workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5071 Manage rail passenger operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage rail passenger operations, in accordance with legislative, regulatory and organisational requirements.

It includes preparing to manage rail passenger operations, optimising rail passenger operations, incorporating rail passenger safety requirements into the organisational safety management system (SMS), and developing and implementing rail passenger emergency response procedures.

This unit can be applied to both metropolitan and regional passenger rail systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare to manage rail passenger operations	1.1 Goals of rail passenger operations are identified and explained
	1.2 Principal factors involved in rail passenger operations are identified and outlined
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Hardware, staff and information resources for rail passenger operations are identified and obtained
	1.5 Methods by which rail passenger operations can be measured are identified and implemented
	1.6 Australian and international standards used in rail passenger operations are identified, explained and followed
2 Optimise rail passenger operations	2.1 Factors that contribute to optimal rail passenger operations are identified and explained
	2.2 Strategies for ensuring optimal rail passenger operations are maintained, are developed and implemented
	2.3 Methods by which optimal rail passenger operations can be measured are developed and applied
	2.4 Information and decision support systems that aid optimal rail passenger operations are identified, explained and used
3 Incorporate rail passenger safety requirements into organisational safety management system	3.1 SMS elements that contribute to rail passenger operations are identified and explained
	3.2 Plans used to implement staff safeworking practices in passenger operations are identified and explained
	3.3 Communications protocols used to implement plans for safe passenger operations are identified, explained and applied
	3.4 Hardware equipment used in pro-active safe passenger operations is identified, explained, obtained and maintained

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	3.5 Staff resources used in safe passenger operations are identified, explained and obtained
4 Develop and implement rail passenger emergency response procedures	4.1 Emergency equipment used in event response is confirmed and documented
	4.2 Rail passenger emergency response procedures are communicated to relevant personnel in accordance with organisational policies and procedures
	4.3 Post event reporting requirements are identified, explained and documented
	4.4 Rail passenger emergency response training requirements are planned and actioned in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5071A Manage rail passenger operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5071 Manage rail passenger operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail industry standards
- applying relevant safeworking and workplace procedures
- communicating effectively with others, particularly in relation to interpreting complex information relating to rail passenger operations
- developing and implementing rail passenger emergency response procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- incorporating rail passenger safety requirements into the organisational safety management system (SMS)
- optimising rail passenger operations, and
- preparing to manage rail passenger operations
- researching information related to the rail industry and rail passenger operations
- reviewing regulatory information changes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management workplace procedures
- key concepts and definitions relating to rail passenger operations
- key principles and practices associated with rail passenger operations
- key rail industry regulatory requirements and standards
- rail industry terminology, including terminology used in rail industry standards and codes of practice

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- rail regulatory framework
- relevant operational factors
- relevant rail safety management system (SMS), work health and safety (WHS)/occupational health and safety (OHS) and environmental legislation related to rail passenger operations
- safety management system
- train planning and management systems for passenger operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5072 Manage rail yard operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage rail yard operations, in accordance with legislative, regulatory and organisational requirements.

It includes preparing to manage rail yard operations, optimising rail yard operations, managing rail yard resourcing requirements, incorporating rail yard safety requirements into the organisational safety management system (SMS), and implementing rail yard emergency procedures.

This unit can be applied to freight yards, marshalling yards, intermodal terminals, maintenance yards or private sidings.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential	Performance criteria describe the performance

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outcomes.	needed to demonstrate achievement of the element.
1 Prepare to manage rail yard operations	1.1 Purpose of rail yard operations are identified and explained
	1.2 Principal factors involved in rail yard operations are identified and explained
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Methods by which rail yard operations can be measured are identified and implemented
	1.5 Rail yard layout, including yard limits and types of operations being carried out are identified and explained
2 Optimise rail yard operations	2.1 Factors that contribute to optimal rail yard operations are identified and explained
	2.2 Strategies for ensuring optimal rail yard operations are maintained, are developed and implemented
	2.3 Methods by which optimal rail yard operations can be measured are developed and applied
	2.4 Factors that could impact on scheduled activities and optimal rail yard operations are outlined
	2.5 Relevant communications systems and protocols are identified, explained and implemented
3 Manage rail yard resourcing requirements	3.1 Resources required for planned rail yard operations are identified, explained and obtained
	3.2 Personnel required for planned rail yard operations are identified and acquired
	3.3 Contractor/external service requirements are identified and monitored in accordance with organisational policies and procedures
	3.4 Rail yard maintenance requirements are identified and actioned in accordance with organisational policies and procedures
4 Incorporate rail yard safety requirements into organisational	4.1 SMS elements that contribute to rail yard operations are identified and explained

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safety management system	4.2 Rail yard safety plans are identified, explained and implemented
	4.3 Safety equipment is identified and maintained
	4.4 Movement of vehicles within rail yard is monitored to ensure compliance with SMS
	4.5 Contractor/visitor access protocols are identified, explained and implemented to ensure compliance with SMS
	4.6 Security systems and protocols are identified and implemented
5 Implement rail yard emergency procedures	5.1 Rail yard emergency equipment requirements are identified
	5.2 Rail yard emergency equipment is maintained
	5.3 Rail yard emergency response procedures are identified, explained and conveyed to relevant people
	5.4 Evacuation drills and debriefings are participated in as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5072A Manage rail yard operations.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5072 Manage rail yard operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail industry standards
- applying relevant safeworking and workplace procedures
- communicating effectively with others, particularly in relation to interpreting complex information relating to rail yard operations
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing rail yard emergency procedures
- incorporating rail yard safety requirements into the organisational safety management system (SMS)
- managing rail yard resourcing requirements
- optimising rail yard operations
- preparing to manage rail yard operations
- researching information related to the rail industry and rail yard operations
- reviewing regulatory information changes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- key principles and practices associated with rail yard operations
- key rail industry regulatory requirements and standards
- rail industry terminology, including terminology used in rail industry standards and codes of practice
- rail regulatory framework
- relevant rail yard operation information

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- relevant rail safety management system (SMS), work health and safety (WHS)/occupational health and safety (OHS) and environmental legislation related to rail yard operations
- safety management system
- safeworking systems used within rail yard operations
- types of vehicles within rail yards.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail yard workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIL5073 Manage train crewing and rostering

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage train crewing and rostering, in accordance with regulatory and organisational requirements and codes of practice.

It includes preparing to manage train crewing and rostering, establishing a crew resourcing framework, managing the development of train crew rosters, and monitoring train crew rosters.

This unit also includes a strong focus on train crew fitness for work and rail safety worker competency requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare to manage train crewing and rostering	1.1 Train timetables/schedules and running times for each line or service are identified and kept updated within roster operations
	1.2 Train running times/schedules are identified for each line or service to ensure all crewing requirements can be met
	1.3 Procedures to identify set workings or work tasks to be performed are identified for train operations to be carried out
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Potential operational problems and their impact on crewing needs are identified and contingency plans are developed
2 Establish crew resourcing framework	2.1 Individual fitness for work requirements are identified and confirmed as appropriate for train crewing requirements
	2.2 Fatigue management requirements are identified and taken into consideration
	2.3 Train crew qualifications and regulated competency requirements are identified and systems to monitor their ongoing currency are identified
	2.4 Organisational and workplace requirements are identified and strategies to manage them are developed and implemented
3 Manage the development of train crew rosters	3.1 Regulatory, organisational and workplace requirements are used as the basis to develop train crew rosters
	3.2 Strategies that allow sufficient flexibility to allow contingency plans to be implemented are identified, developed and applied
	3.3 Procedures are put in place to ensure rosters are circulated in accordance with organisational policies and procedures
	3.4 Mechanisms are put in place to receive and address feedback from rostered personnel, and to identify and act upon acceptable modifications
	3.5 Procedures for documenting and distributing finalised train crew rosters to appropriate personnel are established and implemented

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4 Monitor train crew rosters	4.1 Train crew rostering is reviewed at appropriate times to ensure it is meeting current and future regulatory and organisational requirements
	4.2 Issues with train crew rostering are identified and addressed in accordance with regulatory and organisational requirements
	4.3 Train crew rosters are revised and disseminated as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL5073A Manage train crewing and rostering.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIL5073 Manage train crewing and rostering

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking and workplace procedures
- communicating effectively with others when managing and developing train crew rosters
- establishing a crew resourcing framework
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- managing the development of train crew rosters
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring train crew rosters
- monitoring work activities in terms of planned schedule
- preparing to manage train crewing and rostering
- rectifying identified problems promptly, in accordance with organisational policy and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and reporting requirements for developing train crew rosters
- problems that may occur when developing train crew rosters and appropriate action that can be taken to resolve these problems
- rail safety worker competency requirements
- regulatory and organisational requirements, and safeworking systems relevant to developing train crew rosters
- relevant information and documents required to manage train crewing and rostering

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- relevant state/territory legislation and regulations in relation to managing train crewing and rostering
- relevant support activities in relation to managing train crewing and rostering
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- train crew fitness for work
- workplace procedures and policies for developing train crew rosters.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC0001 Licence to transport dangerous goods by road

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to obtain a dangerous goods (DG) driver licence to transport DG by road.

The unit covers compliance with regulatory requirements but does not address all the skills and knowledge for the transportation of DG. On achieving this unit and obtaining a licence, further industry specific training will be required to satisfy legislative requirements to transport DG.

The primary legislative requirement applicable to this unit of competency is the Model Subordinate Law on the Transport of Dangerous Goods by Road or Rail, which is reflected in state/territory legislation.

This law, in relation to the safe transport of DG, references the current version of the Australian Dangerous Goods (ADG) Code, the Model Act on the Transport of Dangerous Goods by Road and Rail, relevant Australian Standards (AS) and relevant work health and safety (WHS)/occupational health and safety (OHS) legislation including licensing and assessment requirements.

Achieving this unit of competency is a necessary requirement for obtaining a licence. However, it is only one of several criteria for obtaining a DG driver licence. More information can be sourced from the regulator in each jurisdiction regarding other criteria that apply, which can vary between states and territories. Compliance with these requirements may be required nationally and/or in specific jurisdictions.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify individual organisations and systems for the transport of dangerous goods	1.1 Responsibilities and duties for the transport of DG are clearly outlined
	1.2 Systems, organisations, and people who impact on the transport of DG are identified
2 Identify UN numbers, classes and divisions of dangerous goods including packing groups and categories of dangerous goods	2.1 Proper shipping names and other relevant information from the DG Lists are identified
	2.2 UN class and division labels for DG are determined in accordance with the ADG Code and regulatory requirements
	2.3 Packing groups and categories for DG are identified and confirmed as required
	2.4 DG List is used to identify packing instructions and special provisions
	2.5 Goods that are too dangerous to transport are identified
	2.6 Hazards of commonly transported DG are identified
	2.7 Placard loads are determined from ADG Code criteria and regulatory requirements for the transport of placard loads are identified
3 Maintain dangerous goods documentation	3.1 Transport documentation is completed accurately and is amended as required in accordance with the ADG Code, regulatory requirements and enterprise procedures
	3.2 Requirements for the correct placement of transport documentation in the cabin are explained
4 Plan and manage safe transport of dangerous goods	4.1 Regulatory requirements for carrying passengers while transporting DG are identified
	4.2 Prohibited practices and the carrying of prohibited objects

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		during transport are identified
	4.3	Regulatory requirements for planning routes covering driving, parking, loading and unloading, uncoupling and/or securing the vehicle are explained
	4.4	Transport routes are checked to ensure prohibited areas are avoided and restricted routes are identified
	4.5	Regulatory requirements for transporting empty or nominally empty DG packaging are identified in accordance with the ADG Code
	4.6	Regulatory requirements and driver role in vehicle breakdown situations are appropriately identified
5 Check all safety equipment and its serviceability	5.1	Safety equipment, including personal protective equipment (PPE), is determined and selected in accordance with the type of DG being transported, the ADG Code and regulatory requirements
	5.2	Suitability and serviceability of all safety equipment, including PPE, is identified
6 Check vehicle and assess suitability of transport mode for intended load	6.1	Suitability of the vehicle to carry DG is assessed
	6.2	Suitability of DG packaging is checked to ensure it is fit for purpose
	6.3	Ullage in large compartments is assessed for compliance with the ADG Code
	6.4	Transport documentation is checked to ensure DG markings and vehicle placards are consistent with the load being carried, are legible and are clearly visible, in compliance with the ADG Code
	6.5	DG loads are checked for compatibility and segregation in accordance with regulatory requirements
	6.6	Load restraint methods and equipment for transporting DG are identified in accordance with the ADG Code and the National Transport Commission (NTC) Load Restraint Guide
	6.7	Special transport operations are checked in accordance with the ADG Code
7 Follow emergency procedures	7.1	HAZCHEM codes are explained and assigned for a range of DG loads

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	7.2	Emergency information required for types of DG being transported is appropriately identified and provided to relevant personnel and emergency services as requested
	7.3	Driver role and obligations in an emergency situation are identified within a Transport Emergency Response Plan (TERP) and any equipment for containment, clean up or recovery is identified within the plan
8 Plan, control and manage transfer of dangerous goods	8.1	Positioning of vehicle for DG bulk transfer is planned in accordance with the ADG Code
	8.2	Suitable safety measures for the transfer of all classes DG being transferred are identified in accordance with the ADG Code
	8.3	Appropriate transfer equipment is selected for the task and adequate lighting levels are provided in accordance with the ADG Code
	8.4	Responsibilities of driver during transfer of DG are identified in accordance with the ADG Code
	8.5	Emergency procedures, in a spill or leak incident, during transfer, are identified and implemented in accordance with the ADG Code
	8.6	Hoses used to transfer DG are appropriately identified, tested and used in accordance with the ADG Code

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces but is **not** equivalent to TLILIC3013A Preparation to transport dangerous goods by road.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC0001 Licence to transport dangerous goods by road

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing ullage compliance with the Australian Dangerous Goods (ADG) Code
- assigning HAZCHEM codes for a range of dangerous goods (DG) loads
- checking and amending DG transport documentation
- checking transport routes for suitability using a variety of methods
- completing and amending appropriate documentation as required
- determining proper shipping names for UN numbers
- determining the correct vehicle placarding for co-transport of multiple consignments identified by transport documents
- identifying and deciding what combination of DG labels and emergency information panels (EIPs) is required
- identifying packing groups and implications for transport of DG
- identifying required information on an emergency procedure guide
- identifying the primary hazards for common substances
- **identifying UN numbers**, **UN classes and divisions of DG including packing groups and categories**
- interpreting the meaning of a range of HAZCHEM codes
- locating information within the ADG Code and National Transport Commission (NTC) Load Restraint Guide
- locating regulatory procedure for carrying passengers
- locating the special provisions and associated instructions in the DG List
- making decisions about suitability to drive vehicle
- matching the primary hazard with the appropriate Class or Division
- selecting appropriate segregation method for incompatible DG
- selecting safety equipment effectively and in accordance with regulatory requirements
- stating the threshold for different Classes/Divisions of DG at which vehicle placarding, emergency procedures guide (EPGs), segregation, load restraint and Transport Emergency Response Plan (TERP) becomes mandatory
- using the ADG Code to identify compatible and incompatible combinations of goods

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- using the DG List.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ADG code requirements for transporting nominally empty DG packaging
- appropriate communications strategies and equipment
- appropriate placarding of vehicles – rigids, combinations, tankers, freight containers, packaged plus placardable units, import/export markings, International Maritime Dangerous Goods (IMDG) Code
- appropriate ullage in large compartment tanks as per the ADG code
- common terms for transporting DG by road
- damaged and defective packages
- definitions for classifying a packaging as an IBC or pressure vessel or multiple element gas container (MEGC) or portable tank or road tanker or bulk container or freight container
- DG identification and classification
- differentiating and following the rules for empty containers
- driver, employer (prime contractor) and members' of the organisations responsibilities when transporting DG by road including:
  - DG transfer activities
  - TERP
  - vehicle breakdowns
- empty containers
- format for proper shipping names
- hose maintenance and testing
- how to access information from a compliance plate from an intermediate bulk container (IBC), portable tank and freight container for identification
- how to assess operational suitability of equipment and vehicles for DG transportation
- how to assess suitability and serviceability of safety equipment including personal protective equipment (PPE)
- how to assess suitability of lighting levels
- how to compare a new package to a damaged package and how to decide on what action to take
- how to determine the placard load level for mixed class loads of DG

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- how to identify hazards and how to plan work to minimise risks when transporting DG
- how to identify other persons, organisations and systems involved in the transport of DG by road
- how to identify the common responsibilities drivers share with consignors
- how to identify the regulatory requirements that apply to the transport of placard loads
- how to identify the vehicle placarding threshold for each Class/Division of DG
- how to recognise UN packaging specification
- how to report accidents, incidents or potential difficulties promptly, in accordance with legislation
- how to select appropriate equipment and work systems to enable safe, efficient work
- how to undertake hose assessment, maintenance and testing activities
- load restraint methods for transporting DG
- methods for bulk transfer
- methods of segregation – vehicles, cargo transport units and segregation devices
- methods to select suitable vehicle:
  - as a road vehicle to transport a freight container, portable tank or bulk; container fitted with corner castings – fitted with twist locks or other equipment for securing
  - as a road vehicle to transport a demountable tank or bulk container without corner castings and fitted with devices to secure the container
  - as a tank vehicle (in accordance with the relevant Section of the ADG Code)
  - for transporting goods
  - that it is clean
  - that is free of any defect that is likely to create a risk in transporting goods
- overpacks and how they are used
- primary hazards with Class or Division
- prohibited practices and objects
- rationale for correct vehicle positioning
- rationale for placing transport documentation in the cabin
- regulatory procedures for:
  - driving
  - loading
  - parking
  - planning routes
  - securing vehicle
  - uncoupling
  - unloading
- regulatory procedures for carrying passengers
- relevant emergency information procedures in an accident or incident
- relevant personnel and emergency services
- relevant safety equipment and PPE
- requirements of each individual and organisation to carry out their tasks safely
- role and function of a TERP

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- role and purpose of DG transport documentation
- role and purpose of packing groups
- role and responsibilities of each member in the system and organisations related to transporting DG
- role, format and function of HAZCHEM codes
- role, purpose and location of DG Lists including special provisions and instructions it contains
- role, serviceability and use of safety equipment when transporting DG
- role, types and formats of transport documentation requirements as required by regulators
- segregation principles based on Class/ Division
- special segregation provisions
- special transport considerations, including:
  - decontamination of freight containers, prior to removal of placarding for Div. 6.1
  - dry conditions (i.e. exclusion of water) for Div. 4
  - temperature control in refrigerated units for Div. 4.1/5.2
  - ventilation of cargo transport units for Div. 2.1/2.3
- transfer activities, hazards and related emergency procedures
- transport routes, including prohibited areas and restricted routes
- types and functions of safety measures for transferring DG
- types of load restraint equipment
- types of transfer equipment
- UN Classes
- UN Division labels and their use
- where to locate specific load restraint information.

Assessment Conditions

Assessors

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment and:

- have at least 5 years relevant DG industry and operational experience or Competent Authority (i.e. the regulator for transporting DG) agreed relevant transport training experience
- meet any additional mandatory skills or qualifications required by the Competent Authority
- pass an assessment test approved by the Competent Authority.

Assessment

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

Assessment must occur through suitable scenarios and where possible, simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- Mandatory Assessment Instrument (MAI)
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Mandated Assessment Instrument

Registered Training Organisations must contact their Competent Authority to obtain a copy of the MAI.

The assessor must use the MAI to conduct the summative competency assessment.

The MAI must be used in accordance with its directions as specified.

Evidence of competence is established using the MAI, which involves responses to questions about knowledge and an assessment of responses to practical scenario-based problems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC0012 Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to safely operate a vehicle loading crane with a capacity of 10 metre tonnes or more

Vehicle loading crane means a crane mounted on a vehicle for the purpose of loading and unloading the vehicle.

This unit applies to the activities of a person operating a vehicle loading crane with a capacity of 10 metre tonnes or more, and includes applying load estimation and slinging techniques to move a load.

A person performing this work is required to hold a vehicle loading crane high risk work (HRW) licence.

This unit requires a person operating vehicle loading crane to plan the work, conduct routine checks, set up the crane, shift loads in a safe manner and safely shut down and secure the crane.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Weight of load is identified and estimated in consultation with associated personnel as required
	1.4 Suitable lifting points on load are identified in consultation with associated personnel
	1.5 Appropriate lifting equipment is obtained following consultation with associated personnel
	1.6 Crane capabilities are appropriate to the load/s, working conditions and environmental conditions
	1.7 Appropriate paths for moving loads in the work area are inspected and determined
	1.8 Appropriate communication methods are identified with associated personnel
2 Conduct routine checks	2.1 Crane is visually checked for any damage or defects
	2.2 All signage and labels are visible and legible in accordance with the appropriate standard.
	2.3 Routine pre-operational crane checks are carried out in accordance with procedures
	2.4 All controls are located and identified
	2.5 Crane service logbook is checked for compliance

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	2.6	Crane is started in accordance with procedures and checked for any abnormal noises
	2.7	All crane safety devices are tested in accordance with procedures
	2.8	Post-start operational checks are carried out in accordance with procedures
	2.9	All communication equipment is checked for serviceability
	2.10	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Set up crane	3.1	Ground suitability is checked
	3.2	Crane is driven to work area in accordance with procedures
	3.3	Crane is positioned for work application and stability in accordance with procedures
	3.4	Outriggers/stabilisers are deployed and locked in accordance with manufacturer instructions, and required type and amount of padding material or plates is determined
	3.5	Boom/jib and configuration data is input into the crane computer as required
	3.6	Appropriate hazard prevention/control measures are applied to work area in accordance with procedures
	3.7	All communications equipment is tested for functionality
	3.8	Lifting equipment is prepared for load in accordance with procedures
	3.9	Load destination is prepared
4 Transfer loads	4.1	Loads are determined within crane capacity
	4.2	Boom/jib and hoist block is positioned over load following directions from associated personnel
	4.3	Lifting equipment is attached and secured using defined techniques in accordance with procedures
	4.4	Test lift is carried out in accordance with procedures to allow for checks to be safely made, in consultation with relevant personnel
	4.5	Loads are transferred using all relevant crane movements in accordance with procedures and the appropriate standard

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	4.6 All required communication signals are correctly interpreted in accordance with procedures and the appropriate standard
	4.7 Load is landed ensuring stability and security from movement
	4.8 Lifting equipment is removed or disconnected from load and/or lifting hook in accordance with procedures
	4.9 Crane is operated in accordance with procedures
	4.10 Load movement is monitored constantly, ensuring safety of personnel and load, and crane stability
	4.11 Unplanned and/or unsafe situations are responded to in accordance with procedures
5 Shut down and secure crane	5.1 Crane boom/jib and equipment are stowed and secured in accordance with procedures and the appropriate standard
	5.2 Relevant motion locks and brakes are applied as required
	5.3 Outriggers/stabilisers are stowed and secured in accordance with procedures
	5.4 Plates or packing are stowed and secured
	5.5 Crane is shut down in accordance with procedures
	5.6 Routine post-operational crane checks are carried out in accordance with procedures
	5.7 Lifting equipment is stored in accordance with procedures and the appropriate standards
	5.8 All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a vehicle loading crane with a capacity of 10 metre tonnes and above in different types of workplaces, transferring key

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Skill	Performance feature
	principles of safe operation to different contexts • improve own performance in safely and efficiently operating a vehicle loading crane by incorporating learnings from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate vehicle loading crane in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with vehicle loading crane data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to vehicle loading crane operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • vehicle loading crane data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a vehicle loading crane, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management skills to:	• implement risk control measures • initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC0012A Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above).

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Links

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Assessment Requirements for TLILIC0012 Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a vehicle loading crane with a capacity of 10 metre tonnes and above, and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures for estimating loads
- applying hazard prevention/control measures including:
  - adequate illumination
  - disconnecting power
  - insulated electric lines
  - moving obstructions
  - pedestrian controls
  - personal protective equipment
  - safety tags on electrical switches/isolators
  - using safety observer inside exclusion zone
  - traffic barricades and controls
  - trench covers
- applying risk assessment and hazard control strategies, including hierarchy of control as applied to positioning and safely operating vehicle loading crane
- assessing ground conditions to confirm site is suitable (e.g. firm, level and safe) to operate a vehicle loading crane
- communicating with other workplace personnel through:
  - using appropriate worksite protocols
  - bells
  - buzzers
  - listening
  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two-way radios

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  - verbal and non-verbal language
  - written instructions
  - whistles
- complying with work health and safety (WHS)/occupational health and safety (OHS) licensing legislation
- demonstrating awareness of boom/jib movements and safe positioning of the operator for any lift
- operating a vehicle loading crane including all functions to their maximum extension when loading and unloading loads to the safe working rated capacity
- operating vehicle loading crane including all functions to their maximum extension when loading and unloading loads to the safe working rated capacity of the crane, in conjunction with other associated personnel, while applying relevant crane movements including:
  - knuckling
  - luffing
  - raising and lowering hoist
  - slewing
  - telescoping
- receiving and interpreting workplace instructions, safety information, emergency procedures
- recording and maintaining accurate information relating to crane operations
- shutting down a vehicle loading crane in accordance with manufacturer specifications and workplace procedures including:
  - folding boom/jib into the transport position
  - idling engine to stabilise temperature
  - locking and securing cabin as required
  - removing key from ignition as required
  - retracting boom/jib as required
  - retracting hoist rope and hook block
  - retracting outriggers/stabilisers
  - securing crane for travel
  - turning off engine as required
- stabilising a vehicle loading crane by:
  - correctly positioning plates or packing
  - deploying outriggers
  - establishing correct size plates or packing
- test-lifting the load just clear of the lifting plane to ensure:
  - adjustments to slinging can be made in a safe manner
  - all equipment is functioning properly
  - load measuring equipment can be used to verify calculated weight of load
  - loads of unusual shape or weight distribution are correctly slung
  - near capacity loads do not overload crane

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- using and interpreting crane manufacturer specifications and data, including load charts to enable a vehicle loading crane to be configured for load
- using communications signals including:
  - stop – hand
  - stop – whistle
  - hoist up – hand
  - hoist up – whistle
  - hoist down – hand
  - hoist down – whistle
  - luff boom down – hand
  - luff boom down – whistle
  - luff boom up – hand
  - luff boom up – whistle
  - telescope out – hand
  - telescope out – whistle
  - telescope in – hand
  - telescope in – whistle
  - slew/articulate right – hand
  - slew/articulate right – whistle
  - slew/articulate left – hand
  - slew/articulate left – whistle

- using lifting equipment and basic slinging techniques suitable for loads to be loaded/unloaded as defined by workplace procedures
- verifying problems and equipment faults, and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (e.g. wind, lightning, storms)
  - failure/loss of control (e.g. brakes and steering)
  - failure of equipment (e.g. hydraulic system)
  - obstacles and obstructions
  - unusual or difficult terrains.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- appropriate mathematical procedures for estimating and measuring loads
- assessment of ground conditions to confirm site is suitable (e.g. firm, level and safe) to operate crane
- Australian and industry standards relevant to operating a vehicle loading crane (capacity 10 metre tonnes and above)
- boom/jib movements and particularly the safe positioning of operator for any lift
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- defined techniques including fixed lifting points and basic reeved slings
- ground stability including:
  - backfilled ground
  - bitumen
  - concrete
  - hard compacted soil
  - rock
  - rough uneven ground
  - soft soils
- hazards including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - ground stability (e.g. ground condition, recently filled trenches, slopes)
  - insufficient lighting
  - other specific hazards (e.g. dangerous materials)
  - overhead hazards (e.g. electric lines, service pipes)
  - positioning of crane operator
  - traffic (e.g. pedestrians, vehicles, other plant)
- hierarchy of control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- organisational and workplace standards, requirements, policies and procedures for operating the crane class
- procedures for recording, reporting and maintaining workplace records and information
- rated capacity and working load limits (including use of crane load charts)
- risks associated with overhead electric lines/electrical cables, ground conditions, wind, pedestrians and tipping
- systematic process of eliminating or reducing risk to personnel and property through the application of controls
- typical routine problems encountered, and equipment and adjustments required for

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correction
- use of lifting equipment and basic slinging techniques suitable for loads to be loaded/unloaded as defined by workplace procedures
- vehicle loading crane characteristics and capabilities to allow crane configuration to suit the range of loads.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the Standards for *Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment

Vehicle loading crane (capacity 10 metre tonnes) and above operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

If the working zone is located at a ‘live’ site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring candidates have access to:

- appropriate vehicle loading crane with a capacity of 10 metre tonnes and above, and associated equipment in safe condition
- as required, appropriate personnel to sling and direct the loads including:
  - doggers
  - riggers
- communications equipment including:
  - bells

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  - buzzers
  - two-way radios
  - whistles
- controls including:
  - boom extension levers (where fitted)
  - hoisting and lowering levers
  - knuckling levers
  - luffing levers
  - slewing levers including brake
- lifting equipment including:
  - chain slings
  - eyebolts
  - shackles
  - wire and synthetic slings
- required personal protective equipment (PPE) for the purpose of the Performance Assessment
- safety devices including:
  - audible and visual warning devices
  - horns/sirens
  - lights
- signage and labels including:
  - crane decals
  - control labels
  - crane data plates/labels
  - load charts
- where appropriate, relevant workplace procedures and standards for operating a vehicle loading crane with a capacity of 10 metre tonnes and above including:
  - approved codes of practice and guidance material
  - relevant Australian Standards especially AS2550.1 Cranes, hoists and winches—Safe use (2011)
  - checklists
  - history record system for service and maintenance history
  - industry operating procedures
  - industry standards (where applicable)
  - logbook
  - manufacturer guidelines (instructions, specifications or checklists) for the purpose of the Performance Assessment
  - safe work method statement (SWMS), as required
  - service logbook.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC2001 Licence to operate a forklift truck

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to operate a forklift truck safely.

Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other arms that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck.

A person performing this work is required to hold a forklift truck high risk work (HRW) licence.

This unit requires a person operating a forklift truck to plan the work, conduct routine checks on a forklift truck, shift loads in a safe manner, and safely shut down and secure equipment after completing operations.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Risk control measures are identified consistent with regulatory requirements and the hierarchy of control
	1.3 Appropriate forklift truck is selected in accordance with load and workplace conditions
	1.4 Working area is inspected to determine appropriate paths for moving loads and forklift truck in accordance with workplace conditions
	1.5 Methods for communicating are identified and confirmed in accordance with workplace procedures
2 Conduct routine checks	2.1 Prior to operation, forklift truck is visually checked for any damage or defects
	2.2 All signage and labels are checked to ensure they are visible and legible, in accordance with the appropriate standard
	2.3 All controls are located, identified and confirmed
	2.4 Pre-start operational checks are carried out in accordance with manufacturer specifications and workplace procedures
	2.5 Forklift truck is started in accordance with manufacturer specifications and workplace procedures, and is checked for any abnormal noise
	2.6 Post-start operational checks are carried out in accordance with manufacturer specifications and workplace procedures

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	2.7 All forklift truck functions and safety devices are tested to their maximum in accordance with manufacturer specifications and workplace procedures
	2.8 Issues, defects and damage identified during routine checks are reported and recorded in accordance with workplace procedures, and appropriate action is taken
3 Shift load	3.1 Weight of load is assessed to ensure compliance with forklift truck data plate specifications
	3.2 Appropriate hazard prevention/control measures are implemented and communicated to personnel in the work area
	3.3 Forklift truck is operated at a safe speed in accordance with manufacturer specifications and workplace procedures
	3.4 Loads are moved and placed to ensure stability of material and avoidance of hazards
	3.5 Load movement is monitored constantly to ensure safety of personnel and load, and structural stability
	3.6 Unplanned and/or unsafe situations are responded to in accordance with workplace procedures and emergency plans
4 Shut down and secure forklift truck	4.1 Forklift truck is parked to avoid hazards
	4.2 Forklift truck is shut down in accordance with manufacturer specifications and workplace procedures
	4.3 Routine post-operational forklift truck checks are carried out in accordance with manufacturer specifications and workplace procedures
	4.4 Forklift truck is secured to prevent unauthorised access/use
	4.5 All defects and damage are reported and recorded in accordance with manufacturer specifications and workplace procedures, and appropriate action is taken

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Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a forklift truck in different types of workplaces transferring key principles of safe operation to different contexts • improve own performance in safely and efficiently operating a forklift truck by incorporating learnings from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate forklift in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with forklift truck data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to forklift truck operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant communications conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • forklift truck data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a forklift truck, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management skills	• implement risk control measures • initiate emergency management strategies

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC2001A Licence to operate a forklift truck

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC2001 Licence to operate a forklift truck

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a forklift truck and satisfy all of the unit elements, performance criteria and foundations skills requirements on at least one occasion including:

- applying risk assessment and hazard control strategies, including hierarchy of control as applied to safely operating a forklift truck
- carrying out post-start operational checks, which must ensure:
  - attachment movements and control functions are smooth and comply with operating requirements
  - hazard warning systems (e.g. lights and horns) are functional
  - safety devices are checked, including
    - deadman's switch
    - emergency descent device (hydraulic)
    - reversing beepers
  - start-up is in accordance with procedures
  - steering, transmission and brake functions comply with operating requirements
- carrying out pre-start operational checks, which must include:
  - battery charge checks, as required
  - ensuring availability of logbook, records, handbook and/or operating manuals
  - fitting and interpreting forklift truck data plate
  - fluid checks
  - forklift truck attachment security checks
  - identifying approved modifications and/or attachments fitted, to manufacturer specifications in accordance with forklift truck or attachment data plate
  - locating, identifying and confirming all controls
  - safety equipment checks
  - signage and label visibility and legibility checks
  - updating records as required
- communicating with other workplace personnel through
  - using appropriate worksite protocols

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    - listening
    - making and interpreting hand signals
    - questioning to confirm understanding
    - signage
    - verbal and non-verbal language
    - written instructions
- complying with Commonwealth, state and territory work health and safety (WHS)/occupational health and safety (OHS) legislation and regulations
- conducting and monitoring safe forklift truck operations that include moving loads safely, driving and manoeuvring, picking up and placing loads at various stack heights and carrying out all functions to the maximum height and load capacity
- driving a forklift truck with load in forward and reverse, while maintaining visibility
- planning and preparing for forklift truck operations including:
    - conducting a workplace risk assessment
    - identifying hazards associated with operating a forklift truck, which must include
        - forklift truck instability (e.g. due to overloading, poor load placement, irregular loads)
        - ground conditions (e.g. condition of pavement, slopes)
        - insufficient lighting
        - overhead hazards (e.g. electric lines, service pipes)
        - traffic (e.g. pedestrians, vehicles, other plant) and the risk of collision with people, moving plant and fixed structures
        - weather conditions (e.g. wind, lightning, rain)
    - selecting hazard prevention strategies in accordance with the hierarchy of control
    - putting in place effective controls for identified hazards
    - visually checking a forklift truck for any damage or defects prior to operation including
        - evidence of damage
        - leaks
        - structural weaknesses (including paint separation or stressed welds)
- receiving and interpreting workplace instructions, safety information and emergency procedures
- shutting down a forklift truck in accordance with manufacturer specifications and workplace procedures including
    - parking in a suitable location away from dangerous areas
    - correctly positioning fork arms (tips down, tilted forward, lowered to ground)
    - selecting appropriate transmission/gear for parking (relevant to transmission type)
    - applying hand/parking brake
    - turning off engine power
    - removing ignition key as required
    - shutting off LPG gas cylinder valve as required

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  - securing equipment in accordance with manufacturer specifications and against unauthorised operation
  - securing site
  - ensuring access ways are clear
  - identifying and segregating defective equipment and reporting to authorised personnel
  - connecting batteries to charger as required
- verifying problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations including
  - environmental conditions (e.g. wind, lightning, storms)
  - failure/loss of control (e.g. brakes and steering)
  - failure of equipment (e.g. hydraulic system)
  - forklift truck instability (e.g. due to deterioration of ground condition, overloading, poor load placement, irregular loads).

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and industry standards relevant to operating a forklift truck
- Commonwealth, state or territory WHS/OHS legislation and approved codes of practice in relation to one's own responsibilities
- forklift truck characteristics and capabilities (including use of load data plates)
- forklift truck operations and safe operating techniques
- hierarchy of control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- methodology to determine weight of a load including the estimation or determination from labels, markings or load paperwork such as:
  - control labels
  - forklift data plates/labels
  - forklift warning decals
- organisational and workplace standards, requirements, policies and procedures for operating a forklift truck
- procedures for recording, reporting and maintaining workplace records and information
- relevant Australian and industry standards, codes of practice and guidelines to safely

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operate a forklift truck
- risk control measures including:
  - barricades and traffic control (e.g. traffic management plan)
  - compliance with permit condition requirements from electrical supply authority, including
    - adequate illumination
    - disconnected power
    - excavation safeguards
    - insulated electric lines
    - maintaining safety observer zone
    - movement of obstructions
    - observing limits of approach
    - pedestrian control (barricades, signs, etc.)
    - power disconnection or compliance with electrical supply authority requirements
    - safety tags on electrical switches/isolators
    - using safety observer inside exclusion zone
    - using personal protective equipment
- selecting forklift truck to suit load and workplace conditions
- typical routine problems encountered operating a forklift truck and equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the Standards for *Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment

Forklift truck operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

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If the working zone is located at a 'live' site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring that candidates have access to:

- a suitable forklift truck that complies with AS 2359 Powered industrial trucks and is in a safe condition
- associated equipment appropriate to forklift truck operations
- suitable loads
- required personal protective equipment (PPE) for the purpose of Performance Assessment
- relevant workplace procedures and standards for operating a forklift truck, including:
  - approved codes of practice and guidance
  - relevant Australian and international technical standards
  - manufacturer guidelines (instructions, specifications or checklists) for the purpose of Performance Assessment
  - relevant industry standards and operating procedures (where applicable)
  - safe work method statements (SWMS), as required.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC2002 Licence to operate an order picking forklift truck

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to operate an order picking forklift truck safely.

Order picking forklift truck means a forklift truck where the operator controls are incorporated with the lifting media and elevate with the lifting media.

A person performing this work is required to hold an order picking forklift truck high risk work (HRW) licence.

This unit requires a person operating an order picking forklift truck to plan the work, conduct routine checks on order-picking forklift trucks, shift loads in a safe manner, and safely shut down and secure equipment after completing operations.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Risk control measures are identified to ensure the safety of personnel and equipment, consistent with regulatory requirements and the hierarchy of control
	1.3 Order picking forklift truck is selected in accordance with load and workplace conditions
	1.4 Working area is inspected to determine appropriate path of movement for loads and order picking forklift truck, for the workplace conditions
	1.5 Methods for communicating are identified and confirmed in accordance with workplace procedures
2 Conduct routine checks	2.1 Prior to operation, order picking forklift truck is visually checked for any damage or defects
	2.2 All signage and labels are checked to ensure they are visible and legible, in accordance with the appropriate standard
	2.3 All controls are located, identified and confirmed
	2.4 Pre-start operational checks are carried out in accordance with manufacturer specifications and workplace procedures
	2.5 Order picking forklift truck is started in accordance with manufacturer specifications and workplace procedures, and is checked for any abnormal noise
	2.6 Post-start operational checks are carried out in accordance with manufacturer specifications and workplace procedures
	2.7 All order picking forklift truck functions and safety devices are tested to their maximum in accordance with manufacturer specifications and workplace procedures

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	2.8 Defects and damage are reported and recorded in accordance with workplace procedures, and appropriate action is taken
3 Shift load	3.1 Weight of load is assessed to ensure compliance with order picking forklift truck data plate
	3.2 Hazard prevention/control measures are implemented and communicated with personnel in the work area, as required
	3.3 Order picking forklift truck is operated at a safe speed in accordance with manufacturer specifications and workplace procedures
	3.4 Work is conducted safely at heights and safety equipment is used safely and efficiently
	3.5 Loads are moved and placed to ensure stability of material and avoidance of hazards
	3.6 Load movement is monitored constantly, to ensure safety of personnel and load, and order picking forklift truck stability
	3.7 Unplanned and/or unsafe situations are responded to in accordance with workplace procedures and emergency plans
4 Shut down and secure forklift	4.1 Order picking forklift truck is parked to avoid hazards
	4.2 Order picking forklift truck is shut down in accordance with manufacturer specifications and workplace procedures
	4.3 Routine post-operational order picking forklift truck checks are carried out in accordance with manufacturer specifications and workplace procedures
	4.4 Order picking forklift truck is secured to prevent unauthorised access/use
	4.5 All defects and damage are reported and recorded in accordance with manufacturer specifications and workplace procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

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FOUNDATION SKILLS	
Skill	**Performance feature**
Employment skills to:	• operate an order picking forklift truck in different types of workplaces transferring key principles of safe operation to different contexts • improve own performance in safely and efficiently operating an order picking forklift truck by incorporating learnings from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate order picking forklift truck in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with order picking forklift truck data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to order picking forklift truck operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radios conventions

Literacy (Reading) skills to:	• interpret documentation that includes technical specificity including:
	  • order picking forklift truck data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (Writing) skills to:	• accurately record and maintain information relating to operating an order picking forklift truck, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-Management skills	• implement risk control measures • initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit is equivalent to TLILIC2002A Licence to operate an order picking forklift truck.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC2002 Licence to operate an order picking forklift truck

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating an order picking forklift truck and satisfy all of the unit elements, performance criteria and foundation requirements on at least one occasion including:

- applying risk assessment and hazard control strategies, including hierarchy of control as applied to safely operating an order picking forklift truck
- carrying out post-start operational checks, which must ensure:
  - attachment movements and control functions are smooth and comply with operating requirements
  - hazard warning systems (e.g. lights and horns) are functional
  - safety devices are checked, including
    - safety gates and interlocks
    - reversing beepers
    - emergency descent device (hydraulic)
    - deadman's switch
  - start up is in accordance with procedures
  - steering, transmission and brake functions comply with operating requirements
- carrying out pre-start operational checks, which must include:
  - all controls are located, identified and confirmed
  - all signage and labels are visible and legible
  - identifying approved modifications and/or attachments fitted to manufacturer specifications in accordance with order picking forklift data plate
  - battery charge checks
  - checks for adaptations or modifications outside manufacturer specifications (i.e. not listed on the order picking forklift data plate)
  - fluid checks
  - ensuring availability of logbook, handbook or operating manuals
  - ensuring safety devices/alarms are fitted and operational
  - fitting and interpreting order picking forklift data plate
  - order picking forklift truck attachment security checks

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    - updating records as required
    - safety equipment checks
- communicating with other workplace personnel through:
    - using appropriate worksite protocol
    - listening
    - making and interpreting hand signals
    - questioning to confirm understanding
    - signage
    - verbal and non-verbal language
    - written instructions
- complying with Commonwealth, state and territory work health and safety (WHS)/occupational health and safety (OHS) legislation and regulations
- conducting and monitoring safe order picking forklift truck operations that includes picking and placing loads safely at various heights, driving, manoeuvring and placing loads in a safe manner, and carrying out all functions to the maximum height and load capacity
- driving order picking forklift truck with load in forward and reverse, while maintaining visibility
- planning and preparing for order picking forklift truck operations including:
    - conducting a workplace risk assessment
    - identifying hazards associated with operating an order picking forklift truck, which must include :
        - ground conditions (e.g. condition of surface, slopes)
        - insufficient lighting
        - overhead hazards (e.g. electric lines, service pipes)
        - risk of collision with people, moving plant and fixed structures
        - order picking forklift instability (e.g. overloading, poor load placement, irregular loads)
        - other specific hazards (e.g. falling from platform, dangerous materials)
        - traffic (e.g. pedestrians, vehicles, other plant)
        - weather conditions (e.g. wind, lightning, rain)
- putting in place effective hazard controls for those hazards identified
- receiving and interpreting workplace instructions, safety information and emergency procedures
- selecting hazard prevention strategies, in accordance with the hierarchy of control
- shutting down order picking forklift truck and equipment in accordance with manufacturer specifications and workplace procedures including:
    - parking in a suitable location away from dangerous areas
    - lowering forks to the ground
    - ensuring brakes and motion locks are applied
    - turning off engine power
    - securing equipment in accordance with manufacturer specifications and against

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unauthorised movement
  - securing site
  - ensuring access ways are clear
  - removing ignition key as required
  - identifying and segregating defective equipment and reporting to authorised personnel
  - connecting batteries to charger as required
- verifying problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (e.g. wind, lightning, storms)
  - failure/loss of control (e.g. brakes and steering)
  - failure of equipment (e.g. hydraulic system)
  - order picking forklift truck instability (e.g. due to deterioration of ground condition, overloading, poor load placement, irregular loads)
- visually checking order picker forklift truck for any damage or defects prior to operation including:
  - evidence of damage
  - leaks
  - structural weaknesses (including paint separation or stressed welds)
- working safely at heights using safety equipment safely and efficiently.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and industry standards relevant to operating an order picking forklift truck
- Commonwealth, state or territory WHS/OHS legislation and approved codes of practice in relation to one's own responsibilities
- hierarchy of control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- methodology to determine weight of a load including the estimation or determination from labels, markings or load paperwork such as:
  - control labels
  - forklift data plates/labels

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    - forklift warning decals
- order picking forklift truck operations and safe operating techniques
- order picking forklift truck characteristics and capabilities, (including use of load data plates)
- organisational and workplace standards, requirements, policies and procedures for operating an order picker forklift truck
- procedures for recording, reporting and maintaining workplace records and information
- rated capacity and working load limits identification
- relevant Australian and industry standards, codes of practice and guidelines to safely operate an order picking forklift truck
- risk control measures including:
    - barricades and traffic control (e.g. traffic management plan)
    - compliance with permit condition requirements from electrical supply authority, including
        - adequate illumination
        - bridging plates
        - disconnected power
        - excavation safeguards
        - insulated electric lines
        - maintaining safety observer zone
        - movement of obstructions
        - observing limits of approach
        - pedestrian control (barricades, signs, etc.)
        - power disconnection or compliance with electrical supply authority requirements
        - safety tags on electrical switches/isolators
        - using safety observer inside exclusion zone
        - using personal protective equipment
- selecting order picking forklift truck to suit load and workplace conditions
- typical routine problems encountered operating an order picker forklift truck and equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the Standards for *Registered Training Organisations* current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment

Order picking forklift truck operation assessment must be conducted in a working zone in accordance with state/territory arrangements

If the working zone is located at a 'live' site, assessment should continue in all weather conditions unless the safet**y o**f the candidate or others could be compromised.

Simulators must not be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring candidates have access to:

- a suitable order picking forklift truck that complies with AS 2359 Powered industrial trucks and is in a safe condition
- associated equipment appropriate to order picking forklift truck operations
- suitable loads
- required personal protective equipment (PPE) for the purpose of the Performance Assessment
- safety equipment, such as:
  - appropriate attachment point
  - harnesses
  - lanyard
- where appropriate, relevant workplace procedures and standards for operating an order picking forklift truck, including:
  - approved codes of practice and guidance
  - relevant Australian and international technical standards
  - industry standards and operating procedures (where applicable)
  - manufacturer guidelines (instructions, specifications or checklists) for the purpose of the Performance Assessment
  - safe work method statements (SWMS), as required.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC2005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to safely operate a boom-type elevating work platform where the length of the boom is 11 metres or more.

Boom-type elevating work platform means a telescoping device, hinged device, or articulated device, or any combination of these, used to support a platform on which personnel, equipment and materials may be elevated.

A person performing this work is required to hold a boom-type elevating work platform high risk work (HRW) licence.

This unit requires a person operating a boom-type elevating work platform to plan the work, conduct routine checks, set up elevating work platform, operate elevating work platform, and shut down and secure elevating work platform.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Elevating work platform is appropriate for the task
	1.4 Appropriate communications methods are identified
2 Conduct routine checks	2.1 Service logbook for elevating work platform is checked for compliance
	2.2 Elevating work platform is visually checked for damage or defects in accordance with procedures
	2.3 Routine pre-operational checks are carried out in accordance with procedures
	2.4 Safety equipment is inspected in accordance with procedures
	2.5 Elevating work platform is accessed in a safe manner
	2.6 Safety equipment is fitted and secured to elevating work platform in accordance with procedures
	2.7 All controls are located and identified
	2.8 Elevating work platform is started in accordance with procedures
	2.9 All safety devices are identified and tested in accordance with procedures
	2.10 Post-start operational checks are carried out in accordance with procedures

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	2.11 Communications equipment is checked for serviceability
	2.12 All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Set up elevating work platform	3.1 Ground suitability is inspected and checked
	3.2 Elevating work platform is driven to or located at work area in accordance with procedures
	3.3 Elevating work platform is positioned for work application and stability in accordance with procedures
	3.4 Appropriate hazard prevention/control measures are applied to work area in accordance with procedures
	3.5 Work gear and tools are stowed and secured
4 **Operate elevating work platform**	4.1 Elevating work platform is operated using all relevant plant movements in accordance with procedures and appropriate standards
	4.2 Elevating work platform is mobilised using best mobile practice and appropriate procedures
	4.3 Elevated working platform operations are monitored constantly, to ensure safety of personnel and stability
	4.4 Unplanned and/or unsafe situations are responded to in accordance with procedures
5 Shut down and secure elevating work platform	5.1 Elevating work platform is lowered and stowed in accordance with procedures
	5.2 Relevant motion locks and brakes are applied as required
	5.3 Safety equipment is disconnected from platform
	5.4 Egress from elevated work platform is conducted in accordance with procedures
	5.5 Outriggers/stabilisers are stowed and secured in accordance with procedures as required
	5.6 Plates or packing are stowed and secured as required
	5.7 Elevating work platform is shut down in accordance with procedures
	5.8 Routine post-operational checks are carried out in

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accordance with procedures

5.9 Damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a boom-type elevating work platform with a boom length of 11 metres or more in different types of workplaces transferring key principles of safe operation to different contexts • improve own performance in safely and efficiently operating a boom-type elevating work platform by incorporating learnings from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate boom-type elevating work platform in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with boom-type elevating work platform data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to boom-type elevating work platform operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • boom-type elevating work platform data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a boom-type elevating work platform including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management	• implement risk control measures • initiate emergency management strategies

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Skill	Performance feature
skills to:	

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC2005A Licence to operate a boom-type elevating work platform (boom length 11 metres or more).

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC2005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a boom type elevating work platform with a boom lengths of 11 metres or more and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures to estimate loads
- applying best operating practice including:
  - avoiding ground depressions
  - gently accelerating and braking
  - minimum speed
  - minimum boom/jib length
- applying emergency procedures and safety equipment, including the use of safety harnesses, energy absorbers, lanyard and anchor points
- applying hazard prevention/control measures including:
  - disconnected power
  - illumination requirements
  - insulated electric lines
  - moving obstructions
  - pedestrian controls
  - personal protective equipment
  - safety tags on electrical switches/isolators
  - using safety observer inside exclusion zone
  - suitable area for set-up
  - suitable firm and stable standing
  - traffic barricades and controls
  - trench covers
- applying relevant plant movements including:
  - articulating
  - hinging

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  - lowering boom
  - raising boom
  - slewing
  - telescoping
- applying risk assessment and hazard control strategies, including hierarchy of control as applied to positioning and safely operating an elevating work platform
- assessing ground conditions to confirm site is suitable (e.g. firm, level and safe) to extend and travel the elevating work platform
- communicating with other workplace personnel through:
  - appropriate worksite protocols
  - bells
  - buzzers
  - listening
  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two way radios
  - verbal and non-verbal language
  - written instructions
- complying with WHS/OHS licensing legislation
- identifying problems and equipment faults and where practicable demonstrating appropriate response procedures
- operating and controlling a boom type elevating work platform including all functions to their maximum extension within the safe working (rated) capacity including:
  - a telescoping device
  - articulated device
  - hinged device
  - or any combination of the above used to support a platform on which personnel, equipment and materials may be elevated to perform work
- positioning, stabilising, set up of elevating work platforms, including the use of outriggers/stabilisers and packing to ensure that the safest lift is performed
- receiving and interpreting workplace instructions, safety information, emergency procedures
- recording and maintaining accurate information relating to operating elevating work platform
- shutting down a boom type elevating work platform in accordance with manufacturer specifications and workplace procedures including:
  - idling engine to stabilise temperature
  - folding boom/jib into the transport position
  - removing key from ignition
  - retracting boom/jib

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  - retracting outriggers/stabilisers
  - turning off engine
- stabilising a boom type elevating work platform by:
  - correctly positioning plates or packing
  - deploying outriggers
  - establishing correct size plates or packing
- using and interpreting manufacturer specifications and data
- using communications signals including:
  - luff boom down – hand
  - luff boom down – whistle and/or two-way radio
  - luff boom up – hand
  - luff boom up – whistle and/two-way radio
  - stop –hand
  - stop – whistle and/or two-way radio
  - telescope out – hand
  - telescope out – whistle and/or two-way radio
  - telescope in – hand
  - telescope in – whistle and/or two-way radio
- using outriggers/stabilisers and packing to ensure safest lift is performed
- verifying problems and equipment faults and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - contact with overhead electrical conductors
  - damage caused by contact with obstructions
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - failure of controls
  - illness of personnel
  - loss of power.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate mathematical procedures for estimating loads to ensure elevating work platform is not overloaded
- Australian and industry standards relevant to operating a boom-type elevating work platform (boom length 11 metres or more)
- boom length capability including:

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  - nominal reach, measured horizontally from centre point of rotation to outer edge of platform in its most extended position
  - vertical distance from floor of platform to surface supporting elevating work platform with platform at its maximum height
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- ground stability including:
  - backfilled ground
  - bitumen
  - concrete
  - hard compacted soil
  - rock
  - rough uneven ground
  - soft soils
- elevating work platform characteristics, operations and operating techniques
- emergency procedures and safety equipment, including the use of safety harness, energy absorber, lanyard and anchor points
- hazards including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - ground stability (e.g. ground condition, recently filled trenches, slopes)
  - insufficient lighting
  - other specific hazards (e.g. tidal areas, chainsaws, pressure washers, dangerous materials
  - overhead hazards (e.g. electric lines, service pipes, trees, buildings etc.)
  - traffic (e.g. pedestrians, vehicles, plant)
- hierarchy of hazard identification and control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- procedures for recording, reporting and maintaining workplace records and information, including using the service logbook
- organisational and workplace standards, requirements, policies and procedures for conducting elevating work platform operations
- rated capacity and working load limits
- risks associated with overhead electric lines/electrical cables, ground conditions, wind, pedestrians and tipping
- systematic process of eliminating or reducing risk to personnel and property through the application of controls
- typical routine problems encountered in the process and with equipment, and adjustments

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required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the Standards for *Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment

Boom-type elevating work platform (boom length 11 metres or more) operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

If the working zone is located at a ‘live’ site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring candidates have access to:

- appropriate boom-type elevating work platform (boom length 11 metres or more) and associated equipment in safe condition
- appropriate safety equipment and devices including:
  - anchor points
  - audible and visual reversing devices
  - energy absorber
  - horns/sirens
  - lanyard
  - lights as required
  - operator restraint devices (platform gate)

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  - safety harness
- communications equipment including:
  - mobile phone
  - two-way radios
- required personal protective equipment (PPE) for the purpose of the Performance Assessment
- where appropriate, relevant workplace procedures and standards for operating a boom-type elevating work platform including:
  - approved codes of practice and guidance
  - Australian Standards
  - checklists
  - industry operating procedures
  - relevant industry standards (where applicable)
  - manufacturer guidelines (instructions, specifications or checklists) for the purpose of the Performance Assessment
  - safe work method statement (SWMS), as required
  - service logbooks/logbooks
  - signage and labels
  - history record system where service and maintenance history is kept.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC2014 Licence to drive a light rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to obtain a licence to drive a light rigid vehicle. It includes systematically and efficiently controlling all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Types of light rigid vehicles include:

- a rigid truck above 4.5 tonnes GVM but less than or equal to 8 tonnes GVM or
- a rigid bus with less than or equal to 8 tonnes GVM or seats more than 12 adults, including the driver.

Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory driver licensing authority.

This unit applies to driving that is carried out in accordance with relevant state/territory driver licensing authority licence requirements and regulations for light rigid vehicles.

Driving is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

Driving involves the application of routine vehicle driving principles and procedures to maintain safety and to operate a light rigid vehicle across a variety of driving contexts.

The primary legislative requirements applicable to this unit of competency are state/territory legislation in relation to road use and driver licensing.

This unit addresses the knowledge and skills necessary for the granting of a Light Rigid Driver Licence.

Being awarded this unit of competency is a necessary requirement to obtain a Light Rigid Driver Licence but is only one of several criteria. Prospective licence applicants should check with the state/territory driver licensing authority for other criteria (such as licence tenure and medical fitness) to confirm other eligibility requirements before undertaking training and/or assessment.

Pre-requisite Unit

Not applicable.

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Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive a light rigid vehicle	1.1 Light rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturer instructions and relevant vehicle handling procedures
	1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and transmission damage
	1.3 Braking system of light rigid vehicle is managed and operated efficiently to ensure effective control of vehicle under all conditions
	1.4 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.5 Light rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.6 Light rigid vehicle is parked, shutdown and safely secured in accordance with traffic regulations
	1.7 Load is safely and effectively restrained
2 Monitor traffic and road conditions	2.1 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
	2.2 Interaction with other road users is conducted courteously in accordance with road rules to ensure safe and efficient traffic flow
3 Monitor and	3.1 Vehicle performance is maintained through pre-operational

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maintain vehicle performance		inspections and vehicle checks
	3.2	Appropriate signage, lights and equipment are checked for operational effectiveness and for conformity to prescribed traffic regulations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLILIC2014B Licence to drive a light rigid vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC2014 Licence to drive a light rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating and monitoring traffic hazards and taking appropriate action
- applying precautions and required action to eliminate, minimise or control identified hazards
- applying relevant procedures that reflect legislative requirements
- carrying out pre-operational vehicle checks including:
  - checking and topping up fluid levels
  - checking:
    - brakes
    - operation of vehicle lights and indicators
    - tyre pressures
  - visually checking vehicle
- communicating effectively with others
- handling vehicle including:
  - accelerating and braking
  - managing engine performance
  - operating vehicle controls, instruments and indicators
  - positioning and stopping a vehicle
  - reversing a vehicle
  - starting a vehicle
  - steering and manoeuvring a vehicle
  - using defensive driving techniques
- negotiating a range of complex traffic infrastructure (such as roundabouts, traffic lights, stalemate intersections, railway level crossings)
- reading and interpreting relevant instructions, procedures, information and signs.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- light rigid vehicle controls, instruments and indicators, and their use
- light rigid vehicle handling procedures
- pre-operational checks carried out on vehicle and related action
- relevant state/territory driver licensing authority road rules, regulations, permit and licence requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical driving aspects must be assessed in a vehicle typical of the class as approved by the state/territory driver licensing authority. The use of simulators for driver testing is not permitted.

The assessor must use the mandatory assessment tool provided by the state/territory driver licensing authority to conduct the assessment for this unit, in accordance with licensing authority requirements

The state/territory driver licensing authority may prescribe approved routes, which must be used for the final assessment.

Assessment must occur in the following traffic and road conditions:

- on open and/or private roads with moderate inclines and declines
- typical weather conditions.

and may also include traffic and road conditions at a depot, base or warehouse.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- appropriate range of relevant on-road operational or workplace situations
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC2015 Licence to drive a medium rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to obtain a licence to drive a medium rigid vehicle. It includes systematically and efficiently controlling all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Types of medium rigid vehicles include:

- two axle rigid trucks, not being a prime mover, above 8 tonnes GVM or
- a two axle bus above 8 tonnes GVM.

Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory driver licensing authority.

This unit applies to driving that is carried out in accordance with relevant state/territory driver licensing authority licence requirements and regulations for medium rigid vehicles.

Driving is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

Driving involves the application of routine vehicle driving principles and procedures to maintain safety and to operate a medium rigid vehicle across a variety of driving contexts.

The primary legislative requirements applicable to this unit of competency are state/territory legislation in relation to road use and driver licensing.

This unit addresses the knowledge and skills necessary for the granting of a Medium Rigid Driver Licence.

Being awarded this unit of competency is a necessary requirement to obtain a Medium Rigid Driver Licence but is only one of several criteria. Prospective licence applicants should check with the state/territory driver licensing authority for other criteria (such as licence tenure and medical fitness) to confirm other eligibility requirements before undertaking training and/or assessment.

Pre-requisite Unit

Not applicable.

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Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive a medium rigid vehicle	1.1 Medium rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturer instructions and relevant vehicle handling procedures
	1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and transmission damage
	1.3 Braking system of medium rigid vehicle is managed and operated efficiently to ensure effective control of vehicle under all conditions
	1.4 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.5 Medium rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.6 Medium rigid vehicle is parked, shutdown and safely secured according to traffic regulations
	1.7 Load is safely and effectively restrained
2 Monitor traffic and road conditions	2.1 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
	2.2 Interaction with other road users is conducted courteously in accordance with road rules to ensure safe and efficient traffic flow
3 Monitor and	3.1 Vehicle performance is maintained through pre-operational

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maintain vehicle performance		inspections and vehicle checks
	3.2	Appropriate signage, lights and equipment are checked for operational effectiveness and for conformity to prescribed traffic regulations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC2015B Licence to drive a medium rigid vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC2015 Licence to drive a medium rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating and monitoring traffic hazards and taking appropriate action
- applying precautions and required action to eliminate, minimise or control identified hazards
- applying relevant procedures that reflect legislative requirements
- carrying out pre-operational vehicle checks including:
  - checking and topping up fluid levels
  - checking:
    - brakes
    - operation of vehicle lights and indicators
    - tyre pressures
  - visually checking vehicle
- communicating effectively with others
- handling vehicle including:
  - accelerating and braking
  - managing engine performance
  - operating vehicle controls, instruments and indicators
  - positioning and stopping a vehicle
  - reversing a vehicle
  - starting a vehicle
  - steering and manoeuvring a vehicle
  - using defensive driving techniques
- negotiating a range of complex traffic infrastructure (such as roundabouts, traffic lights, stalemate intersections, railway level crossings)
- reading and interpreting relevant instructions, procedures, information and signs.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- medium rigid vehicle controls, instruments and indicators, and their use
- medium rigid vehicle handling procedures
- pre-operational checks carried out on vehicle and related action
- relevant state/territory driver licensing authority road rules, regulations, permit and licence requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical driving aspects must be assessed in a vehicle typical of the class as approved by the state/territory driver licensing authority. The use of simulators for driver testing is not permitted.

The assessor must use the mandatory assessment tool provided by the state/territory driver licensing authority to conduct the assessment for this unit, in accordance with licensing authority requirements.

The state/territory driver licensing authority may prescribe approved routes, which must be used for the final assessment.

Assessment must occur in the following traffic and road conditions:

- on open and/or private roads with moderate inclines and declines
- typical weather conditions.

and may also include traffic and road conditions at a depot, base or warehouse.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- appropriate range of relevant on-road operational or workplace situations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLILIC2016 Licence to drive a heavy rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to obtain a licence to drive a heavy rigid vehicle. It includes systematically and efficiently controlling all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Heavy rigid vehicle includes:

- a rigid vehicle, not being an unladen prime mover, with a minimum of three axles and a minimum 15 tonnes GVM or
- a modified three axle prime mover with a certified detachable tray (with capacity to carry 75% of its specified GVM) with a GVM of 15 tonnes and holds dual registration (HC & HR) or
- a three axle articulated bus or
- a three axle bus above 15 tonnes GVM.

Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory driver licensing authority.

This unit applies to driving that is carried out in accordance with relevant state/territory driver licensing authority licence requirements and regulations for heavy rigid vehicles.

Driving is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

Driving involves the application of routine vehicle driving principles and procedures to maintain safety and to operate a heavy rigid vehicle across a variety of driving contexts.

The primary legislative requirements applicable to this unit of competency are state/territory legislation in relation to road use and driver licensing.

This unit addresses the knowledge and skills necessary for the granting of a Heavy Rigid Driver Licence.

Being awarded this unit of competency is a necessary requirement to obtain a Heavy Rigid Driver Licence but is only one of several criteria. Prospective licence applicants should check with the state/territory driver licensing authority for other criteria (such as licence tenure and medical fitness) to confirm other eligibility requirements before undertaking training and/or

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assessment.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive a heavy rigid vehicle	1.1 Heavy rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturer instructions and relevant vehicle handling procedures
	1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and gear damage
	1.3 Braking system of heavy rigid vehicle is managed and operated efficiently to ensure effective control of vehicle under all conditions
	1.4 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.5 Heavy rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.6 Heavy rigid vehicle is parked, shutdown and safely secured according to traffic regulations
	1.7 Load is safely and effectively restrained
2 Monitor traffic and	2.1 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to

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	road conditions		people or damage to property, equipment, loads and facilities
		2.2	Interaction with other road users is conducted courteously in accordance with road rules to ensure safe and efficient traffic flow
3	**Monitor and maintain vehicle performance**	3.1	Vehicle performance is maintained through pre-operational inspections and vehicle checks
		3.2	Appropriate signage, lights and equipment are checked for operational effectiveness and for conformity to prescribed traffic regulations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLILIC2016B Licence to drive a heavy rigid vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC2016 Licence to drive a heavy rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating and monitoring traffic hazards and taking appropriate action
- applying precautions and required action to eliminate, minimise or control identified hazards
- applying relevant procedures that reflect legislative requirements
- carrying out pre-operational vehicle checks including:
  - checking and topping up fluid levels
  - checking:
    - brakes
    - operation of vehicle lights and indicators
    - tyre pressures
  - visually checking vehicle
- communicating effectively with others
- handling vehicle including:
  - accelerating and braking
  - managing engine performance
  - operating vehicle controls, instruments and indicators
  - positioning and stopping a vehicle
  - reversing a vehicle
  - starting a vehicle
  - steering and manoeuvring a vehicle
  - using defensive driving techniques
- negotiating a range of complex traffic infrastructure (such as roundabouts, traffic lights, stalemate intersections, railway level crossings)
- reading and interpreting relevant instructions, procedures, information and signs.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- heavy rigid vehicle controls, instruments and indicators, and their use
- heavy rigid vehicle handling procedures
- pre-operational checks carried out on vehicle and related action
- relevant state/territory driver licensing authority road rules, regulations, permit and licence requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical driving aspects must be assessed in a vehicle typical of the class as approved by the state/territory driver licensing authority. The use of simulators for driver testing is not permitted.

The assessor must use the mandatory assessment tool provided by the state/territory driver licensing authority to conduct the assessment for this unit according to licensing authority requirements.

The state/territory driver licensing authority may prescribe approved routes, which must be used for the final assessment.

Assessment must occur in the following traffic and road conditions:

- on open and/or private roads with moderate inclines and declines
- typical weather conditions.

and may also include traffic and road conditions at a depot, base or warehouse.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- appropriate range of relevant on-road operational or workplace situations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC3003 Licence to operate a bridge and gantry crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to operate bridge cranes and gantry cranes safely.

Bridge crane means a crane that:

- consists of a bridge beam or beams, that are mounted to end carriages at each end, and
- is capable of travelling along elevated runways, and
- has 1 or more hoisting mechanisms arranged to traverse across the bridge.

Gantry crane means a crane that:

- consists of a bridge beam or beams supported at one or both ends by legs mounted to end carriages, and
- is capable of travelling on supporting surfaces or deck levels, whether fixed or not, and
- has a crab with 1 or more hoisting units arranged to travel across the bridge.

This unit applies to the activities of a person operating bridge crane or gantry crane that is:

- controlled from a permanent cabin or control station on the crane, or
- remotely controlled and having more than 3 powered operations, including the application of load estimation and slinging techniques to move a load.

A person performing this work is required to hold a bridge and gantry crane high risk work (HRW) licence

This unit requires a person operating a bridge crane or gantry crane to plan the work, conduct routine checks, transfer loads, and shut down and secure crane after completing the operation.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

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Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Weight (mass) of load is estimated in consultation with associated personnel
	1.4 Appropriate paths for moving load/s in work area are determined
	1.5 Crane is appropriate to the load/s
	1.6 Appropriate communication methods are identified in consultation with associated personnel
2 Conduct routine checks	2.1 Appropriate hazard prevention/control measures are applied to work area in accordance with procedures
	2.2 Crane is accessed in a safe manner
	2.3 Crane is visually checked for any damage or defects
	2.4 All signage and labels are checked to ensure they are visible and legible, in accordance with the appropriate standard

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	2.5 Routine pre-operational crane checks are carried out in accordance with procedures
	2.6 All controls are located and identified
	2.7 Crane service logbook is checked for compliance
	2.8 Crane is started in accordance with procedures and is checked for any abnormal noises
	2.9 Crane safety devices are tested in accordance with procedures
	2.10 Post-start operational checks are carried out in accordance with procedures
	2.11 Communications equipment is checked for serviceability
	2.12 All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Transfer loads	3.1 Hoist block is positioned over load following directions from associated personnel, as required
	3.2 Test lift is carried out in accordance with procedures to allow for checks to be safely made, in consultation with relevant personnel
	3.3 Loads are transferred using all relevant crane movements in accordance with procedures and appropriate standard
	3.4 All required communications signals are interpreted correctly in accordance with procedures and appropriate standard
	3.5 Crane is operated in accordance with procedures
	3.6 Load movements are monitored constantly, to ensure safety of personnel and load, and structural stability
	3.7 Unplanned and/or unsafe situations are responded to in accordance with procedures
4 Shut down and secure crane	4.1 Crane is parked in accordance with procedures
	4.2 Crane and equipment are stowed and secured in accordance with procedures and appropriate standard
	4.3 Relevant motion locks and brakes are applied as required
	4.4 Crane is shut down in accordance with procedures

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4.5 Routine post-operational crane checks are carried out in accordance with procedures

4.6 Hazard prevention/control measures are removed as required

4.7 All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a bridge gantry crane in different types of workplaces transferring key principles of safe operation to different contexts • improve own performance in safely and efficiently operating a bridge gantry crane by incorporating learnings from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate bridge gantry crane in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with bridge gantry crane data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to bridge gantry crane operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • bridge gantry crane data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a gantry crane, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management	• implement risk control measures

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Skill	Performance feature
skills to:	• initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC3003A Licence to operate a bridge and gantry crane.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC3003 Licence to operate a bridge and gantry crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence safely operating a bridge and gantry crane and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures to estimate loads
- applying hazard prevention/control measures including:
  - adequate illumination
  - disconnected power
  - insulated electric lines
  - moving obstructions
  - pedestrian barricades
  - personal protective equipment
  - safety tags on electrical switches/isolators
  - using safety observer inside exclusion zone
  - traffic barricades and control
- applying risk assessment and hazard control strategies, including hierarchy of control as applied to the safe operation of the crane
- applying risk assessment and management procedures
- completing pre- and post-operational checks of a bridge and gantry crane
- communicating with other workplace personnel through:
  - appropriate worksite protocols
  - bells
  - buzzers
  - listening
  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two-way radios
  - verbal and non-verbal language
  - written instructions

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- complying with work health and safety (WHS)/occupational health and safety (OHS) licensing legislation
- operating a bridge and gantry crane including all functions to their maximum for lifting and moving loads to the maximum rated capacity in conjunction with other personnel while applying relevant crane movements including:
  - hoisting (raising and lowering)
  - traversing (moving hoisting mechanisms along bridge)
  - travelling (at minimum speed, gentle acceleration and braking, to minimise load swing)
- receiving and interpreting workplace instructions, safety information, emergency procedures
- recording and maintaining accurate information relating to bridge and gantry crane operations
- shutting down bridge and gantry crane in accordance with manufacturer specifications and workplace procedures including:
  - isolating power to crane
  - locking and securing cabin as required
  - removing key from control panel as required
  - retracting hoist rope and hook block
  - travelling crane to park position
- test-lifting load just clear of lifting plane to ensure:
  - adjustments to slinging can be made in a safe manner
  - all crane equipment is functioning properly
  - load measuring equipment can be used to verify calculated weight of load
  - loads of unusual shape or weight distribution are correctly slung
  - near capacity loads do not overload crane
- using and interpreting crane manufacturer specifications and data, including maximum load to ensure crane is not overloaded
- using communications signals including:
  - hoist up – hand
  - hoist up –whistle
  - hoist down - hand
  - hoist down- whistle
  - stop – hand
  - stop – whistle
  - traverse – hand
  - travel – hand
  - creep - hand
- verifying problems and equipment faults, and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)

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- failure/loss of control (e.g. brakes and steering)
- failure of equipment (e.g. hydraulic system)
- obstacles and obstructions
- unusual or difficult terrains.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, and performance criteria and include knowledge of:

- appropriate mathematical procedures for estimating loads
- Australian and industry standards relevant to operating a bridge and gantry crane
- bridge and gantry crane characteristics and capabilities to allow for operating a crane to suit the range of loads
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- emergency procedures including escape routes
- hazards including:
  - environmental conditions (e.g. wind, lightning, storms)
  - ground stability (e.g. ground condition or slopes for load placement)
  - insufficient lighting
  - other specific hazards (e.g. dangerous materials)
  - overhead hazards (e.g. electric lines, service pipes)
  - traffic (e.g. pedestrians, vehicles, plant)
- hierarchy of hazard identification and control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- organisational and workplace standards, requirements, policies and procedures for conducting operations for the crane class
- procedures for recording, reporting and maintaining workplace records and information
- rated capacity and working load limits (including use of crane load charts)
- risks associated with overhead electric lines/electrical cables, access to cabin, vehicles and clear access while travelling
- systematic process of eliminating or reducing risk to personnel and property through the application of controls

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- typical routine problems encountered operating crane and equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment

Bridge and gantry crane operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

If the working zone is located at a ‘live’ site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring candidates have access to:

- appropriate bridge crane, a bridge beam mounted at each end to an end carriage, capable of travelling along elevated runways and having one or more hoisting mechanisms arranged to traverse across the bridge
- appropriate gantry crane, a bridge beam, supported at each end by legs mounted on end carriages, capable of travelling on supported surfaces or deck levels, whether fixed or not, which has a crab with one or more hoisting units arranged to travel across the bridge
- appropriate personnel to sling and direct loads including:
  - doggers
  - riggers
- communications equipment including:
  - bells
  - buzzers
  - two-way radios
  - whistles

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- controls including:
  - cross travel levers
  - hoisting and lowering levers
  - long travel levers
  - rotating hook levers (where applicable)
- required personal protective equipment (PPE) for the purpose of the Performance Assessment
- safety devices including:
  - audible and visual reversing devices
  - horns/sirens
  - lights
- operator restraint devices
- where appropriate, relevant workplace procedures and standards for operating a bridge and gantry crane including:
  - approved codes of practice and guidance
  - Australian standard
  - checklists
  - control labels
  - crane data plates/labels
  - crane decals
  - history record system where service and maintenance history is kept
  - industry operating procedures
  - relevant industry standards (where applicable)
  - load charts
  - logbook
  - manufacturer guidelines (instructions, specifications or checklists) for the purpose of the Performance Assessment
  - safe work method statement (SWMS), as required
  - service logbook
  - signage and labels
  - workplace procedures (work instructions, operating procedures, checklists).

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC3004 Licence to operate a derrick crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to operate a derrick crane safely.

Derrick crane means a slewing strut-boom crane with its boom pivoted at the base of a mast that is:

- capable of luffing under load
- guyed (guy-derrick) or held by backstays (stiff-legged derrick).

This unit applies to the activities of a person operating a derrick crane.

A person performing this work is required to hold a derrick crane high risk work (HRW) licence.

This unit requires a person operating a derrick crane to plan work, conduct routine checks, transfer a load, and shut down and secure a crane.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Weight of load is identified and estimated in consultation with associated personnel
	1.4 Appropriateness of crane to load/s and workplace conditions is confirmed
	1.5 Appropriate path for moving loads in work area is determined and inspected
	1.6 Appropriate communications methods are identified in consultation with associated personnel
2 Conduct routine checks	2.1 Ground stability is checked
	2.2 Crane is visually checked for damage or defects
	2.3 All signage and labels are checked to ensure they are visible and legible, in accordance with the appropriate standard
	2.4 Appropriate crane configuration for work task is determined in accordance with procedures
	2.5 Routine pre-operational crane checks are carried out in accordance with procedures
	2.6 All controls are located and identified
	2.7 Crane service logbook is checked for compliance
	2.8 Crane is started in accordance with procedures and is checked for any abnormal noises

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	2.9 All crane safety devices are tested in accordance with procedures
	2.10 Post-start operational checks are carried out in accordance with procedures
	2.11 All communications equipment is checked for serviceability
	2.12 All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Transfer load	3.1 Lifts are determined within crane capacity
	3.2 Appropriate hazard prevention/control measures are applied to work area in accordance with procedures
	3.3 Boom/jib and hoist block is positioned over load following directions from associated personnel
	3.4 Test lift is carried out in accordance with procedures to allow for checks to be safely made, in consultation with relevant personnel
	3.5 Loads are transferred using all relevant crane movements, in accordance with procedures and the appropriate standard
	3.6 All required communications signals are interpreted correctly in accordance with procedures and the appropriate standard
	3.7 Crane is operated in accordance with procedures
	3.8 Load movement is monitored constantly, to ensure safety of personnel and load, and structural stability
	3.9 Unplanned and/or unsafe situations are responded to in accordance with procedures
4 Shut down and secure crane	4.1 Relevant motion locks and brakes are applied as required
	4.2 Crane equipment is stowed and secured as required, in accordance with procedures and the appropriate standard
	4.3 Crane is shut down in accordance with procedures
	4.4 Routine post-operational crane checks are carried out in accordance with procedures
	4.5 All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken

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Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a derrick crane in different types of workplaces transferring key principles of safe operation to different contexts • improve own performance in safely and efficiently operating a derrick crane by incorporating learnings from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate derrick crane in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with derrick crane data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to derrick crane operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • derrick crane data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a derrick crane, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management skills to:	• implement risk control measures • initiate emergency management strategies

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC3004A Licence to operate a derrick crane.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC3004 Licence to operate a derrick crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a derrick crane and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures to estimate loads
- applying hazard prevention/control measures including:
  - adequate illumination
  - disconnected power
  - insulated electric lines
  - moving obstructions
  - pedestrian barricades
  - personal protective equipment
  - safety tags on electrical switches/isolators
  - using safety observer inside exclusion zone
  - traffic barricades and control
  - trench covers
- applying risk assessment and hazard control strategies, including hierarchy of control as applied to the safe operation of the crane
- applying risk assessment and management procedures
- communicating with other workplace personnel through:
  - appropriate worksite protocols
  - bells
  - buzzers
  - listening
  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two-way radios
  - verbal and non-verbal language
  - written instructions

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- complying with WHS/OHS licensing legislation
- operating a derrick crane for lifting and moving loads to the safe working rated capacity in conjunction with other associated personnel while applying relevant crane movements including:
  - hoisting and lowering loads
  - luffing
  - slewing
- receiving and interpreting workplace instructions, safety information, emergency procedures
- recording and maintaining accurate information relating to crane operations
- shutting down derrick crane in accordance with manufacturer specifications and workplace procedures including:
  - idling engine to stabilise temperature as required
  - isolating power supply to crane
  - locking and securing cabin as required
  - raising boom/jib to clear buildings and structures as required
  - removing key as required
  - retracting hoist rope and hook block
  - securing crane for travel
  - turning off engine as required
- test-lifting load just clear of lifting plane to ensure:
  - adjustments to slinging can be made in a safe manner
  - all crane equipment is functioning properly
  - load measuring equipment can be used to verify calculated weight of load
  - loads of unusual shape or weight distribution are correctly slung
  - near capacity loads do not overload the crane
- using and interpreting crane manufacturer specifications and data, or engineer specifications, assessments or designs, including load charts, or load limits at various radii, to enable crane to be configured for load
- using communications signals including:
  - hoist up – hand
  - hoist up – whistle
  - hoist down – hand
  - hoist down – whistle
  - luff boom down – hand
  - luff boom down – whistle
  - luff boom up – hand
  - luff boom up – whistle
  - stop – hand
  - stop – whistle
  - slew left – hand

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  - slew left – whistle
  - slew right – hand
  - slew right - whistle
- verifying problems and equipment faults, and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - failure/loss of control (e.g. brakes and steering)
  - failure of equipment (e.g. hydraulic system)
  - obstacles and obstructions
  - unusual or difficult terrains.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate mathematical procedures for estimating and measuring loads
- Australian and industry standards relevant to operating a derrick crane
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- crane configuration including:
  - backstays and counterweights
  - boom/jib
  - guys
- derrick crane characteristics and capabilities to allow for operating the crane to suit the range of loads
- ground suitability including:
  - backfilled ground
  - bitumen
  - concrete
  - hard compacted soil
  - rock
  - rough uneven ground
  - soft soils
- hazards including:
  - environmental conditions (e.g. wind, lightning, storms)
  - ground stability (e.g. ground condition or slopes for load placement)
  - insufficient lighting

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  - other specific hazards (e.g. dangerous materials)
  - overhead hazards (e.g. electric lines, service pipes)
  - traffic (e.g. pedestrians, vehicles, plant)
- hierarchy of hazard identification and control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- organisational and workplace standards, requirements, policies and procedures for conducting operations for the crane class
- procedures for recording, reporting and maintaining workplace records and information
- rated capacity and working load limits (including use of crane load charts)
- risks associated with overhead electric lines/electrical cables, ground conditions, crane tipping and demolition sites, and other personnel or vehicles
- systematic process of eliminating or reducing risk to personnel and property through the application of controls
- typical routine problems encountered operating a crane and equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment.

Derrick crane operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

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If the working zone is located at a 'live' site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring candidates have access to:

- appropriate derrick crane and associated equipment in safe condition comprising a strut-boom crane with its boom pivoted at the base of a mast which is either guyed (guy-derrick) or held by backstays (stiff-leg derrick) and which is capable of luffing under load
- appropriate personnel to sling and direct loads including:
  - doggers
  - riggers
- communications equipment including:
  - bells
  - buzzers
  - two-way radios
  - whistles
- controls including:
  - hoisting and lowering levers
  - luffing levers
  - slewing levers including brake
- required personal protective equipment (PPE) for the purpose of Performance Assessment
- safety devices including:
  - audible and visual warning devices
  - function limits
  - lights
- signage and labels including:
  - crane data plates/labels
  - load charts
  - crane decals
  - control labels
- where appropriate relevant workplace procedures and standards for operating a derrick crane including:
  - approved codes of practice and guidance
  - Australian Standards
  - checklists
  - control labels
  - crane data plates/labels
  - crane decals
  - history record system where service and maintenance history is kept
  - industry operating procedures

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- relevant industry standards (where applicable)
- load charts
- logbook
- manufacturer guidelines (instructions, specifications or checklists) for the purpose of Performance Assessment
- safe work method statement (SWMS), as required
- service logbook.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC3006 Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to operate a non-slewing mobile crane safely.

Non-slewing mobile crane means a mobile crane incorporating a boom or jib that cannot be slewed, and includes:

- an articulated mobile crane
- a locomotive crane

but does not include vehicle tow trucks.

This unit applies to the activities of a person operating a non-slewing crane with a capacity exceeding 3 tonnes.

A person performing this work is required to hold a non-slewing mobile crane high risk work (HRW) licence.

This unit requires a person operating non-slewing mobile crane to plan the work, conduct routine checks, set up crane, transfer load, mobile load and shut down and secure crane.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Weight of load is identified and estimated in consultation with associated personnel
	1.4 Crane is appropriate to the load/s and workplace conditions
	1.5 Appropriate path for moving loads in work area is inspected and determined
	1.6 Appropriate communications methods are identified in consultation with associated personnel
2 Conduct routine checks	2.1 Crane is visually checked for any damage or defects
	2.2 Crane is accessed in a safe manner
	2.3 All signage and labels are checked to ensure they are visible and legible in accordance with the appropriate standard
	2.4 Routine pre-operational crane checks are carried out in accordance with procedures
	2.5 All controls are located and identified
	2.6 Crane service logbook is checked for compliance
	2.7 Crane is started in accordance with procedures and is checked for any abnormal noises
	2.8 All crane safety devices are tested in accordance with

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		procedures
	2.9	Post-start operational checks are carried out in accordance with procedures
	2.10	All communications equipment is checked for serviceability
	2.11	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Set up crane	3.1	Ground suitability is checked
	3.2	Crane is driven to work area in accordance with procedures
	3.3	Crane is positioned for work application and stability in accordance with procedures
	3.4	Appropriate crane configuration for work task is determined in accordance with procedures
	3.5	Boom/jib and counterweight configuration data is input into crane computer as required
	3.6	Appropriate hazard prevention/control measures are applied to work area in accordance with procedures
	3.7	All communications equipment is tested for functionality
4 Transfer load	4.1	Lifts are determined within the capacity of the crane
	4.2	Boom/jib and hoist block is positioned over load following directions from associated personnel
	4.3	Test lift is carried out in accordance with procedures to allow for checks to be safely made, in consultation with relevant personnel
	4.4	Loads are transferred using all relevant crane movements in accordance with procedures and the appropriate standard
	4.5	All required communications signals are correctly interpreted in accordance with procedures and the appropriate standard
	4.6	Crane is operated in accordance with procedures
	4.7	Load movement is monitored constantly, to ensure safety of personnel and load, and crane stability
	4.8	Unplanned and/or unsafe situations are responded to in accordance with procedures

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5 Mobile load	5.1	Suitability of planned route for crane is checked in accordance with procedures
	5.2	Crane is configured to mobile load in accordance with procedures
	5.3	Load is moved using best mobile practice in accordance with the appropriate standard
6 Shut down and secure crane	6.1	Crane boom/jib and equipment are stowed and secured as required, in accordance with procedures and the appropriate standard
	6.2	Relevant motion locks and brakes are applied as required
	6.3	Outriggers/stabilisers are stowed and secured as required in accordance with procedures
	6.4	Crane is shut down in accordance with procedures
	6.5	Routine post-operational crane checks are carried out in accordance with procedures
	6.6	Plates or packing are stowed and secured as required
	6.7	All damage and defects are recorded and reported in accordance with procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a non-slewing mobile crane (greater than 3 tonnes capacity) in different types of workplaces transferring key principles of safe operation to different contexts • improve own performance in safely and efficiently operating a non-slewing mobile crane (greater than 3 tonnes capacity) by incorporating learnings from different workplaces and different conditions into current performance
Numeracy skills to:	• interpret numerical information including: • selecting appropriate non-slewing mobile crane (greater than 3 tonnes capacity) in accordance with load and workplace

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Skill	Performance feature
	conditions • load weight assessment, to ensure compliance with non-slewing mobile crane (greater than 3 tonnes capacity) data plate specifications • controlling and monitoring instrument readings
Language skills to:	• use and interpret vocabulary specific to non-slewing mobile crane (greater than 3 tonnes capacity) operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions
Literacy (reading) skills to:	• interpret documentation that includes technical specificity including: • non-slewing mobile crane (greater than 3 tonnes capacity) data plate • plant operation manuals and manufacturer specifications • workplace procedures, including emergency plan • workplace signage and labels
Literacy (writing) skills to:	• accurately record and maintain information relating to operating a non-slewing mobile crane (greater than 3 tonnes capacity), including: • incident reports • vehicle checking and maintenance records
Self-management skills to:	• implement risk control measures • initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC3006A Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity).

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Links

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Assessment Requirements for TLILIC3006 Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a non-slewing mobile crane greater than 3 tonne capacity and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures to estimate loads
- applying best mobile practice including:
  - carrying load near to the ground surface
  - gently accelerating and braking (to minimise load swing)
  - minimum boom/jib length
  - minimum speed
  - using handheld taglines
- applying hazard prevention/control measures including:
  - adequate illumination
  - disconnected power
  - insulated electric lines
  - movement of obstructions
  - pedestrian barricades
  - personal protective equipment
  - safety tags on electrical switches/isolators
  - using safety observer inside exclusion zone
  - traffic barricades and control
  - trench covers
- applying risk assessment and hazard control strategies, including hierarchy of control as applied to the positioning and safe operation of the crane
- applying risk assessment and management procedures
- assessing ground conditions to confirm site is suitable (e.g. firm, level and safe) to operate crane
- communicating with other workplace personnel through:
  - appropriate worksite protocols

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  - bells
  - buzzers
  - listening
  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two-way radios
  - verbal and non-verbal language
  - written instructions
- completing the pre-operational check, positioning, stabilising, set up, operation, post-operational checks of a mobile crane including all functions to their maximum extension in the lifting and moving of loads to the safe working rated capacity of a non-slewing mobile crane greater than 3 tonnes capacity in conjunction with other relevant personnel
- complying with work health and safety WHS/OHS licensing legislation
- operating a non-slewing mobile crane greater than 3 tonnes capacity including all functions to their maximum extension in lifting and moving loads to the safe working rated capacity in conjunction with other relevant personnel while applying crane movements including:
  - telescope in and out
  - boom/jib up and down
  - articulating as required
  - raising and lowering hoist as required
- receiving and interpreting workplace instructions, safety information, emergency procedures
- recording and maintaining accurate information relating to crane operations
- shutting down a non-slewing mobile crane greater than 3 tonnes capacity in accordance with manufacturer specifications and workplace procedures including:
  - idling engine to stabilise temperature
  - retracting boom/jib/fly as required
  - retracting hoist rope and hook block
  - retracting outriggers/stabilisers as required
  - turning off engine
- stabilising a non-slewing mobile crane greater than 3 tonnes capacity by:
  - correctly positioning plates or packing
  - deploying outriggers
  - establishing correct size plates or packing
- test-lifting load just clear of lifting plane to ensure:
  - adjustments to slinging can be made in a safe manner
  - all crane equipment is functioning properly
  - load measuring equipment can be used to verify calculated weight of load

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  - loads of unusual shape or weight distribution are correctly slung
  - near capacity loads do not overload crane
- using and interpreting crane manufacturer specifications and data, including load charts, to enable crane to be configured for load including:
  - boom/jib
  - counterweights
  - fly-jib
- using communication signals including:
  - stop – hand
  - stop – whistle
  - hoist up – hand
  - hoist up – whistle
  - hoist down – hand
  - hoist down – whistle
  - luff boom down – hand
  - luff boom down – whistle
  - luff boom up – hand
  - luff boom up – whistle
  - telescope out – hand
  - telescope out – whistle
  - telescope in – hand
  - telescope in – whistle
  - slew/articulate right – hand
  - slew/articulate right – whistle
  - slew/articulate left – hand
  - slew/articulate left – whistle
- verifying problems and equipment faults, and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - failure/loss of control (e.g. brakes and steering)
  - failure of equipment (e.g. hydraulic system)
  - obstacles and obstructions
  - unusual or difficult terrains.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate mathematical procedures for estimating and measuring loads
- Australian and industry standards relevant to operating a non-slewing mobile crane (greater than 3 tonnes capacity)
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- ground suitability including:
  - backfilled ground
  - bitumen
  - concrete
  - hard compacted soil
  - rock
  - rough uneven ground
  - soft soils
- hazards including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - ground stability (e.g. ground condition, recently filled trenches, slopes)
  - insufficient lighting
  - obstacles or obstruction
  - other specific hazards (e.g. dangerous materials)
  - overhead hazards (e.g. electric lines, service pipes)
  - traffic (e.g. pedestrians, vehicles, other plant)
  - unusual or difficult terrains
- hierarchy of hazard identification and control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- non-slewing mobile crane greater than 3 tonnes capacity characteristics and capabilities to allow the configuration of the crane to suit the range of loads
- organisational and workplace standards, requirements, policies and procedures for conducting operations for the crane class
- procedures for recording, reporting and maintaining workplace records and information
- rated capacity and working load limits (including using crane load charts)
- risks associated with overhead electric lines/electrical cables, ground conditions, crane

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tipping and demolition sites, other vehicles and personnel
- systematic process of eliminating or reducing risk to personnel and property through the application of controls
- typical routine problems encountered operating crane and equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment.

Non-slewing mobile crane (greater than 3 tonnes capacity) operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

If the working zone is located at a ‘live’ site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring candidates have access to:

- appropriate non-slewing mobile crane greater than 3 tonnes including articulated type mobile cranes, locomotive cranes and associated equipment in safe condition
- appropriate personnel to sling and direct loads including:
  - doggers
  - riggers
- communications equipment including:
  - bells
  - buzzers
  - fixed channel two-way radios
  - whistles
- controls including:

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  - boom extension levers
  - hoisting and lowering levers
  - luffing levers
  - slewing levers including brake
- required personal protective equipment (PPE) for the purpose of the Performance Assessment
- safety devices including:
  - audible and visual reversing devices
  - horns/sirens
  - lights
- signage and labels including:
  - crane data plates/labels
  - load charts
  - crane decals
  - control labels
- where appropriate, relevant workplace procedures and standards for operating a non-slewing mobile crane greater than 3 tonnes including:
  - approved codes of practice and guidance
  - Australian Standards
  - checklists
  - industry operating procedures
  - relevant industry standards (where applicable)
  - logbook
  - manufacturer guidelines (instructions, specifications or checklists) for the purpose of the Performance Assessment
  - safe work method statement (SWMS), as required
  - service logbook
  - operator restraint devices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC3007 Licence to operate a portal boom crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to operate a portal boom crane safely.

Portal boom crane means a boom crane or a jib crane that is mounted on a portal frame that, in turn, is supported on runways along which the crane travels.

A person performing this work is required to hold a portal boom crane high risk work (HRW) licence.

This unit requires a person operating a portal boom crane to plan the work, conduct routine checks, transfer load, mobile load, and shut down and secure crane.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Hazard control measures are identified in consultation with appropriate personnel consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Weight of load is identified and estimated in consultation with associated personnel
	1.4 Crane appropriate to load/s and workplace conditions is identified
	1.5 Appropriate path for moving loads in work area is determined
	1.6 Appropriate communications methods are identified in consultation with appropriate personnel
2 Conduct routine checks	2.1 Appropriate hazard prevention/control measures are applied to work area in accordance with procedures in consultation with associated personnel
	2.2 Crane is accessed in safe manner
	2.3 Crane is visually checked for any damage or defects
	2.4 All signage and labels are checked to ensure they are visible and legible in accordance with the appropriate standard
	2.5 Routine pre-operational crane checks are carried out in accordance with procedures
	2.6 All controls are located and identified
	2.7 Crane service logbook is checked for compliance
	2.8 Crane is started in accordance with procedures and is checked for any abnormal noises
	2.9 All crane safety devices are tested in accordance with procedures
	2.10 Post-start operational checks are carried out in accordance with

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		procedures
	2.11	All communications equipment is checked for serviceability
	2.12	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Transfer load	3.1	Lifts are confirmed to be within crane capacity in consultation with associated personnel
	3.2	Boom/jib and hoist block is positioned over load following directions from associated personnel
	3.3	Test lift is carried out in accordance with procedures to allow for checks to be safely made, in consultation with relevant personnel
	3.4	Loads are transferred using all relevant crane movements in accordance with procedures and appropriate standards
	3.5	All required communications signals are interpreted correctly in accordance with procedures and the appropriate standard
	3.6	Crane is operated in accordance with procedures
	3.7	Load movement is monitored constantly, to ensure safety of personnel and load, and structural stability
	3.8	Unplanned and/or unsafe situations are responded to in accordance with procedures
4 Mobile load	4.1	Suitability of planned route for crane is checked in accordance with procedures
	4.2	Crane is configured to mobile load in accordance with procedures
	4.3	Load is moved using best mobile practice in accordance with the appropriate standard
5 Shut down and secure crane	5.1	Crane is placed in weathervane mode as required in accordance with procedures
	5.2	Relevant motion locks and brakes are applied as required
	5.3	Crane and equipment are secured correctly in accordance with procedures and the appropriate standard
	5.4	Crane is shut down in accordance with procedures

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5.5 Routine post-operational crane checks are carried out in accordance with procedures

5.6 All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a portal boom crane in different types of workplaces transferring key principles of safe operation to different contexts • improve own performance in safely and efficiently operating a portal boom crane by incorporating learnings from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate portal boom crane in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with portal boom crane data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to safely and efficiently operating a portal boom crane and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • portal boom crane data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a portal boom crane, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management	• implement risk control measures

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Skill	Performance feature
skills to:	• initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC3007A Licence to operate a portal boom crane.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC3007 Licence to operate a portal boom crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a portal boom crane and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures to estimate loads
- applying best mobile practice including:
  - carrying load near to the ground surface (where practical)
  - gently accelerating and braking (to minimise load swing)
  - minimum boom/jib radius
  - minimum speed
  - using handheld taglines
- applying hazard prevention/control measures including:
  - adequate illumination
  - disconnected power
  - insulated electric lines
  - moving obstructions
  - pedestrian barricades
  - personal protective equipment
  - safety tags on electrical switches/isolators
  - using safety observer inside exclusion zone
  - traffic barricades and control
  - trench covers
- applying risk assessment and hazard control strategies, including hierarchy of control as applied to positioning and safely operating a crane
- applying risk assessment and management procedures
- communicating with other workplace personnel through:
  - appropriate worksite protocols
  - bells
  - buzzers
  - listening

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  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two-way radios
  - verbal and non-verbal language
  - whistles
  - written instructions
- complying with WHS/OHS licensing legislation
- loading data into crane computer as required and checking operation to accurately reflect crane configuration
- operating a portal boom crane including all functions to their maximum for lifting and moving loads to the safe working rated capacity while applying relevant crane movements including:
  - hoisting
  - luffing
  - mobiling
  - slewing
- receiving and interpreting workplace instructions, safety information, emergency procedures
- recording and maintaining accurate information relating to crane operations
- shutting down a portal boom crane in accordance with manufacturer specifications and workplace procedures including:
  - applying motion locks and brakes are applied
  - applying weathervane mode as required
  - idling engine to stabilise temperature
  - locking and securing cabin as required
  - raising boom/jib to clear buildings, structures and vessels as required
  - removing key from ignition
  - retracting hoist rope and hook block
  - turning off engine
- test-lifting load just clear of lifting plane to ensure:
  - adjustments to slinging can be made in a safe manner
  - all crane equipment is functioning properly
  - load measuring equipment can be used to verify calculated weight of load
  - loads of unusual shape or weight distribution are correctly slung
  - near capacity loads do not overload crane
- using and interpreting crane manufacturer specifications and data, including load charts to enable crane to be configured for load
- using communications signals including:
  - stop – hand
  - stop – whistle

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  - hoist up – hand
  - hoist up – whistle
  - hoist down – hand
  - hoist down – whistle
  - luff boom down – hand
  - luff boom down – whistle
  - luff boom up – hand
  - luff boom up – whistle
  - slew left – hand
  - slew left – whistle
  - slew right – hand
  - slew right – whistle
  - mobile – hand
- verifying problems and equipment faults, and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - failure/loss of control (e.g. brakes and steering)
  - failure of equipment (e.g. hydraulic system)
  - obstacles and obstructions
  - unusual or difficult terrains.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate mathematical procedures for estimating loads
- Australian and industry standards relevant to operating a portal boom crane
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- hazards including:
  - environmental conditions (e.g. wind, lightning, storms)
  - ground stability (e.g. ground condition or slopes for load placement)
  - insufficient lighting
  - other specific hazards (e.g. dangerous materials)
  - overhead hazards (e.g. electric lines, service pipes)
  - traffic (e.g. pedestrians, vehicles, plant)
- hierarchy of hazard identification and control:

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  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- organisational and workplace standards, requirements, policies and procedures for conducting operations for the crane class
- portal boom crane characteristics and capabilities to allow crane configuration to suit the range of loads
- procedures for recording, reporting and maintaining workplace records and information
- rated capacity and working load limits (including use of crane load charts)
- risks associated with overhead electric lines/electrical cables, access to cabin, other vehicles and clear access while travelling
- systematic process of eliminating or reducing risk to personnel and property through the application of controls
- typical routine problems encountered operating crane and equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment.

Portal boom crane operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

If the working zone is located at a ‘live’ site, assessment should continue in all weather

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conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency

Accredited assessors are responsible for ensuring candidates have access to:

- appropriate portal boom crane and associated equipment in safe condition specified by the endorsed Assessment Instrument
- appropriate personnel to sling and direct loads including:
  - doggers
  - riggers
- communications equipment including:
  - bells
  - buzzers
  - fixed channel two-way radios
  - whistles
- controls including:
  - hoisting and lowering levers
  - luffing levers
  - slewing levers including brake
- required personal protective equipment (PPE) for the purpose of the Performance Assessment
- safety devices including:
  - audible and visual warning devices
  - function limits
  - lights
- signage and labels including:
  - crane data plates/labels
  - crane decals
  - control labels
  - load charts
- where appropriate, relevant workplace procedures and standards for operating a portal boom crane including:
  - approved codes of practice and guidance
  - Australian Standards
  - checklists
  - industry operating procedures
  - relevant industry standards (where applicable)
  - logbook
  - manufacturer guidelines (instructions, specifications or checklists) for the purpose of the Performance Assessment
  - safe work method statement (SWMS), as required
  - service logbook.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC3008 Licence to operate a slewing mobile crane (up to 20 tonnes)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to safely operate a slewing mobile crane with a capacity up to 20 tonnes.

Slewing mobile crane means a mobile crane incorporating a boom or jib that can be slewed, but does not include:

- a front-end loader or
- a backhoe or
- an excavator or
- other earth moving equipment, when configured for crane operation.

This unit applies to the activities of a person operating slewing mobile crane with a capacity up to 20 tonnes that is a:

- non-slewing mobile crane with a capacity exceeding 3 tonnes
- reach stacker
- slewing mobile crane with a capacity of 20 tonnes or less
- vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load.

A person performing this work is required to hold a slewing mobile crane – with a capacity up to 20 tonnes high risk work (HRW) licence.

This unit requires a person operating slewing mobile crane with a capacity up to 20 tonnes to plan the work, conduct routine checks, set up crane, transfer a load, mobile load and shut down and secure the crane after completing the operation.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

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Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Hazard prevention/control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Weight of load is identified and estimated in consultation with relevant personnel
	1.4 Crane is appropriate to the load/s and workplace conditions
	1.5 Appropriate path for moving load/s in work area is inspected and determined
	1.6 Appropriate communications methods are identified with relevant personnel
2 Conduct routine checks	2.1 Crane is visually checked for any damage or defects
	2.2 Crane is accessed in a safe manner
	2.3 All signage and labels are checked to ensure they are visible and legible in accordance with the appropriate standard
	2.4 Routine pre-operational crane checks are carried out in accordance with procedures

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	2.5	All controls are located and identified
	2.6	Crane service logbook is checked for compliance
	2.7	Crane is started in accordance with procedures and is checked for any abnormal noise
	2.8	All crane safety devices are tested in accordance with procedures
	2.9	Post-start operational checks are carried out in accordance with procedures
	2.10	All communications equipment is checked for serviceability
	2.11	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Set up crane	3.1	Ground suitability is checked
	3.2	Crane is driven to work area in accordance with procedures
	3.3	Crane is positioned for work application and stability in accordance with procedures
	3.4	Appropriate crane configuration for work task is determined as required, in accordance with procedures
	3.5	Boom/jib and counterweight configuration data is input into the crane computer as required
	3.6	Appropriate hazard prevention/control measures are applied to work area in accordance with procedures
	3.7	All communications equipment is tested for functionality
4 Transfer load	4.1	Lifts are determined within the capacity of the crane
	4.2	Boom/jib and hoist block is positioned over load following directions from relevant personnel
	4.3	Test lift is carried out in accordance with procedures to allow for checks to be safely made, in consultation with relevant personnel
	4.4	Loads are transferred using all relevant crane movements in accordance with procedures and the appropriate standard
	4.5	All required communications signals are correctly interpreted in accordance with procedures and the appropriate standard

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	4.6	Crane is operated in accordance with procedures
	4.7	Load movement is monitored constantly, to ensure safety of personnel and load, and crane stability
	4.8	Unplanned and/or unsafe situations are responded to in accordance with procedures
5 Mobile load	5.1	Suitability of planned route for crane is checked in accordance with procedures
	5.2	Crane is configured to mobile load in accordance with procedures
	5.3	Load is moved using best mobile practice in accordance with the appropriate standard
6 Shut down and secure crane	6.1	Crane boom/jib and equipment are stowed and secured as required in accordance with procedures and the appropriate standard
	6.2	Relevant motion locks and brakes are applied as required
	6.3	Outriggers/stabilisers are stowed and secured in accordance with procedures
	6.4	Crane is shut down in accordance with procedures
	6.5	Plates or packing are stowed and secured
	6.6	Routine post-operational crane checks are carried out in accordance with procedures
	6.7	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a slewing mobile crane up to 20 tonnes in different types of workplaces transferring key principles of safe operation to different contexts

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Skill	Performance feature
	• improve own performance in safely and efficiently operating a slewing mobile crane by incorporating learnings from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate slewing mobile crane in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with slewing mobile crane data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to slewing mobile crane operations and workplace procedures at a level sufficient to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • slewing mobile crane data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a slewing mobile crane, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management skills to:	• implement risk control measures • initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC3008A Licence to operate a slewing mobile crane up to 20 tonnes.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC3008 Licence to operate a slewing mobile crane (up to 20 tonnes)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a slewing mobile crane up to 20 tonnes and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures to estimate loads
- applying best mobile practice including:
  - boom/jib as low as possible
  - boom/jib in line with crane
  - carrying load near to ground surface
  - gently accelerating and braking (to minimise load swing)
  - facing load uphill
  - minimum boom/jib length
  - minimum speed
  - using handheld taglines
- applying hazard prevention/control measures including:
  - adequate illumination
  - disconnected power
  - insulated electric lines
  - moving obstructions
  - pedestrian barricades
  - personal protective equipment
  - using safety observer inside exclusion zone
  - safety tags on electrical switches/isolators
  - traffic barricades and control
  - trench covers
- applying risk assessment and hazard control strategies, including hierarchy of control as applied to positioning and safely operating a crane
- applying risk assessment and management procedures
- communicating with other workplace personnel through:
  - appropriate worksite protocols

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  - bells
  - buzzers
  - listening
  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two-way radios
  - verbal and non-verbal language
  - written instructions
  - whistles
- completing the pre-operational check, positioning, stabilising, set up, operation, post-operational checks of a mobile crane including all functions to their maximum extension in lifting and moving loads to the safe working rated capacity of a slewing mobile crane up to 20 tonne capacity in conjunction with other relevant personnel
- complying with WHS/OHS licensing legislation
- loading data into crane computer as required and checking operation to accurately reflect crane configuration
- operating a slewing mobile crane up to 20 tonne capacity to lift and move loads to the safe working rated capacity while applying relevant crane movements including:
  - boom/jib up and down
  - operation of outriggers/stabilisers
  - raise and lower hoist
  - slew boom/jib
  - telescope in and out
  - travel
- receiving and interpreting workplace instructions, safety information, emergency procedures
- recording and maintaining accurate information relating to crane operations
- shutting down a slewing mobile crane up to 20 tonnes capacity in accordance with manufacturer specifications and workplace procedures including:
  - idling engine to stabilise temperature
  - locking and securing cabin as required
  - positioning/securing boom/jib
  - removing key from ignition as required
  - retracting boom/jib
  - retracting hoist rope and hook block
  - retracting outriggers/stabilisers
  - securing crane for travel
  - turning off engine as required
- stabilising a slewing mobile crane by:
  - correctly positioning plates or packing

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  - deploying outriggers
  - establishing correct size plates or packing
- test-lifting load just clear of the lifting plane to ensure:
  - adjustments to slinging can be made in a safe manner
  - all crane equipment is functioning properly
  - load measuring equipment can be used to verify calculated weight of load
  - loads of unusual shape or weight distribution are correctly slung
  - near capacity loads do not overload crane
- using and interpreting crane manufacturer specifications and data, including load charts, to enable crane to be configured for load including:
  - boom/jib
  - counterweights
  - fly-jib
- using communications signals including:
  - stop – hand
  - stop – whistle
  - hoist up – hand
  - hoist up – whistle
  - hoist down – hand
  - hoist up – whistle
  - luff boom down – hand
  - luff boom up – hand
  - luff boom up – whistle
  - telescope out – hand
  - telescope out – whistle
  - telescope in – hand
  - telescope in – whistle
  - slew left – hand
  - slew left – whistle
  - slew right – hand
  - slew right – whistle
  - travel – hand
- verifying problems and equipment faults, and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - failure/loss of control (e.g. brakes and steering)
  - failure of equipment (e.g. hydraulic system)
  - obstacles and obstructions
  - unusual or difficult terrains.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate mathematical procedures for estimating and measuring loads
- Australian and industry standards relevant to operating a slewing mobile crane (up to 20 tonnes)
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- crane rated capacity and lifting gear working load limits (including use of crane load charts)
- ground suitability including:
  - backfilled ground
  - bitumen
  - concrete
  - hard compacted soil
  - rock
  - rough uneven ground
  - soft soils
- hazards including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - ground stability (e.g. ground condition, recently filled trenches, slopes)
  - insufficient lighting
  - obstacles or obstruction
  - other specific hazards (e.g. dangerous materials)
  - overhead hazards (e.g. electric lines, service pipes)
  - traffic (e.g. pedestrians, vehicles, other plant)
  - unusual or difficult terrains
- hierarchy of hazard identification and control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- mobile slewing crane characteristics and capabilities to allow crane configuration to suit a range of loads
- organisational and workplace standards, requirements, policies and procedures for conducting operations for the crane class
- procedures for recording, reporting and maintaining workplace records and information

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- risks associated with overhead electric lines/electrical cables, wind, erection, pack up and crane stability, ground conditions, crane tipping and demolition sites
- systematic process of eliminating or reducing risk to personnel and property through the application of controls
- typical routine problems encountered in the process and with equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment

Slewing mobile crane (up to 20 tonnes) operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

If the working zone is located at a ‘live’ site, the assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring candidates have access to:

- appropriate personnel to sling and direct loads including:
  - doggers
  - riggers
- appropriate slewing mobile crane up to 20 tonnes and associated equipment in safe condition
- communications equipment including:
  - bells
  - buzzers
  - two-way radios

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    - whistles
- controls including:
    - boom extension levers (where fitted)
    - hoisting and lowering levers
    - luffing levers
    - slewing levers including brake
- required personal protective equipment (PPE) for the purpose of the Performance Assessment
- safety devices including:
    - audible and visual reversing devices
    - horns/sirens
    - lights
    - operator restraint devices
- signage and labels including:
    - crane data plates/labels
    - crane decals
    - control labels
    - load charts
- where appropriate, relevant workplace procedures and standards for operating a slewing mobile crane up to 20 tonnes including:
    - approved codes of practice and guidance
    - Australian Standards
    - checklists
    - industry operating procedures
    - relevant industry standards (where applicable)
    - logbook
    - manufacturer guidelines (instructions, specifications or checklists) for the purpose of the Performance Assessment
    - service logbook.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC3017 Licence to drive a heavy combination vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to obtain a licence to drive a heavy combination vehicle. It includes systematically and efficiently controlling all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, coupling and uncoupling of trailer, and effectively managing hazardous situations.

A heavy combination vehicles includes:

- a prime mover with a minimum of three axles and a semi-trailer with a minimum of two axles – vehicle must have a GCM rating of at least 24 tonnes or
- a heavy rigid vehicle towing a trailer – trailer must have at least two axles and a GVM of 12 tonnes or more.

Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory driver licensing authority.

This unit applies to driving that is carried out in accordance with relevant state/territory driver licensing authority licence requirements and regulations for heavy combination vehicles.

Driving is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

Driving involves the application of routine vehicle driving principles and procedures to maintain safety and to operate a heavy combination vehicle across a variety of driving contexts.

The primary legislative requirements applicable to this unit of competency are state/territory legislation in relation to road use and driver licensing.

This unit addresses the knowledge and skills necessary for the granting of a Heavy Combination Driver Licence.

Being awarded this unit of competency is a necessary requirement to obtain a Heavy Combination Driver Licence but is only one of several criteria. Prospective licence applicants should check with the state/territory driver licensing authority for other criteria (such as licence tenure and medical fitness) to confirm other eligibility requirements before undertaking training and/or assessment.

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Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive a heavy combination vehicle	1.1 Heavy combination vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturer instructions and relevant vehicle handling procedures
	1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and gear damage
	1.3 Braking system of heavy combination vehicle is managed and operated efficiently to ensure effective control of vehicle under all conditions
	1.4 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.5 Heavy combination vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.6 Heavy combination vehicle is parked, shutdown, uncoupled and safely secured in accordance with traffic regulations
	1.7 Load is safely and effectively restrained
2 Monitor traffic and road conditions	2.1 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
	2.2 Interaction with other road users is conducted courteously in accordance with road rules to ensure safe and efficient traffic

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		flow
3	**Monitor and maintain vehicle performance**	3.1 Vehicle performance is maintained through pre-operational inspections and vehicle checks
		3.2 Appropriate signage, lights and equipment are checked for operational effectiveness and for conformity to prescribed traffic regulations
		3.3 Prime mover and trailer are correctly aligned and coupled
		3.4 Coupled vehicle is checked and tested to ensure it is correctly secured and to confirm it is fully operational

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLILIC3017A Licence to drive a heavy combination vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC3017 Licence to drive a heavy combination vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating and monitoring traffic hazards and taking appropriate action
- applying precautions and required action to eliminate, minimise or control identified hazards
- applying relevant procedures that reflect legislative requirements
- carrying out pre-operational vehicle checks including:
  - checking and topping up fluid levels
  - checking:
    - brakes
    - operation of vehicle lights and indicators
    - tyre pressures
  - visually checking vehicle
- communicating effectively with others
- handling vehicle including:
  - accelerating and braking
  - managing engine performance
  - operating vehicle controls, instruments and indicators
  - positioning and stopping a vehicle
  - reversing a vehicle
  - starting a vehicle
  - steering and manoeuvring a vehicle
  - using defensive driving techniques
- monitoring performance of vehicle, its trailers and its equipment, and taking appropriate action as required
- negotiating a range of complex traffic infrastructure (such as roundabouts, traffic lights, stalemate intersections, railway level crossings)

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- reading and interpreting relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- heavy combination vehicle controls, instruments and indicators, and their use
- heavy combination vehicle handling procedures
- pre-operational checks carried out on vehicle and related action
- relevant state/territory driver licensing authority road rules, regulations, permit and licence requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical driving aspects must be assessed in a vehicle typical of the class as approved by the state/territory driver licensing authority. The use of simulators for driver testing is not permitted.

The assessor must use the mandatory assessment tool provided by the state/territory driver licensing authority to conduct the assessment for this unit, in accordance with licensing authority requirements.

The state/territory driver licensing authority may prescribe approved routes, which must be used for the final assessment.

Assessment must occur in the following traffic and road conditions:

- on open and/or private roads with moderate inclines and declines
- typical weather conditions.

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and may also include traffic and road conditions at a depot, base or warehouse.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- appropriate range of relevant on-road operational or workplace situations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC3018 Licence to drive a multi-combination vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to obtain a licence to drive a multi-combination vehicle. It includes systematically and efficiently controlling all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, coupling and uncoupling dollies, and effectively managing hazardous situations.

Types of multi-combination vehicles include:

- a heavy combination B-double rated vehicle at least 22 metres in length with more than one trailer, which has all pertinent documentation permits etc. or
- a three axle prime mover with an A and B trailer each with bogie axles.

Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory driver licensing authority.

This unit applies to driving that is carried out in accordance with relevant state/territory driver licensing authority licence requirements and regulations for multi-combination vehicles.

Driving is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

Driving involves the application of routine vehicle driving principles and procedures to maintain safety and to operate a multi-combination vehicle across a variety of driving contexts.

The primary legislative requirements applicable to this unit of competency are state/territory legislation in relation to road use and driver licensing.

This unit addresses the knowledge and skills necessary for the granting of a Multi-Combination Driver Licence.

Being awarded this unit of competency is a necessary requirement to obtain a Multi-Combination Driver Licence but is only one of several criteria. Prospective licence applicants should check with the state/territory driver licensing authority for other criteria (such as licence tenure and medical fitness) to confirm other eligibility requirements before undertaking training and/or assessment.

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Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive a multi-combination vehicle	1.1 Multi-combination vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturer instructions and relevant vehicle handling procedures
	1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and transmission damage
	1.3 Braking system of multi-combination vehicle is managed and operated efficiently to ensure effective control of vehicle under all conditions
	1.4 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.5 Multi-combination vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.6 Multi-combination vehicle is parked, shutdown, uncoupled and safely secured according to traffic regulations
	1.7 Load is safely and effectively restrained
2 Monitor traffic and road conditions	2.1 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities

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	2.2	Interaction with other road users is conducted courteously in accordance with road rules to ensure safe and efficient traffic flow
3 Monitor and maintain vehicle performance	3.1	Vehicle performance is maintained through pre-operational inspections and vehicle checks
	3.2	Appropriate signage, lights and equipment are checked for operational effectiveness and for conformity to prescribed traffic regulations
	3.3	Prime mover, dollies and trailer are correctly aligned and coupled in proper sequence
	3.4	Coupled vehicle is checked and tested to ensure it is correctly secured and to confirm it is fully operational

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLILIC3018B Licence to drive a multi combination vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC3018 Licence to drive a multi-combination vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating and monitoring traffic hazards and taking appropriate action
- applying precautions and required action to eliminate, minimise or control identified hazards
- applying relevant procedures that reflect legislative requirements
- carrying out pre-operational vehicle checks including:
  - checking and topping up fluid levels
  - checking:
    - brakes
    - operation of vehicle lights and indicators
    - tyre pressures
  - visually checking vehicle
- communicating effectively with others
- handling vehicle including:
  - accelerating and braking
  - managing engine performance
  - operating vehicle controls, instruments and indicators
  - positioning and stopping a vehicle
  - reversing a vehicle
  - starting a vehicle
  - steering and manoeuvring a vehicle
  - using defensive driving techniques
- monitoring performance of vehicle, its trailers and its equipment, and taking appropriate action as required
- negotiating a range of complex traffic infrastructure (such as roundabouts, traffic lights, stalemate intersections, railway level crossings)

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- reading and interpreting relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- multi-combination vehicle controls, instruments and indicators, and their use
- multi-combination vehicle handling procedures
- pre-operational checks carried out on vehicle and related action
- relevant state/territory driver licensing authority road rules, regulations, permit and licence requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical driving aspects must be assessed in a vehicle typical of the class as approved by the state/territory driver licensing authority. The use of simulators for driver testing is not permitted.

The assessor must use the mandatory assessment tool provided by the state/territory driver licensing authority to conduct the assessment for this unit, in accordance with licensing authority requirements.

The state/territory driver licensing authority may prescribe approved routes, which must be used for the final assessment.

Assessment must occur in the following traffic and road conditions:

- on open and/or private roads with moderate inclines and declines
- typical weather conditions.

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and may also include traffic and road conditions at a depot, base or warehouse.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- appropriate range of relevant on-road operational or workplace situations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC3019 Licence to operate a reach stacker (greater than 3 tonnes capacity)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to operate a reach stacker safely.

Reach stacker means a powered reach stacker that incorporates an attachment for lifting and lowering a shipping container.

This unit applies to the activities of a person operating a reach stacker greater than 3 tonnes capacity that incorporates an attachment for lifting, moving and travelling with a shipping container (not including a portainer crane).

A person performing this work is required to hold a reach stacker high risk work (HRW) licence.

This unit requires a person operating a reach stacker to plan work, conduct routine checks, prepare reach stacker operations, operate reach stacker, travel reach stacker and mobile container, and shut down and secure reach stacker.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Site inspection is completed and potential workplace hazards are identified prior to commencement of operations
	1.2 Hazard control measures are identified and implemented consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Job requirements are confirmed with appropriate personnel
	1.4 Work is planned to comply with instructions, risk assessment, and operating and emergency procedures
	1.5 Weight of container is identified or confirmed in consultation with appropriate personnel
	1.6 Appropriateness of reach stacker to the container/s and workplace conditions is ensured
	1.7 Appropriate path for moving containers in work area is determined and inspected
	1.8 Appropriate communications methods are identified and selected in accordance with procedures
2 Conduct routine checks	2.1 Reach stacker is accessed in a safe manner in accordance with procedures
	2.2 Reach stacker service logbook is checked for compliance
	2.3 Routine pre-start operational checks are carried out in accordance with procedures and are completed in a safe manner
	2.4 Reach stacker is visually checked for any damage or defects
	2.5 Visibility and legibility of all signage and labels is ensured in accordance with the appropriate standard

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	2.6 All reach stacker controls are located and identified
	2.7 Post-start operational checks are carried out in accordance with procedures including operational functions to limits
	2.8 Reach stacker is started in accordance with procedures and is checked for any abnormal instrument readings/warnings, lights and noises
	2.9 All reach stacker safety devices and communications equipment are checked for serviceability in accordance with procedures
	2.10 All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Prepare reach stacker operations	3.1 Ground suitability is checked to ensure stability and safe operation of reach stacker
	3.2 Reach stacker is driven to work area and prepared for container operations in accordance with procedures and manufacturer specifications
	3.3 Appropriate reach stacker stability requirements for task are determined in accordance with procedures and range diagram/load chart
	3.4 Container data is input into reach stacker computer as required in accordance with workplace procedures
	3.5 Appropriate hazard prevention/control measures are implemented and communicated with personnel in work area in accordance with procedures
4 Operate reach stacker	4.1 Container weights are checked to ensure they are within reach stacker capacity in accordance with range diagram/load chart
	4.2 Hazard prevention/control measures are complied with during reach stacker operations
	4.3 Container spreader is positioned over container following directions from associated personnel
	4.4 Test lift is carried out in accordance with procedures to allow for checks to be safely made, in consultation with relevant personnel
	4.5 All required communications signals are correctly interpreted in accordance with procedures and the appropriate standard

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	4.6 Reach stacker is operated in accordance with procedures and the appropriate standard
	4.7 Containers are stacked/unstacked using all relevant reach stacker and spreader movements in accordance with procedures and the appropriate standard
	4.8 Container movement is monitored constantly, to ensure safety of personnel and container, and reach stacker stability
	4.9 Container is stacked in accordance with procedures, ensuring ground conditions are suitable for stacking containers and stability of the stack, safety of personnel and container
	4.10 Unplanned and/or unsafe situations are responded to in accordance with procedures
5 Travel reach stacker and mobile container	5.1 Suitability of planned route for reach stacker is checked in accordance with procedures
	5.2 Reach stacker is configured to mobile containers in accordance with procedures and the appropriate standard, WHS/OHS legislation and codes of practice
	5.3 Containers are mobilised to ensure safety of personnel and container, and stability of reach stacker
	5.4 Container is mobilised using best mobile practice in accordance with procedures
6 Shut down and secure reach stacker	6.1 Reach stacker boom and container spreader are packed up and secured as required, in accordance with procedures and the appropriate standard
	6.2 Relevant locking devices and brakes are applied as required
	6.3 Stabilisers are stowed and secured in accordance with procedures as required
	6.4 Reach stacker is parked and shut down in accordance with procedures
	6.5 Routine post-operational checks are carried out in accordance with procedures
	6.6 All damage and defects are recorded and reported in accordance with procedures, and appropriate action is taken

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Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a reach stacker in different types of workplaces transferring key principles of safe operation to different contexts • improve own performance in safely and efficiently operating a reach stacker by incorporating learnings from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate reach stacker in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with reach stacker data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to reach stacker operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • reach stacker data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a reach stacker, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management skills to:	• implement risk control measures • initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC3019A Licence to operate a reach stacker - greater than 3 tonnes capacity.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC3019 Licence to operate a reach stacker (greater than 3 tonnes capacity)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a reach stacker greater than 3 tonnes capacity and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures to estimate loads
- applying best mobile practice including:
  - carrying container at manufacturer recommended height
  - gently accelerating and braking (to minimise container swing)
  - minimum boom length
  - minimum speed
  - not driving across inclines or slopes
- applying pre-start operational checks in accordance with manufacturer instructions, Australian Standards and industry guidelines including:
  - checking all operational functions
  - external visual check including evidence of damage, leaks, electrical, wheels and tyres, boom and spreader
  - interpreting load chart/range diagram
  - making sure logbook, operators manual are available
  - checking safety devices/alarms are fitted where appropriate
- applying post-operational checks after shut down to ensure reach stacker is safe for the next operator including checking:
  - all systems are shut down
  - equipment is parked to avoid hazards
  - for hydraulic or brake fluid leaks
  - for structural damage
- assessing ground conditions to confirm site is suitable (firm, level and safe) to operate reach stacker
- communicating with other workplace personnel, through:
  - appropriate worksite protocols

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  - listening
  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two way radios
  - verbal and non-verbal language
  - written instructions
- complying with organisational and site policies and procedures
- complying with WHS/OHS licensing legislation
- eliminating or reducing risk to personnel and property through the application of control measures including:
  - adequate illumination
  - disconnected power
  - insulated electric lines
  - moving obstructions
  - pedestrian controls
  - personal protective equipment
  - safety tags on electrical switches/isolators
  - using safety observer inside exclusion zone
  - traffic barricades and traffic controls
  - trench covers
- ensuring appropriate path is in accordance with traffic management plan and is:
  - clear of obstacles
  - clear of personnel
  - free of ramps or inclines
- identifying hazards, assessing risk and implementing hazard control strategies, including hierarchy of control as applied to positioning and safely operating reach stacker
- interpreting information (such as procedures) relating to conducting reach stacker operations accurately
- operating a reach stacker greater than 3 tonnes capacity that incorporates an attachment for lifting, moving and travelling with a shipping container, including all functions to their maximum extension and safe working rated capacity while applying relevant reach stacker movements:
  - articulating
  - booming up and down
  - equalising spreader
  - extending/retracting spreader
  - rotating spreader
  - telescoping in and out
- using and interpreting manufacturer standards and data, including range diagram/load charts to enable reach stacker to be configured to mobile, stack and unstack containers

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- using communications signals including:
  - luff boom down – hand
  - luff boom down – whistle and/or two-way radio
  - luff boom up – hand
  - luff boom up – whistle and/two-way radio
  - stop –hand
  - stop – whistle and/or two-way radio
  - telescope out – hand
  - telescope out – whistle and/or two-way radio
  - telescope in – hand
  - telescope in – whistle and/or two-way radio
- reading and comprehending manufacturer specifications, instructions, procedures and safety signs
- recording and maintaining accurate information relating to reach stacker operations
- shutting down a reach stacker, greater than 3 tonnes capacity in accordance with manufacturer specifications and workplace procedures including:
  - idling engine to stabilise temperature
  - parking in a safe location
  - using correct parking procedures
  - retracting boom
  - retracting spreader
  - repositioning cabin
  - retracting stabilisers
  - turning off engine
- stabilising reach stacker by:
  - applying computer stability reading as a percentage
  - deploying stabilisers
- test-lifting container prior to commencing operations, just clear of lifting plane to allow for checks to ensure:
  - all reach stacker hydraulic controls and brake systems are functioning properly (no boom creep etc.)
  - boom length and height are displayed correctly
  - computer/weight scale is working correctly
  - computer correctly displays stability percentage of reach stacker
- verifying problems and equipment faults, and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (wind, lightning, storms)
  - failure/loss of control (brakes and steering)
  - failure of equipment (hydraulic system, computer)
  - rail/road moving unannounced while loading/discharging.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate mathematical calculation for determining container weight
- Australian and industry standards relevant to operating a reach stacker greater than 3 tonnes capacity
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- ground stability including:
  - backfilled ground
  - bitumen
  - concrete
  - hard compacted soil
  - hard standing
  - railway lines
  - rock
  - rough uneven ground
  - soft soils
- hazards including:
  - condition of plant and equipment
  - dangerous goods/hazardous substances
  - environmental conditions (wind, lightning, storms)
  - insufficient lighting
  - movement of vehicle or rail wagon
  - ground stability (condition, recently filled trenches, slopes)
  - other specific site hazards (work personnel, other equipment)
  - overhead hazards (electric lines, service pipes)
  - traffic (pedestrians, vehicles)
  - underground hazards (electric lines, service pipes)
  - weather conditions (high winds, lightning)
- hierarchy of hazard identification and control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls

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  - personal protective equipment (PPE)
- manufacturer specifications, instructions, procedures and safety signs
- organisational and workplace standards, requirements, policies and procedures for conducting reach stacker operations
- procedures for recording, reporting and maintaining workplace records and information
- reach stacker characteristics and capabilities (including use of range diagrams/load charts) to allow reach stacker configuration to suit the range of containers
- reach stacker operations and safe operating procedures
- risks associated with overhead electric lines, electrical cables, ground conditions, reach stacker stability
- typical routine problems encountered operating reach stacker and equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment

Reach stacker (greater than 3 tonnes capacity) operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

- If the working zone is located at a ‘live’ site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring that candidates have access to:

- appropriate reach stacker (greater than 3 tonnes) in safe operating condition, suitable containers and container stack
- appropriate work area including:
  - depot

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    - rail siding
    - warehouse
    - wharf
- appropriate/authorised personnel including:
    - Commonwealth, state/territory government regulatory bodies
    - guide
    - operations supervisor
    - site WHS/OHS personnel
    - supervisory personnel
- communications equipment including:
    - fixed channel two-way radios
    - hand held two-way radios
    - hand signals
    - whistle
- controls including:
    - boom extension levers
    - cabin positioning controls
    - luffing levers
    - twist lock controls
    - spreader controls (extend/retract/side shift/rotate)
- container spreader including:
    - articulation device to rotate container
    - appropriate extension from containers
    - side-shift to balance/equalise container
    - twist locks to engage and disengage the container
- range of diagrams that include:
    - container dimensions
    - height of container stack
    - maximum reach
    - maximum weight
- required personal protective equipment (PPE) for the purpose of Performance Assessment
- safety devices including:
    - audible and visual reversing devices
    - horns/sirens
    - lights
    - operator restraint devices
    - stability and weight limitation/warning devices
- safe work method statement (SWMS), as required
- signage and labels including:
    - control labels

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  - range diagram/load charts
  - reach stacker data plates/labels
  - reach stacker safety decals
- where appropriate relevant workplace procedures and standards for operating a reach stacker greater than 3 tonnes including:
  - approved codes of practice and guidance
  - Australian Standards
  - checklists
  - equipment logbook
  - history record system
  - industry operating procedures
  - relevant industry standards (where applicable)
  - logbook
  - manufacturer guidelines (instructions, specifications or checklists) for the purpose of the Performance Assessment
  - service logbook
  - workplace procedures (work instructions, operating procedures, checklists).

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC4009 Licence to operate a slewing mobile crane (up to 60 tonnes)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to safely operate a slewing mobile crane with a capacity up to 60 tonnes.

Slewing mobile crane means a mobile crane incorporating a boom or jib that can be slewed, but does not include:

- a backhoe or
- an excavator or
- a front-end loader or
- other earth moving equipment, when configured for crane operation.

This unit applies to the activities of a person operating a slewing mobile crane with a capacity up to 60 tonnes that is a:

- non-slewing mobile crane with a capacity exceeding 3 tonnes
- reach stacker
- slewing mobile crane with a capacity of 60 tonnes or less
- vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load.

A person performing this work is required to hold a slewing mobile crane with a capacity up to 60 tonnes high risk work (HRW) licence.

This unit requires a person operating a slewing mobile crane with a capacity up to 60 tonnes crane to plan work, conduct routine checks, set up crane, transfer load, mobile load and shut down and secure crane after operation.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

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Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Weight of load is identified and estimated in consultation with relevant personnel
	1.4 The crane is appropriate to the load/s and workplace conditions
	1.5 Appropriate paths for moving load/s in work area are inspected and determined
	1.6 Appropriate communications methods are identified with relevant personnel
2 Conduct routine checks	2.1 Crane is visually checked for any damage or defects
	2.2 Crane is accessed in a safe manner
	2.3 All signage and labels are checked to ensure they are visible and legible in accordance with the appropriate standard
	2.4 Routine pre-operational crane checks are carried out in

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		accordance with procedures
	2.5	All controls are located and identified
	2.6	Crane service logbook is checked for compliance
	2.7	Crane is started in accordance with procedures and is checked for any abnormal noises
	2.8	All crane safety devices are tested in accordance with procedures
	2.9	Post-start operational checks are carried out in accordance with procedures
	2.10	All communications equipment is checked for serviceability
	2.11	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Set up crane	3.1	Ground suitability is checked
	3.2	Crane is driven to work area in accordance with procedures
	3.3	Crane is positioned for work application and stability in accordance with procedures
	3.4	Appropriate crane configuration for work task is determined as required in accordance with procedures
	3.5	Boom/jib and counterweight configuration data is input into the crane computer as required
	3.6	Appropriate hazard prevention/control measures are applied to work area in accordance with procedures
	3.7	All communications equipment is tested for functionality
4 Transfer load	4.1	Lifts are determined within the capacity of the crane
	4.2	Boom/jib and hoist block is positioned over load following directions from relevant personnel
	4.3	Test lift is carried out in accordance with procedures to allow for checks to be safely made, in consultation with relevant personnel
	4.4	Loads are transferred using all relevant crane movements in accordance with procedures and the appropriate standard

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	4.5	All required communications signals are correctly interpreted in accordance with procedures and the appropriate standard
	4.6	Crane is operated in accordance with procedures
	4.7	Load movement is monitored constantly, to ensure safety of personnel and load, and crane stability
	4.8	Unplanned and/or unsafe situations are responded to in accordance with procedures
5 Mobile load	5.1	Suitability of planned route for crane is checked in accordance with procedures
	5.2	Crane is configured to mobile load in accordance with procedures
	5.3	Load is moved using best mobile practice in accordance with the appropriate standard
6 Shut down and secure crane	6.1	Crane boom/jib and equipment are stowed and secured as required in accordance with procedures and the appropriate standard
	6.2	Relevant motion locks and brakes are applied as required
	6.3	Outriggers/stabilisers are stowed and secured in accordance with procedures
	6.4	Crane is shut down in accordance with procedures
	6.5	Plates or packing are stowed and secured
	6.6	Routine post-operational crane checks are carried out in accordance with procedures
	6.7	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature

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Skill	Performance feature
Employment skills to:	• operate a slewing mobile crane up to 60 tonnes capacity in different types of workplaces transferring key principles of safe operation to different contexts • improve own performance in safely and efficiently operating a slewing mobile crane by incorporating learnings from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate slewing mobile crane in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with slewing mobile crane data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to slewing mobile crane operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • slewing mobile crane data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a slewing mobile crane, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management skills to:	• implement risk control measures • initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit is equivalent to TLILIC4009A Licence to operate a slewing mobile crane (up to 60 tonnes).

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC4009 Licence to operate a slewing mobile crane (up to 60 tonnes)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a slewing mobile crane up to 60 tonnes and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures to estimate loads
- applying best mobile practice including:
  - boom/jib as low as possible
  - boom/jib in line with crane
  - carrying load near to ground surface
  - gently accelerating and braking (to minimise load swing)
  - facing load uphill
  - minimum boom/jib length
  - minimum speed
  - using handheld taglines
- applying hazard prevention/control measures including:
  - adequate illumination
  - insulated electric lines
  - moving obstructions
  - pedestrian barricades
  - personal protective equipment
  - power disconnected
  - using safety observer inside exclusion zone
  - safety tags on electrical switches/isolators
  - traffic barricades and control
  - trench covers
- applying risk assessment and hazard control strategies, including hierarchy of control as applied to positioning and safely operating a crane
- applying risk assessment and management procedures
- communicating with other workplace personnel through:
  - appropriate worksite protocols

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  - bells
  - buzzers
  - listening
  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two-way radios
  - verbal and non-verbal language
  - written instructions
  - whistles
- completing the pre-operational check, positioning, stabilising, set up, operation, post-operational checks of a mobile crane including all functions to their maximum extension in the lifting and moving of loads to the safe working rated capacity of the mobile crane up to 60 tonnes capacity in conjunction with other relevant personnel
- complying with WHS/OHS licensing legislation
- loading data into crane computer as required and checking operation to accurately reflect crane configuration
- operating a slewing mobile crane up to 60 tonne capacity to lift and move loads to the safe working rated capacity while applying relevant crane movements including:
  - boom/jib up and down
  - operation of outriggers/stabilisers
  - raise and lower hoist
  - slew boom/jib
  - telescope in and out
  - travel
- receiving and interpreting workplace instructions, safety information, emergency procedures
- recording and maintaining accurate information relating to crane operations
- shutting down a slewing mobile crane up to 60 tonnes capacity in accordance with manufacturer specifications and workplace procedures including:
  - idling engine to stabilise temperature
  - locking and securing cabin as required
  - retracting boom/jib
  - retracting hoist rope and hook block
  - retracting outriggers/stabilisers
  - removing key from ignition as required
  - securing crane for travel
  - turning off engine (where applicable)
  - positioning/securing boom/jib
- stabilising a slewing mobile crane up to 60 tonnes capacity by:
  - correctly positioning plates or packing

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  - deploying outriggers
  - establishing correct size plates or packing
- test-lifting load just clear of lifting plane to allow for checks to be safely made in consultation with relevant personnel to ensure:
  - all crane equipment is functioning properly
  - adjustments to slinging can be made in a safe manner
  - load measuring equipment can be used to verify calculated weight of load
  - loads of unusual shape or weight distribution are correctly slung
  - near capacity loads do not overload crane
- using and interpreting crane manufacturer specifications and data, including load charts, to enable crane to be configured for load including:
  - boom/jib
  - counterweights
  - fly-jib
- using communications signals including:
  - stop – hand
  - stop – whistle
  - hoist up – hand
  - hoist up – whistle
  - hoist down - hand
  - hoist down – whistle
  - luff boom down – hand
  - luff boom down – whistle
  - luff boom up – hand
  - luff boom up – whistle
  - telescope out – hand
  - telescope out – whistle
  - telescope in – hand
  - telescope in – whistle
  - slew left – hand
  - slew left – whistle
  - slew right – hand
  - slew right – whistle
  - travel - hand
- verifying problems and equipment faults, and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - failure/loss of control (e.g. brakes and steering)
  - failure of equipment (e.g. hydraulic system)
  - obstacles and obstructions

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- unusual or difficult terrains.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate mathematical procedures for estimation and measurement of loads
- Australian and industry standards relevant to operating a slewing mobile crane (up to 60 tonnes)
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- crane rated capacity and lifting gear working load limits (including use of crane load charts)
- ground suitability including:
  - backfilled ground
  - bitumen
  - concrete
  - hard compacted soil
  - rock
  - rough uneven ground
  - soft soils
- hazards including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - ground stability (e.g. ground condition, recently filled trenches, slopes)
  - insufficient lighting
  - obstacles or obstruction
  - other specific hazards (e.g. dangerous materials)
  - overhead hazards (e.g. electric lines, service pipes)
  - traffic (e.g. pedestrians, vehicles, other plant)
  - unusual or difficult terrains
- hierarchy of hazard identification and control:

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  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- mobile slewing crane up to 60 tonnes capacity characteristics and capabilities to allow crane configuration to suit a range of loads
- mobile slewing crane up to 60 tonnes capacity operating techniques
- organisational and workplace standards, requirements, policies and procedures for conducting operations for the crane class
- procedures for recording, reporting and maintaining workplace records and information
- risks associated with overhead electric lines/electrical cables, wind, erection, pack up and crane stability, ground conditions, crane tipping and demolition sites
- systematic process of eliminating or reducing risk to personnel and property through the application of controls
- typical routine problems encountered in the process and with equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment

Slewing mobile crane (up to 60 tonnes) operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

If the working zone is located at a ‘live’ site, assessment should continue in all weather

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conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring candidates have access to:

- appropriate slewing mobile crane up to 60 tonnes and associated equipment in safe condition
- communications equipment including:
  - bells
  - buzzers
  - two-way radios
  - whistles
- controls including:
  - boom extension levers (where fitted)
  - hoisting and lowering levers
  - luffing levers
  - slewing levers including brake
- operator restraint devices
- required personal protective equipment (PPE) for the purpose of the Performance Assessment
- safe work method statement (SWMS), as required
- safety devices including:
  - audible and visual reversing devices
  - horns/sirens
  - lights
- signage and labels including:
  - crane data plates/labels
  - crane decals
  - control labels
  - load charts
- where appropriate, relevant workplace procedures and standards for the operation of a slewing mobile crane up to 60 tonnes capacity including:
  - appropriate codes of practice (mobile crane)
  - Australian Standards
  - checklists
  - industry operating procedures
  - relevant industry standards (where applicable)
  - logbook
  - manufacturer guidelines (instructions, specifications or checklists) for the purpose of the Performance Assessment
  - service logbook
- where required, appropriate personnel to sling and direct the loads including:
  - doggers
  - riggers.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC4010 Licence to operate a slewing mobile crane (up to 100 tonnes)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to safely operate a slewing mobile crane with a capacity up to 100 tonnes.

Slewing mobile crane means a mobile crane incorporating a boom or jib that can be slewed, but does not include:

- a front-end loader or
- a backhoe or
- an excavator or
- other earth moving equipment when configured for crane operation.

This unit applies to the activities of a person operating a slewing mobile crane with a capacity up to 100 tonnes that is a:

- non-slewing mobile crane with a capacity exceeding 3 tonnes
- reach stacker
- slewing mobile crane with a capacity of 100 tonnes or less
- vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load.

A person performing this work is required to hold a slewing mobile crane with a capacity up to 100 tonnes high risk work (HRW) licence.

This unit requires a person operating a slewing mobile crane with a capacity up to 100 tonnes to plan work, conduct routine checks, set up crane, transfer load, mobile load and shut down and secure crane after completing operations.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

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Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Weight of load is identified and estimated in consultation with relevant personnel
	1.4 Crane is appropriate to the load/s and workplace conditions
	1.5 Appropriate paths for moving load/s in work area are inspected and determined
	1.6 Appropriate communications methods are identified in consultation with relevant personnel
2 Conduct routine checks	2.1 Crane is visually checked for any damage or defects
	2.2 Crane is accessed in a safe manner
	2.3 All signage and labels are checked to ensure they are visible and legible in accordance with the appropriate standard
	2.4 Routine pre-operational crane checks are carried out in accordance with procedures

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	2.5	All controls are located and identified
	2.6	Crane service logbook is checked for compliance
	2.7	Crane is started in accordance with procedures and is checked for any abnormal noises
	2.8	All crane safety devices are tested in accordance with procedures
	2.9	Post-start operational checks are carried out in accordance with procedures
	2.10	All communications equipment is checked for serviceability
	2.11	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Set up crane	3.1	Ground suitability is checked
	3.2	Crane is driven to work area in accordance with procedures
	3.3	Crane is positioned for work application and stability in accordance with procedures
	3.4	Appropriate crane configuration for work task is determined as required in accordance with procedures
	3.5	Boom/jib and counterweight configuration data is input into crane computer as required
	3.6	Appropriate hazard prevention/control measures are applied to work area in accordance with procedures
	3.7	All communications equipment is tested for functionality
4 Transfer load	4.1	Lifts are determined within the capacity of the crane
	4.2	Boom/jib and hoist block is positioned over load following directions from relevant personnel
	4.3	Test lift is carried out in accordance with procedures to allow for checks to be safely made, in consultation with relevant personnel
	4.4	Loads are transferred using all relevant crane movements in accordance with procedures and the appropriate standard
	4.5	All required communications signals are correctly interpreted in accordance with procedures and the appropriate standard

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	4.6	Crane is operated in accordance with procedures
	4.7	Load movement is monitored constantly, to ensure safety of personnel and load, and crane stability
	4.8	Unplanned and/or unsafe situations are responded to in accordance with procedures
5 Mobile load	5.1	Suitability of planned route for crane is checked in accordance with procedures
	5.2	Crane is configured to mobile load in accordance with procedures
	5.3	Load is moved using best mobile practice in accordance with the appropriate standard
6 Shut down and secure crane	6.1	Crane boom/jib and equipment are stowed and secured as required in accordance with procedures and the appropriate standard
	6.2	Relevant motion locks and brakes are applied as required
	6.3	Outriggers/stabilisers are stowed and secured in accordance with procedures
	6.4	Crane is shut down in accordance with procedures
	6.5	Plates or packing are stowed and secured
	6.6	Routine post-operational crane checks are carried out in accordance with procedures
	6.7	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a slewing mobile crane up to 100 tonnes in different types of workplaces transferring key principles of safe operation to different contexts

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Skill	Performance feature
	• improve own performance in safely and efficiently operating a slewing mobile crane by incorporating learning from different workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate slewing mobile crane in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with slewing mobile crane data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to slewing mobile crane operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • slewing mobile crane data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a slewing mobile crane, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management skills to:	• implement risk control measures • initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC4010A Licence to operate a slewing mobile crane (up to 100 tonnes).

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Links

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Assessment Requirements for TLILIC4010 Licence to operate a slewing mobile crane (up to 100 tonnes)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a slewing mobile crane up to 100 tonnes and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures to estimate loads
- applying best mobile practice including:
  - boom/jib as low as possible
  - boom/jib in line with crane
  - carrying load near to ground surface
  - gently accelerating and braking (to minimise load swing)
  - facing load uphill
  - minimum boom/jib length
  - minimum speed
  - using handheld taglines
- applying hazard prevention/control measures including:
  - adequate illumination
  - disconnected power
  - insulated electric lines
  - moving obstructions
  - pedestrian barricades
  - personal protective equipment
  - safety tags on electrical switches/isolators
  - using safety observer inside exclusion zone
  - traffic barricades and control
  - trench covers
- applying risk assessment and hazard control strategies, including hierarchy of control as applied to positioning and safely operating a crane
- applying risk assessment and management procedures
- completing the pre-operational check, positioning, stabilising, set up, operation, post-operational checks of a mobile crane effectively including all functions to their

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maximum extension in the lifting and moving of loads to the safe working rated capacity of the mobile crane up to 100 tonne capacity in conjunction with relevant personnel
- communicating with other workplace personnel, through:
  - appropriate worksite protocols
  - bells
  - buzzers
  - hand signals
  - listening
  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two-way radios
  - verbal and non-verbal language
  - written instructions
  - whistles
- complying with WHS/OHS licensing legislation
- loading data into crane computer as required and checking operation to accurately reflect crane configuration
- operating a slewing mobile crane up to 100 tonne capacity to lift and move loads to the safe working rated capacity while applying relevant crane movements including:
  - boom/jib up and down
  - operation of outriggers/stabilisers
  - raise and lower hoist
  - slew boom/jib
  - telescope in and out
  - travel
- receiving and interpreting workplace instructions, safety information, emergency procedures
- recording and maintaining accurate information relating to crane operations
- shutting down a slewing mobile crane up to 100 tonnes capacity in accordance with manufacturer specifications and workplace procedures including:
  - idling engine to stabilise temperature
  - locking and securing cabin as required
  - positioning/securing boom/jib for transport
  - removing key from ignition as required
  - retracting boom/jib
  - retracting hoist rope and hook block
  - retracting outriggers/stabilisers
  - securing crane for travel
  - turning off engine as required
- stabilising a slewing mobile crane by:

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  - correctly positioning plates or packing
  - deploying outriggers
  - establishing correct size plates or packing
- test-lifting load just clear of lifting plane to ensure:
  - adjustments to slinging can be made in a safe manner
  - all crane equipment is functioning properly
  - load measuring equipment can be used to verify calculated weight of the load
  - loads of unusual shape or weight distribution are correctly slung
  - near capacity loads do not overload crane
- using and interpreting crane manufacturer specifications and data, including load charts, to enable crane to be configured for load including:
  - boom/jib
  - counterweights
  - fly-jib
- using communications signals including:
  - stop – hand
  - stop – whistle
  - hoist up – hand
  - hoist up - whistle
  - hoist down – hand
  - hoist down - whistle
  - luff boom down – hand
  - luff boom down – whistle
  - luff boom up – hand
  - luff boom up – whistle
  - telescope out – hand
  - telescope out – whistle
  - telescope in – hand
  - telescope in – whistle
  - slew left – hand
  - slew left – whistle
  - slew right – hand
  - slew right – whistle
  - travel – hand
- verifying problems and equipment faults, and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - failure of equipment (e.g. hydraulic system)
  - failure/loss of control (e.g. brakes and steering)
  - obstacles and obstructions

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- unusual or difficult terrains.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate mathematical procedures for estimating and measuring loads
- Australian and industry standards relevant to operating a slewing mobile crane (up to 100 tonnes)
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- crane rated capacity and lifting gear working load limits (including use of crane load charts)
- ground stability including:
  - backfilled ground
  - bitumen
  - concrete
  - hard compacted soil
  - rock
  - rough uneven ground
  - soft soils
- hazards including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - ground stability (e.g. ground condition, recently filled trenches, slopes)
  - insufficient lighting
  - obstacles or obstruction
  - other specific hazards (e.g. dangerous materials)
  - overhead hazards (e.g. electric lines, service pipes)
  - traffic (e.g. pedestrians, vehicles, other plant)
  - unusual or difficult terrains
- hierarchy of hazard identification and control:

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  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- mobile slewing crane characteristics and capabilities to allow crane configuration to suit the range of loads
- organisational and workplace standards, requirements, policies and procedures for conducting operations for the crane class
- procedures for recording, reporting and maintaining workplace records and information
- risks associated with overhead electric lines/electrical cables, wind, erection, pack up and crane stability, ground conditions, crane tipping and demolition sites
- systematic process of eliminating or reducing risk to personnel and property through the application of controls
- typical routine problems encountered in the process and with equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment

Slewing mobile crane (up to 100 tonnes) operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

If the working zone is located at a ‘live’ site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

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Accredited assessors are responsible for ensuring candidates have access to:

- appropriate slewing mobile crane up to 100 tonnes in capacity and associated equipment in safe condition
- appropriate personnel to sling and direct loads including
  - doggers
  - riggers
- communications equipment including:
  - bells
  - buzzers
  - two-way radios
  - whistles
- controls including:
  - boom extension levers (where fitted)
  - hoisting and lowering levers
  - luffing levers
  - slewing levers including brake
- required personal protective equipment (PPE) for the purpose of the Performance Assessment
- safety devices including:
  - audible and visual reversing devices
  - horns/sirens
  - lights
  - operator restraint devices
- signage and labels including:
  - crane data plates/labels
  - crane decals
  - control labels
  - load charts
- where appropriate, relevant workplace procedures and standards for operating a slewing mobile crane up to 100 tonnes including:
  - approved codes of practice and guidance
  - Australian Standards
  - checklists
  - industry operating procedures
  - relevant industry standards (where applicable)
  - logbook
  - manufacturer guidelines (instructions, specifications or checklists) for the purposes of the Performance Assessment
  - safe work method statement (SWMS), as required
  - service logbook.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC4011 Licence to operate a slewing mobile crane (over 100 tonnes)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to safely operate a slewing mobile crane with a capacity over 100 tonnes.

Slewing mobile crane means a mobile crane incorporating a boom or jib that can be slewed, but does not include:

- a front-end loader or
- a backhoe or
- an excavator or
- other earth moving equipment, when configured for crane operation.

This unit applies to the activities of a person operating a slewing mobile crane with a capacity over 100 tonnes that is a:

- non-slewing mobile crane with a capacity exceeding 3 tonnes
- reach stacker
- slewing mobile crane with a capacity exceeding 100 tonnes
- vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load.

A person performing this work is required to hold a slewing mobile crane with a capacity over 100 tonnes high risk work (HRW) licence.

This unit requires a person operating a slewing mobile crane with a capacity over 100 tonnes to plan work, conduct routine checks, set up crane, transfer load, mobile load and shut down and secure crane after completing operations.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to Work Health and Safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

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Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Potential workplace hazards are identified
	1.2 Hazard prevention/control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment
	1.3 Weight of load is identified and estimated in consultation with relevant workplace personnel
	1.4 Crane is appropriate to the load/s and workplace conditions
	1.5 Appropriate path for moving load/s in work area is inspected and determined
	1.6 Appropriate communications methods are identified in consultation with relevant personnel
2 Conduct routine checks	2.1 Crane is visually checked for any damage or defects
	2.2 Crane is accessed in a safe manner
	2.3 All signage and labels are checked to ensure they are visible and legible in accordance with the appropriate standard
	2.4 Routine pre-operational crane checks are carried out in accordance with procedures
	2.5 All controls are located and identified

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	2.6	Crane service logbook is checked for compliance
	2.7	Crane is started in accordance with procedures and checked for any abnormal noise
	2.8	All crane safety devices are tested in accordance with procedures
	2.9	Post-start operational checks are carried out in accordance with procedures
	2.10	All communications equipment is checked for serviceability
	2.11	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken
3 Set up crane	3.1	Ground suitability is checked
	3.2	Crane is driven to work area in accordance with procedures
	3.3	Crane is positioned for work application and stability in accordance with procedures
	3.4	Appropriate crane configuration for work task is determined as required in accordance with procedures
	3.5	Boom/jib and counterweight configuration data is input into crane computer as required
	3.6	Appropriate hazard prevention/control measures are applied to work area in accordance with procedures
	3.7	All communications equipment is tested for functionality
4 Transfer load	4.1	Lifts are determined within the capacity of the crane
	4.2	Boom/jib and hoist block is positioned over load following directions from relevant workplace personnel
	4.3	Test lift is carried out in accordance with procedures to allow for checks to be safely made, in consultation with relevant personnel
	4.4	Loads are transferred using all relevant crane movements in accordance with procedures and the appropriate standard
	4.5	All required communications signals are correctly interpreted in accordance with procedures and the appropriate standard
	4.6	Crane is operated in accordance with procedures

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	4.7	Load movement is monitored constantly, to ensure safety of personnel and load, and crane stability
	4.8	Unplanned and/or unsafe situations are responded to in accordance with procedures
5 Mobile load	5.1	Suitability of planned route for crane is checked in accordance with procedures
	5.2	Crane is configured to mobile load in accordance with procedures
	5.3	Load is moved using best mobile practice in accordance with the appropriate standard
6 Shut down and secure crane	6.1	Crane boom/jib and equipment are stowed and secured as required in accordance with procedures and the appropriate standard
	6.2	Relevant motion locks and brakes are applied as required
	6.3	Outriggers/stabilisers are stowed and secured in accordance with procedures
	6.4	Crane is shut down in accordance with procedures
	6.5	Plates or packing are stowed and secured
	6.6	Routine post-operational crane checks are carried out in accordance with procedures
	6.7	All damage and defects are reported and recorded in accordance with procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

Skill	Performance feature
Employment skills to:	• operate a slewing mobile crane over 100 tonnes in different types of workplaces transferring key principles of safe operation to different contexts • improve own performance in safely and efficiently operating a slewing mobile crane by incorporating learning from different

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Skill	Performance feature
	workplaces and different conditions into current performance

Numeracy skills to:	• interpret numerical information including:
	  • selecting appropriate slewing mobile crane in accordance with load and workplace conditions
	  • load weight assessment, to ensure compliance with slewing mobile crane data plate specifications
	  • controlling and monitoring instrument readings

Language skills to:	• use and interpret vocabulary specific to slewing mobile crane operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radio conventions

Literacy (reading) skills to:	• interpret documentation that includes technical specificity including:
	  • slewing mobile crane data plate
	  • plant operation manuals and manufacturer specifications
	  • workplace procedures, including emergency plan
	  • workplace signage and labels

Literacy (writing) skills to:	• accurately record and maintain information relating to operating a slewing mobile crane, including:
	  • incident reports
	  • vehicle checking and maintenance records

Self-management skills to:	• implement risk control measures • initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC4011 Licence to operate a slewing mobile crane (over 100 tonnes)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a slewing mobile crane over 100 tonnes and satisfy all of the elements, performance criteria and foundation skills requirements of the unit on at least one occasion including:

- applying appropriate mathematical procedures to estimate loads
- applying best mobile practice including:
  - boom/jib as low as possible
  - boom/jib in line with crane
  - carrying load near to ground surface
  - gently accelerating and braking (to minimise load swing)
  - facing load uphill
  - minimum boom/jib length
  - minimum speed
  - using handheld taglines
- applying hazard prevention/control measures including:
  - adequate illumination
  - disconnected power
  - insulated electric lines
  - moving obstructions
  - pedestrian barricades
  - personal protective equipment
  - using safety observer inside exclusion zone
  - safety tags on electrical switches/isolators
  - traffic barricades and control
  - trench covers
- applying risk assessment and hazard control strategies, including hierarchy of control as applied to positioning and safely operating a crane
- applying risk assessment and management procedures
- communicating with other workplace personnel through:
  - appropriate worksite protocols

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  - bells
  - buzzers
  - hand signals
  - listening
  - making and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - two-way radios
  - verbal and non-verbal language
  - written instructions
  - whistles
- completing the pre-operational check, positioning, stabilising, set up, operation, post-operational checks of a mobile crane including all functions to their maximum extension in lifting and moving loads to the safe working rated capacity of a slewing mobile crane over 100 tonnes capacity in conjunction with other associated personnel
- complying with WHS/OHS licensing legislation
- loading data into crane computer as required and checking operation to accurately reflect the crane configuration
- operating a slewing mobile crane over 100 tonnes capacity to lift and move loads to the safe working rated capacity while applying relevant crane movements including:
  - boom/jib up and down
  - operation of outriggers/stabilisers
  - raise and lower hoist
  - slew boom/jib
  - telescope in and out
  - travel
- receiving and interpreting workplace instructions, safety information, emergency procedures
- recording and maintaining accurate information relating to crane operations
- shutting down a slewing mobile crane over 100 tonnes capacity in accordance with manufacturer specifications and workplace procedures including:
  - idling engine to stabilise temperature
  - locking and securing cabin as required
  - positioning/securing boom/jib
  - removing key from ignition as required
  - retracting boom/jib
  - retracting hoist rope and hook block
  - retracting outriggers/stabilisers
  - securing crane for travel
  - turning off engine as required
- stabilising a slewing mobile crane by:

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  - correctly positioning plates or packing
  - deploying outriggers
  - establishing correct size plates or packing
- test\--lifting load just clear of lifting plane to ensure:
  - adjustments to slinging can be made in a safe manner
  - all crane equipment is functioning properly
  - load measuring equipment can be used to verify calculated weight of load
  - loads of unusual shape or weight distribution are correctly slung
  - near capacity loads do not overload crane
- using and interpreting crane manufacturer specifications and data, including load charts, to enable crane to be configured for load including:
  - boom/jib
  - counterweights
  - fly-jib
- using communications signals including:
  - stop – hand
  - stop – whistle
  - hoist up – hand
  - hoist up – whistle
  - hoist down – hand
  - hoist down – whistle
  - luff boom down – hand
  - luff boom down whistle
  - luff boom up – hand
  - luff boom up whistle
  - telescope out – hand
  - telescope out - whistle
  - telescope in – hand
  - telescope in whistle
  - slew left – hand
  - slew left – whistle
  - slew right – hand
  - slew right – whistle
  - travel – hand
- verifying problems and equipment faults, and applying appropriate response procedures to unplanned and/or unsafe situations including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - failure of equipment (e.g. hydraulic system)
  - failure/loss of control (e.g. brakes and steering)
  - obstacles and obstructions

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- unusual or difficult terrains.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate mathematical procedures for estimating and measuring loads
- Australian and industry standards relevant to operating a slewing mobile crane (over 100 tonnes)
- Commonwealth, state or territory WHS/OHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- crane rated capacity and lifting gear working load limits (including use of crane load charts)
- ground suitability including:
  - backfilled ground
  - bitumen
  - concrete
  - hard compacted soil
  - rock
  - rough uneven ground
  - soft soils
- hazards including:
  - environmental conditions (e.g. wind, lightning, storms, etc.)
  - ground stability (e.g. ground condition, recently filled trenches, slopes)
  - insufficient lighting
  - obstacles or obstruction
  - other specific hazards (e.g. dangerous materials)
  - overhead hazards (e.g. electric lines, service pipes)
  - traffic (e.g. pedestrians, vehicles, other plant)
  - unusual or difficult terrains
- hierarchy of hazard identification and control:
  - elimination

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  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- mobile slewing crane characteristics and *capabilities* to allow crane configuration to suit the range of loads
- organisational and workplace standards, requirements, policies and procedures for conducting operations for the crane class
- procedures for recording, reporting and maintaining workplace records and information
- risks associated with overhead electric lines/electrical cables, wind, erection, pack up and crane stability, ground conditions, crane tipping and demolition sites
- systematic process of eliminating or reducing risk to personnel and property through the application of controls
- typical routine problems encountered in the process and with equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment.

Slewing mobile crane (over 100 tonnes) operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

If the working zone is located at a ‘live’ site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring candidates have access to:

- appropriate slewing mobile crane over 100 tonnes in capacity and associated equipment in

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safe condition

- appropriate personnel to sling and direct loads including:
  - doggers
  - riggers
- communications equipment including:
  - bells
  - buzzers
  - two-way radios
  - whistles
- controls including:
  - boom extension levers (where fitted)
  - hoisting and lowering levers
  - luffing levers
  - slewing levers including brake
- required personal protective equipment (PPE) for the purpose of the Performance Assessment
- safety devices including:
  - audible and visual reversing devices
  - horns/sirens
  - lights
  - operator restraint devices
- signage and labels including:
  - crane data plates/labels
  - load charts
  - crane decals
  - control labels
- where appropriate relevant workplace procedures and standards for operating a slewing mobile crane over 100 tonnes including:
  - approved codes of practice and guidance
  - Australian Standards
  - checklists
  - history record system where service and maintenance history is kept
  - industry operating procedures
  - manufacturer guidelines (instructions, specifications or checklists) for the purposes of the Performance Assessment
  - relevant industry standards (where appliocable
  - service book
  - safe work method statement (SWMS), as required.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIM0001 Conduct learner driver training

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to teach learner drivers from diverse backgrounds how to prepare, explain, demonstrate, monitor and maintain safe car driving skills. This unit applies to car driving instructors.

It includes preparing a learner for driving, explaining driver training outcomes, demonstrating required skills, monitoring and maintaining safe driving skills, interpreting and applying road rules, debriefing learner driver, identifying hazardous situations and implementing contingency plans.

Work is performed without supervision. Learner driver training involves the application of adult learning principles, instructional methods training competence and experience, higher-order car driving expertise, navigation skills, road law expertise, routine procedures and regulatory requirements across a range of operational situations and a variety of driving contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

M – Training and Assessment

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for learner driver training	1.1 Learner driver training and appropriate route requirements are planned prior to training commencement
	1.2 Availability of relevant learning resources and learning materials is identified
	1.3 Learner driver records and current skill/knowledge level are reviewed and appropriate prerequisite training and performance is confirmed
	1.4 Hazards are identified and required action is taken to minimise, control and eliminate identified hazards
	1.5 Learner driver knowledge of road rules, vehicle controls and driving techniques is confirmed
	1.6 Learner driver is briefed about training outcomes based on prescribed performance criteria and required training plans
	1.7 Learner driver required knowledge for each skill activity is confirmed
	1.8 Learner driver understanding of training outcomes, required knowledge, vehicle operations and control techniques, and planned sequences, is confirmed
2 Demonstrate and instruct required skill	2.1 Vehicle operation and controls are explained to learner driver in accordance with training plans
	2.2 Driving skill is demonstrated in a safe environment at normal operating speed, in a smooth and competent manner, and again at slow speed, and each step is explained
	2.3 Instructions and explanations are provided in a clear, concise, systematic and timely manner
	2.4 Manoeuvres are introduced in a manageable, progressive manner while being aware of learner driver limitations
	2.5 Tasks are demonstrated to learner driver and performed to specified standards through coordinated and controlled instruction, in a smooth and controlled manner, using accepted handling techniques and appropriate instructional

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			techniques
		2.6	Learner driver is directed through task performance using appropriate levels of information, explanation and feedback consistent with learner driver progress
3	**Monitor and maintain safe car driving skills of learner driver**	3.1	Learner driver is monitored through task performance using appropriate levels of information, explanation and feedback, consistent with learner driver progress
		3.2	Segmented tasks are integrated progressively in accordance with established training plan
		3.3	Interventions are made as required to assist learner driver progress and maintain vehicle safety
		3.4	Situational awareness is maintained while providing driving instruction
		3.5	Learner driver is provided with sufficient opportunity to practise techniques through assisted and unassisted practice sequences
		3.6	Learner driver limitations are assessed, monitored and managed throughout training sequences
4	**Debrief learner driver**	4.1	Learner driver performance is noted for recording learner driver performance, debriefing and assessment purposes
		4.2	Learner driver strengths and development needs are identified through feedback, and additional instruction and demonstration are provided as required
		4.3	Learner driver is encouraged to develop self-assessment skills during debriefing sequence
		4.4	Learner driver achievement against training outcome for lesson and associated performance criteria, is assessed
		4.5	Effective interpersonal and communication skills are used when providing and receiving learner driver feedback about training performance
		4.6	Results for learner driver training are recorded and post-drive administration is completed
5	**Identify hazardous situations and implement**	5.1	Potential hazardous situations are identified and assessed, and needs are prioritised in accordance with emergency management plan and procedures

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contingency plans	5.2	Contingency measures are considered in accordance with emergency management plan and procedures
	5.3	Relevant services are consulted in an emergency or hazardous situation in accordance with emergency management plan and procedures
	5.4	Reports and documentation are completed in accordance with required procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIM0001 Conduct learner driver training

Modification History

Not applicable.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating and avoiding collisions
- anticipating traffic hazards
- applying precautions and required action to minimise, control or eliminate hazards that may exist
- assisting learner drivers to develop low-risk driving behaviours
- communicating effectively with learner drivers
- completing and maintaining documentation
- complying with road rules for each state/territory
- dealing with and adjusting to diverse driving environments
- demonstrating and instructing learner drivers in vehicle operation and control
- engaging and motivating learner drivers
- implementing work health and safety (WHS)/occupational health and safety (OHS) requirements and practices when:
  - conducting prestart-up checks
  - identifying hazards
  - minimising, controlling or eliminating hazards
  - observing and interpreting learner driver behaviour that may put people at risk
- making correct response judgements
- monitoring learner driver progress by:
  - assessing learner driver interaction with others
  - identifying learner driver concerns/areas for improvement
  - monitoring learner driver acquisition of new skills, knowledge and competency requirements
  - recognising learner driver readiness to take on new skills and tasks
- maintaining personal skill development
- managing time effectively to:
  - ensure all learning objectives are covered
  - pace learning
- obeying road rules, making safe decisions in stressful situations, and instructing learner

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drivers to take appropriate action
- reading and analysing learner driver information
- reading and following learning programs and plans
- reading and interpreting relevant legislation
- using verbal and non-verbal communication techniques to:
  - ask relevant and appropriate questions
  - demonstrate skills
  - listen
  - provide explanations
  - provide clear information
- working effectively with learner drivers by:
  - establishing trust
  - maintaining a calm demeanour
  - maintaining appropriate relationships
  - maintaining tolerance
  - providing constructive feedback
  - recognising and being sensitive to individual difference and diversity
  - using appropriate body language.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- adult learning principles
- content and requirements of relevant learning program and/or training plan
- content of learning resources and learning materials
- emergency management plans and procedures
- learner driver characteristics and needs
- learning principles and learning styles
- low-risk driving behaviours including:
  - creating and maintaining crash avoidance space
  - protecting crash avoidance space
  - obeying road rules and directions
- relevant road rules and traffic safety legislation including:
  - alcohol and drugs
  - driver licensing
  - vehicle registration

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    - vehicle standards
- relevant state/territory driver licensing authority licensing and testing standards
- relevant work health and safety (WHS)/occupational health and safety (OHS) issues in the learning environment including:
    - relevant policies and procedures for hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency management
    - responsibilities of learner drivers
    - risk controls for specific learning environments
    - roles and responsibilities of key personnel
- sources and availability of relevant learning resources and learning materials
- training techniques that enhance learning and when to use them
- vehicle operation and control including:
    - cabin drill
    - starting, moving off, shutting down and securing
    - managing steering
    - managing brakes
    - managing accelerator
    - vehicle safety checks.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Final assessment must occur in a vehicle typical of that used in industry and on a variety of road conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including:
    - Australian Road Rules
    - codes of practice
    - motor vehicle regulations
    - operation manuals
    - relevant state/territory driver licensing and testing standards

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  - road traffic legislation
  - workplace procedures
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- suitable training vehicle that meets state/territory requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIM0002 Conduct heavy vehicle learner driver training

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to teach heavy vehicle learner drivers from diverse backgrounds how to prepare, explain, demonstrate, monitor and maintain safe heavy vehicle driving skills. This unit applies to heavy vehicle driving instructors.

It includes preparing a learner for driving, explaining driver training outcomes, demonstrating required skills, monitoring and maintaining safe driving skills, interpreting and applying road rules, debriefing learner driver, identifying hazardous situations and implementing contingency plans.

Work is performed without supervision. Heavy vehicle learner driver training involves the application of adult learning principles, instructional methods training competence and experience, higher-order heavy vehicle driving expertise, navigation skills, road law expertise, routine procedures and regulatory requirements across a range of operational situations and a variety of driving contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

M – Training and Assessment

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for heavy vehicle learner driver training	1.1 Learner driver training and appropriate route requirements are planned prior to training commencement
	1.2 Availability of relevant learning resources and learning materials is identified
	1.3 Learner driver records and current skill/knowledge level are reviewed, and appropriate prerequisite training and performance is confirmed
	1.4 Hazards are identified and required action is taken to minimise, control and eliminate identified hazards
	1.5 Learner driver knowledge of road rules, vehicle controls and driving techniques is confirmed
	1.6 Learner driver is briefed about training outcomes based on prescribed performance criteria and required training plans
	1.7 Learner driver required knowledge for each skill activity is confirmed
	1.8 Learner driver understanding of training outcomes, required knowledge, vehicle operations and control techniques, and planned sequences, is confirmed
2 Demonstrate and instruct required skill	2.1 Vehicle operation and controls are explained to learner driver in accordance with training plans
	2.2 Driving skill is demonstrated in a safe environment at normal operating speed, in a smooth and competent manner, and again at slow speed, and each step is explained
	2.3 Instructions and explanations are provided in a clear, concise, systematic and timely manner
	2.4 Manoeuvres are introduced in a manageable, progressive manner while being aware of learner driver limitations
	2.5 Tasks are demonstrated to learner driver and performed to specified standards through coordinated and controlled inputs, in a smooth and controlled manner, using accepted handling techniques and appropriate instructional techniques

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	2.6	Learner driver is directed through task performance using appropriate levels of information, explanation and feedback, consistent with learner driver progress
3 Monitor and maintain safe heavy vehicle driving skills of learner driver	3.1	Learner driver is monitored through task performance using appropriate levels of information, explanation and feedback, consistent with learner driver progress
	3.2	Segmented tasks are integrated progressively in accordance with established training plan
	3.3	Interventions are made as required to assist learner driver progress and maintain vehicle safety
	3.4	Situational awareness is maintained while providing driving instruction
	3.5	Learner driver is provided with sufficient opportunity to practise techniques through assisted and unassisted practice sequences
	3.6	Learner driver limitations are assessed, monitored and managed throughout training sequences
4 Debrief learner driver	4.1	Learner driver performance is noted for recording learner driver performance, debriefing and assessment purposes
	4.2	Learner driver strengths and development needs are identified through feedback, and additional instruction and demonstration are provided as required
	4.3	Learner driver is encouraged to develop self-assessment skills during debriefing sequence
	4.4	Learner driver achievement against training outcome for lesson and associated performance criteria, is assessed
	4.5	Effective interpersonal and communication skills are used when providing and receiving learner driver feedback about training performance
	4.6	Results for learner driver training are recorded and post-drive administration is completed
5 Identify hazardous situations and implement contingency plans	5.1	Potential hazardous situations are identified and assessed, and needs are prioritised in accordance with emergency management plan and procedures
	5.2	Contingency measures are considered in accordance with

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emergency management plan and procedures

5.3 Relevant services are consulted in an emergency or hazardous situation in accordance with emergency management plan and procedures

5.4 Reports and documentation are completed in accordance with required procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIM0002 Conduct heavy vehicle learner driver training

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating and avoiding collisions
- anticipating traffic hazards
- applying precautions and required action to minimise, control or eliminate hazards that may exist
- assisting learner drivers to develop low-risk driving behaviours
- communicating effectively with learner drivers
- completing and maintaining documentation
- complying with road rules for each state/territory
- dealing with and adjusting to diverse driving environments
- demonstrating and instructing learner drivers in vehicle operation and control
- engaging and motivating learner drivers
- implementing work health and safety (WHS)/occupational health and safety (OHS) requirements and practices when:
  - conducting prestart-up checks
  - identifying hazards
  - minimising, controlling or eliminating hazards
  - observing and interpreting learner driver behaviour that may put people at risk
- making correct response judgements
- monitoring learner driver progress by:
  - assessing learner driver interaction with others
  - identifying learner driver concerns/areas for improvement
  - monitoring learner driver acquisition of new skills, knowledge and competency requirements
  - recognising learner driver readiness to take on new skills and tasks
- maintaining personal skill development
- managing time effectively to:
  - ensure all learning objectives are covered

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    - pace learning
- obeying road rules, making safe decisions in stressful situations, and instructing learner drivers to take appropriate action
- reading and analysing learner driver information
- reading and following learning programs and plans
- reading and interpreting relevant legislation
- using verbal and non-verbal communication techniques to:
    - ask relevant and appropriate questions
    - demonstrate skills
    - listen
    - provide explanations
    - provide clear information
- working effectively with learner drivers by:
    - establishing trust
    - maintaining a calm demeanour
    - maintaining appropriate relationships
    - maintaining tolerance
    - providing constructive feedback
    - recognising and being sensitive to individual difference and diversity
    - using appropriate body language.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- adult learning principles
- content and requirements of relevant learning program and/or training plan
- content of learning resources and learning materials
- emergency management plans and procedures
- heavy vehicle operation and control including:
    - cabin drill
    - bus stop procedures
    - coupling/uncoupling
    - hill stop/start
    - load securing
    - managing accelerator
    - managing brakes

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  - managing engine power
  - managing gear changing
  - managing steering
  - reversing
  - starting, moving off, shutting down and securing
- learner characteristics and needs
- learning principles and learning styles
- low-risk driving behaviours including:
  - creating and maintaining crash avoidance space
  - protecting crash avoidance space
  - obeying road rules and directions
- relevant road rules and traffic safety legislation including:
  - alcohol and drugs
  - driver licensing
  - heavy vehicle registration
  - heavy vehicle standards
- relevant state/territory heavy vehicle driver licensing authority licensing and testing standards
- relevant work health and safety (WHS)/occupational health and safety (OHS) issues in the learning environment including:
  - relevant policies and procedures for hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency management
  - responsibilities of heavy vehicle learner drivers
  - risk controls for specific learning environments
  - roles and responsibilities of key personnel
- sources and availability of relevant learning resources and learning materials
- training techniques that enhance learning and when to use them.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Final assessment must occur in a heavy vehicle typical of the class that is used in industry and on a variety of road conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including:
  - Australian Road Rules
  - codes of practice
  - heavy vehicle driver regulations
  - heavy vehicle operation manuals
  - relevant state/territory driver licensing and testing standards
  - road traffic legislation
  - workplace procedures
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- suitable heavy vehicle that meets the class required.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIM0003 Conduct learner rider training

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to teach learner riders from diverse backgrounds how to prepare, explain, demonstrate, monitor and maintain safe motorcycle riding skills. This unit applies to motorcycle riding instructors.

It includes preparing a learner for riding, explaining rider training outcomes, demonstrating required skills, monitoring and maintaining safe riding skills, interpreting and applying road rules, debriefing learner rider, identifying hazardous situations and implementing contingency plans.

Work is performed without supervision. Learner rider training involves the application of adult learning principles, instructional methods, training competence and experience, higher-order motorcycle rider expertise, navigation skills, road law expertise, routine procedures and regulatory requirements across a range of operational situations and a variety of riding contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

M – Training and Assessment

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for learner rider training	1.1 Learner rider training and appropriate route requirements are planned prior to training commencement
	1.2 Availability of relevant learning resources and learning materials is identified
	1.3 Learner rider records and current skill/knowledge level are reviewed, and appropriate prerequisite training and performance is confirmed
	1.4 Hazards are identified and required action is taken to minimise, control and eliminate identified hazards
	1.5 Learner rider knowledge of road rules, motorcycle controls and riding techniques is confirmed
	1.6 Learner rider is briefed about training outcomes based on prescribed performance criteria and required training plans
	1.7 Learner rider required knowledge for each skill activity is confirmed
	1.8 Learner rider understanding of training outcomes, required knowledge, motorcycle operations and control techniques, and planned sequences, is confirmed
2 Demonstrate and instruct required skill	2.1 Motorcycle operation and controls are explained to learner rider in accordance with training plans
	2.2 Riding skill is demonstrated in a safe environment at normal operating speed, in a smooth and competent manner, and again at slow speed, and each step is explained
	2.3 Instructions and explanations are provided in a clear, concise, systematic and timely manner
	2.4 Manoeuvres are introduced in a manageable, progressive manner while being aware of learner rider limitations
	2.5 Tasks are demonstrated to learner rider and performed to specified standards through coordinated and controlled instruction, in a smooth and controlled manner, using accepted handling techniques and appropriate instructional

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			techniques
		2.6	Learner rider is directed through task performance using appropriate levels of information, explanation and feedback consistent with learner rider progress
3	**Monitor and maintain safe motorcycle riding skills of learner rider**	3.1	Learner rider is monitored through task performance using appropriate levels of information, explanation and feedback consistent with learner rider progress
		3.2	Segmented tasks are integrated progressively in accordance with established training plan
		3.3	Interventions are made as required to assist learner rider progress and maintain motorcycle safety
		3.4	Situational awareness is maintained while providing motorcycle riding instruction
		3.5	Learner rider is provided with sufficient opportunity to practise techniques through assisted and unassisted practice sequences
		3.6	Learner rider limitations are assessed, monitored and managed throughout training sequences
4	**Debrief learner rider**	4.1	Learner rider performance is noted for recording learner rider performance, debriefing and assessment purposes
		4.2	Learner rider strengths and development needs are identified through feedback, and additional instruction and demonstration are provided as required
		4.3	Learner rider is encouraged to develop self-assessment skills during debriefing sequence
		4.4	Learner rider achievement against training outcome for lesson and associated performance criteria, is assessed
		4.5	Effective interpersonal and communication skills are used when providing and receiving learner rider feedback about training performance
		4.6	Results for learner rider training are recorded and post-ride administration is completed
5	**Identify hazardous situations and implement**	5.1	Potential hazardous situations are identified and assessed, and needs are prioritised in accordance with emergency management plan and procedures

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contingency plans	5.2	Contingency measures are considered in accordance with emergency management plan and procedures
	5.3	Relevant services are consulted in an emergency or hazardous situation in accordance with emergency management plan and procedures
	5.4	Reports and documentation are completed in accordance with required procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIM0003 Conduct learner rider training

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating and avoiding collisions
- anticipating traffic hazards
- applying precautions and required action to minimise, control or eliminate hazards that may exist
- assisting learner riders to develop low-risk riding behaviours
- communicating effectively with learner riders
- completing and maintaining documentation
- complying with road rules for each state/territory
- dealing with and adjusting to diverse riding environments
- demonstrating and instructing learner riders in motorcycle operation and control
- engaging and motivating learner riders
- implementing work health and safety (WHS)/occupational health and safety (OHS) requirements and practices when:
  - conducting prestart-up checks
  - identifying hazards
  - minimising, controlling or eliminating hazards
  - observing and interpreting learner driver behaviour that may put people at risk
- making correct response judgements
- monitoring learner driver progress by:
  - assessing learner driver interaction with others
  - identifying learner driver concerns/areas for improvement
  - monitoring learner driver acquisition of new skills, knowledge and competency requirements
  - recognising learner driver readiness to take on new skills and tasks
- maintaining personal skill development
- managing time effectively to:
  - ensure all learning objectives are covered

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    - pace learning
- obeying road rules, making safe decisions in stressful situations, and instructing learner riders to take appropriate action
- reading and analysing learner driver information
- reading and following learning programs and plans
- reading and interpreting relevant legislation
- using verbal and non-verbal communication techniques to:
    - ask relevant and appropriate questions
    - demonstrate skills
    - listen
    - provide explanations
    - provide clear information
- working effectively with learner riders by:
    - establishing trust
    - maintaining a calm demeanour
    - maintaining appropriate relationships
    - maintaining tolerance
    - providing constructive feedback
    - recognising and being sensitive to individual difference and diversity
    - using appropriate body language.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- adult learning principles
- content and requirements of relevant learning program and/or training plan
- content of learning resources and learning materials
- emergency management plans and procedures
- learner rider characteristics and needs
- learning principles and learning styles
- low-risk riding behaviours including:
    - creating and maintaining crash avoidance space
    - protecting crash avoidance space
    - obeying road rules and directions
- motorcycle graduated licensing system
- motorcycle operation and control including:

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    - starting, moving off, shutting down and securing
    - managing steering
    - managing brakes
    - managing accelerator
    - managing gears
    - physics of specific motorcycle handling characteristics
- relevant road rules and traffic safety legislation including:
    - alcohol and drugs
    - rider licensing
    - motorcycle registration
    - motorcycle standards
- relevant state/territory motorcycle rider licensing authority licensing and testing standards
- relevant work health and safety (WHS)/occupational health and safety (OHS) issues in the learning environment including:
    - protection equipment
    - relevant policies and procedures for hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency management
    - responsibilities of learner riders
    - risk controls for specific learning environments
    - roles and responsibilities of key personnel
- sources and availability of relevant learning resources and learning materials
- training techniques that enhance learning and when to use them.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Final assessment must occur on an approved motorcycle for the class typical of that used in the industry and on a variety of road conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including:
    - Australian Road Rules

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  - codes of practice
  - motorcycle regulations
  - relevant state/territory motorcycle rider licensing and testing standards
  - operation manuals
  - road traffic legislation
  - workplace procedures
- approved motorcycle for the class typical of that used in industry
- relevant materials, tools, equipment and personal protective equipment currently used in industry:
  - motorcycle helmet, gloves, eye protection, suitable footwear and protective clothing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIM4001 Develop safe car driving behaviours in others

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to teach learner drivers from diverse backgrounds how to develop, monitor and maintain safe car driving strategies and behaviours. This unit applies to car driving instructors.

It includes recognising and dealing with behavioural barriers to learning, developing vehicle operation and control skills, and interpreting and applying regulatory requirements and road law expertise.

It also includes developing higher-order cognitive and technical skills such as hazard perception, correctly reading a driving environment and responding appropriately, exercising risk management strategies that contribute to safe car driving behaviours, and meeting community expectations.

Work is performed without supervision. Developing safe car driving behaviours in others involves the application of adult learning principles, instructional methods, training competence and experience, higher-order car driving expertise, navigation skills, road law expertise, routine procedures and regulatory requirements across a range of operational situations and a variety of driving contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

M – Training and Assessment

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Demonstrate applicable safe car driving rules and regulations to learner drivers	1.1 Relevant road rules and regulations for each car driving task are identified and clarified when driving with a learner driver
	1.2 Road rules are explained and demonstrated to learner driver
2 Demonstrate low-risk car driving strategies to learner drivers	2.1 Proactive driving techniques that keep car driver at a low-risk level are demonstrated
	2.2 Low-risk driving behaviours are demonstrated consistently
	2.3 Vehicle operation and control skills and knowledge to minimise risks are explained and demonstrated to learner driver
3 Deliver training on safe car driving principles	3.1 Training objectives and methods are planned and documented
	3.2 Training is conducted in a safe and accessible environment
	3.3 Specific needs for training are identified and confirmed through observation and evaluation of learner driver capabilities
	3.4 Information about safe car driving principles is made available to learner driver and is explained clearly to learner driver
	3.5 Principles behind low-risk driving are explained clearly to learner driver
4 Monitor and maintain safe car driving behaviours of learner drivers	4.1 Unsafe driving behaviours are identified and constructive feedback is provided to learner driver
	4.2 Legal ramifications of driving offences are explained clearly to learner driver
	4.3 Importance of continuous effort and practise of low-risk driving is outlined

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		4.4	Learner driver safe car driving operation and control competence is reviewed
		4.5	Various methods for encouraging learning are implemented to provide diverse approaches to meet learner driver individual needs
5	**Evaluate learner drivers on their safe car driving competence**	5.1	Evidence requirements are specified to show consistent achievement of learner driver safe car driving competence
		5.2	Evaluation methods, processes and procedures are communicated clearly to learner driver and are applied consistently in accordance with relevant state/territory regulatory authority licence requirements
		5.3	Learner driver safe driving competence is evaluated
		5.4	Learner driver demonstration of safe car driving behaviours is recorded in accordance with workplace processes and procedures
6	**Review evaluation of learner driver safe car driving competence**	6.1	Processes to review evaluation of learner driver safe car driving behaviours are established and followed
		6.2	Review activities are documented, findings are validated and review approach is evaluated
		6.3	Feedback is provided to learner driver in relation to evaluation outcomes
		6.4	Documentation is completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIM4001A Develop safe car driving behaviours in others.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIM4001 Develop safe car driving behaviours in others

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing risks and applying skills for crash avoidance and management while driving
- assisting learner drivers to develop low-risk driving behaviours
- communicating effectively with others from all ages, educational backgrounds, diverse cultural backgrounds and life experiences
- completing and maintaining documentation
- dealing with and adjusting to diverse driving environments
- delivering information about instructions, procedures and other information relevant to driving a vehicle
- demonstrating road positioning, speed and traffic management skills
- demonstrating slow speed manoeuvres
- demonstrating time and space management in a range of traffic situations to accommodate other road users
- engaging and motivating learner drivers
- guiding and controlling a vehicle while instructing a learner driver
- identifying hazards and human factors that may impact on driving situations and implementing responsive safe car driving practices
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) requirements and practices when:
  - conducting prestart-up checks
  - anticipating and identifying hazards
  - minimising, controlling or eliminating hazards
  - observing and interpreting learner driver behaviour that may put people at risk
- locating and complying with appropriate legislative, regulatory and procedural requirements
- making correct response judgements
- maintaining personal skill development
- maintaining records of learner progress
- managing time effectively to:

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    - ensure all learning objectives are covered
    - pace learning
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring learner driver progress by:
    - assessing learner driver interaction with others
    - identifying learner driver concerns
    - monitoring learner driver acquisition of new skills, knowledge and competency requirements
    - recognising learner driver readiness to take on new skills and tasks
- monitoring vehicle performance and taking appropriate action as required
- negotiating complex traffic and road conditions
- obeying road rules, making safe decisions in stressful situations, and instructing learner drivers to take appropriate action
- observing and interpreting the driving behaviour of others
- reading and analysing learner driver information
- reading and following learning programs and plans
- recognising and interpreting road signs and signals, and implementing pertinent action to enable safe car driving
- reporting promptly and/or rectifying identified problems, faults or malfunctions
- responding appropriately to cultural differences in the workplace
- teaching, facilitating learning and demonstrating skills in the development of safe car driving behaviours, using a learner-centred approach
- using relevant state/territory driver licensing and testing standards
- using verbal and non-verbal communication techniques to:
    - ask relevant and appropriate questions
    - demonstrate skills
    - listen
    - provide explanations
    - provide clear information
- working effectively with learner drivers by:
    - establishing trust
    - maintaining a calm demeanour
    - maintaining appropriate relationships
    - maintaining tolerance
    - providing constructive feedback
    - recognising and being sensitive to individual difference and diversity
    - using appropriate body language
- working collaboratively with other road users when driving a vehicle.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- adult learning principles
- barriers to learning, including motivation, attitude, cognitive behaviours, positive and negative outcomes of prior learning, language and other specific needs
- causes and effects of unsafe car driving practices
- cognitive skills, motivation and behaviours related to low-risk safe car driving
- content and requirements of relevant learning program and/or training plan
- content of learning resources and learning materials
- contributing factors that could lead to accidents such as:
  - age, experience, drugs, alcohol, medication, road conditions, fatigue and time of day
  - driver values, emotions, limitations and personal needs
  - emotional factors, driver's own behaviours, opinions, beliefs and driver's operation at high levels of risk
  - speed, space, vision, road conditions, vehicle condition and environmental conditions
- diverse range of training methods and scenarios to meet individual learner driver needs
- effects of drugs, medication and alcohol on safe car driving ability
- effects of stress and fatigue on safe car driving ability
- emergency management plans and procedures
- factors involved in controlling a vehicle at different speeds and under variable road and weather conditions
- higher-order skills necessary for driving safely:
  - hazard recognition in relation to hazard perception, response, anticipation
  - correct response decision-making
  - multi-tasking
- impact of different driving environments
- importance of observation and attention as they relate to driving vehicles
- learner characteristics and needs
- learning principles and learning styles
- low-risk driving behaviours including:
  - creating and maintaining crash avoidance space
  - protecting crash avoidance space
  - obeying road rules and directions
- maintaining records of learner progress
- management processes and recording procedures for vehicle collisions
- motivation and attitudinal issues as they relate to driving vehicles
- penalties and consequences of driving offences
- principles of risk management and road safety
- proactive and responsible driving behaviours

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- relevant road rules and traffic safety legislation including:
  - alcohol and drugs
  - driver licensing
  - vehicle registration
  - vehicle standards
- relevant state/territory driver licensing authority driver licensing and testing standards
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations including:
  - relevant policies and procedures for hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency management
  - responsibilities of learner drivers
  - risk controls for specific learning environments
  - roles and responsibilities of key personnel
- responsibility to other road users
- safe driving strategies
- sources and availability of relevant learning resources and learning materials
- training techniques that enhance learning and when to use them
- types of adverse driving conditions commonly encountered during driving activities
- vehicle operation and control including:
  - cabin drill
  - managing accelerator
  - managing brakes
  - managing steering
  - starting, moving off, shutting down and securing
- workplace procedures to be followed in a driving emergency.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Final assessment must occur in a vehicle typical of that used in industry and on a variety of road conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- suitable training vehicle that meets state/territory requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIM4002 Develop safe heavy vehicle driving behaviours in others

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to teach eligible heavy vehicle learner drivers from diverse backgrounds how to develop, monitor and maintain safe heavy vehicle driving strategies and behaviours. This unit applies to heavy vehicle driving instructors.

It includes recognising and dealing with behavioural barriers to learning, developing heavy vehicle operation and control skills, and interpreting and applying regulatory requirements and road law expertise.

It also includes developing higher-order cognitive and technical skills such as hazard perception, correctly reading a driving environment and responding appropriately, exercising risk management strategies that contribute to safe heavy vehicle driving behaviours, and meeting community expectations.

Work is performed without supervision. Developing safe heavy vehicle driving behaviours in others involves the application of adult learning principles, instructional methods, training competence and experience, higher-order heavy vehicle driver expertise, navigation skills, road law expertise, routine procedures and regulatory requirements across a range of operational situations and a variety of driving contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

M – Training and Assessment

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Demonstrate applicable safe heavy vehicle driving rules and regulations to learner drivers	1.1 Relevant rules and regulations for each heavy vehicle driving task are identified and clarified when driving with a heavy vehicle learner driver
	1.2 Road rules are explained and demonstrated to heavy vehicle learner driver
2 Demonstrate low-risk heavy vehicle driving strategies to learner drivers	2.1 Proactive driving techniques that keep heavy vehicle driver at a low-risk level are demonstrated
	2.2 Low-risk driving behaviours are demonstrated consistently
	2.3 Heavy vehicle operation and control skills and knowledge to minimise risks are explained and demonstrated to heavy vehicle learner driver
	2.4 Load placement and load restraints are explained and demonstrated to heavy vehicle learner driver
	2.5 Checking a vehicle/trailer is demonstrated to heavy vehicle learner driver
3 Deliver training on safe heavy vehicle driving principles	3.1 Training objectives and methods are planned and documented
	3.2 Training is conducted in a safe and accessible environment
	3.3 Specific needs for training are identified and confirmed through observation and evaluation of heavy vehicle learner driver capabilities
	3.4 Information about safe heavy vehicle driving principles is made available to heavy vehicle learner driver and is explained clearly to heavy vehicle learner driver
	3.5 Principles behind low-risk driving are explained clearly to heavy vehicle learner driver

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4	**Monitor and maintain safe heavy vehicle driving behaviours of learner drivers**	4.1	Unsafe driving behaviours are identified and constructive feedback is provided to heavy vehicle learner driver
		4.2	Legal ramifications of driving offences are explained clearly to heavy vehicle learner driver
		4.3	Importance of continuous effort and practise of low-risk driving is outlined
		4.4	Learner driver safe heavy vehicle driving operation and control competence is reviewed
		4.5	Various methods for encouraging learning are implemented to provide diverse approaches to meet learner driver individual needs
5	**Evaluate learner drivers on their safe heavy vehicle driving competence**	5.1	Evidence requirements are specified to show consistent achievement of learner driver safe heavy vehicle driving competence
		5.2	Evaluation methods, processes and procedures are communicated clearly to learner driver and are applied consistently in accordance with state/territory regulatory authority licence requirements
		5.3	Learner driver safe heavy vehicle driving competence is evaluated
		5.4	Learner demonstration of safe heavy vehicle driving behaviours is recorded in accordance with workplace processes and procedures
6	**Review evaluation of learner driver safe heavy vehicle driving competence**	6.1	Processes to review evaluation of learner driver safe heavy vehicle driving behaviours is established and followed
		6.2	Review activities are documented, findings are validated and review approach is evaluated
		6.3	Feedback is provided to learner driver in relation to evaluation outcomes
		6.4	Documentation is completed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is **not** equivalent to TLIM4002A Develop safe heavy vehicle driving behaviours in others.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIM4002 Develop safe heavy vehicle driving behaviours in others

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing risks and applying skills for crash avoidance and management while driving
- assisting learner drivers to develop low-risk driving behaviours
- communicating effectively with others from all ages, educational backgrounds, diverse cultural backgrounds and life experiences
- completing and maintaining documentation
- complying with appropriate legislative, heavy vehicle regulatory and procedural requirements relating to heavy vehicle driving
- dealing with and adjusting to diverse driving environments
- delivering information about instructions, procedures and other information relevant to driving a heavy vehicle
- demonstrating road positioning, speed and traffic management skills
- demonstrating slow speed manoeuvres
- demonstrating time and space management in a range of traffic situations to accommodate other road users
- engaging and motivating learner drivers
- guiding and controlling a vehicle while instructing a learner driver
- identifying hazards and human factors that may impact on driving situations and implementing responsive safe heavy vehicle driving practices
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) requirements and practices when:
  - conducting prestart-up checks
  - anticipating and identifying hazards
  - minimising, controlling or eliminating hazards
  - observing and interpreting learner driver behaviour that may put people at risk
- locating and complying with appropriate legislative, regulatory and procedural requirements
- making correct response judgements
- maintaining personal skill development

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- maintaining records of learner progress
- managing time effectively to:
  - ensure all learning objectives are covered
  - pace learning
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring learner driver progress by:
  - assessing learner driver interaction with others
  - identifying learner driver concerns
  - monitoring learner driver acquisition of new skills, knowledge and competency requirements
  - recognising learner driver readiness to take on new skills and tasks
- monitoring vehicle performance and taking appropriate action as required
- negotiating complex traffic and road conditions
- obeying road rules, making safe decisions in stressful situations, and instructing learner drivers to take appropriate action
- observing and interpreting the driving behaviour of others
- reading and analysing learner driver information
- reading and following learning programs and plans
- recognising and interpreting road signs and signals, and implementing pertinent action to enable safe heavy vehicle driving
- reporting promptly and/or rectifying identified problems, faults or malfunctions
- responding appropriately to cultural differences in the workplace
- teaching, facilitating learning and demonstrating skills in the development of safe heavy vehicle driving behaviours, using a learner-centred approach
- using relevant state/territory driver licensing and testing standards
- using verbal and non-verbal communication techniques to:
  - ask relevant and appropriate questions
  - demonstrate skills
  - listen
  - provide explanations
  - provide clear information
- working effectively with learner drivers by:
  - establishing trust
  - maintaining a calm demeanour
  - maintaining appropriate relationships
  - maintaining tolerance
  - providing constructive feedback
  - recognising and being sensitive to individual difference and diversity
  - using appropriate body language
- working collaboratively with other road users when driving a heavy vehicle.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- adult learning principles
- barriers to learning, including motivation, attitude, cognitive behaviours, positive and negative outcomes of prior learning, language and other specific needs
- causes and effects of unsafe heavy vehicle driving practices
- cognitive skills, motivation and behaviours related to low-risk heavy vehicle driving
- content and requirements of relevant learning program and/or training plan
- content of learning resources and learning materials
- contributing factors that could lead to accidents such as:
  - age, experience, drugs, alcohol, medication, road conditions, fatigue and time of day
  - driver values, emotions, limitations and personal needs
  - emotional factors, driver's own behaviours, opinions, beliefs and driver's operation at high levels of risk
  - speed, space, vision, road conditions, vehicle condition and environmental conditions
- different load restraints that apply to different load types, weights, heights, lengths and widths
- diverse range of training methods and scenarios to meet individual learner needs
- effects of drugs, medication and alcohol on safe heavy vehicle driving ability
- effects of stress and fatigue on safe heavy vehicle driving ability
- emergency management plans and procedures
- factors involved in controlling a heavy vehicle at different speeds, and under variable road and weather conditions
- higher-order skills necessary for driving safely:
  - hazard recognition in relation to hazard perception, response, anticipation
  - correct response decision-making
  - multi-tasking
- heavy vehicle operation and control including:
  - cabin drill
  - managing accelerator
  - managing brakes
  - managing steering
  - starting, moving off, shutting down and securing
- impact of different driving environments
- importance of observation and attention as they relate to driving heavy vehicles

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- learner driver characteristics and needs
- learning principles and learning styles
- low-risk driving behaviours including:
  - creating and maintaining crash avoidance space
  - protecting crash avoidance space
  - obeying road rules and directions
- management processes and recording procedures for heavy vehicle collisions
- motivation and attitudinal issues as they relate to driving heavy vehicles
- national heavy vehicle regulations
- penalties and consequences of driving offences
- principles of risk management and road safety
- proactive and responsible driving behaviours
- records of learner progress that need to be maintained
- relevant road rules and traffic safety legislation including:
  - alcohol and drugs
  - driver licensing
  - heavy vehicle registration
  - heavy vehicle standards
- relevant state/territory driver licensing authority driver licensing and testing standards
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations including:
  - relevant policies and procedures for hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency management
  - responsibilities of heavy vehicle learner driver
  - risk controls for specific learning environments
  - roles and responsibilities of key personnel
- responsibility to other road users
- safe driving strategies
- sources and availability of relevant learning resources and learning materials
- training techniques that enhance learning and when to use them
- types of adverse driving conditions commonly encountered during driving activities
- workplace procedures to be followed in a driving emergency.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Final assessment must occur in a heavy vehicle typical of the class used in industry and on a variety of road conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- suitable heavy vehicle that meets the class required.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIM4003 Develop safe motorcycle riding behaviours in others

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to teach learner riders from diverse backgrounds how to develop, monitor and maintain safe motorcycle riding strategies and behaviours. This unit applies to motorcycle riding instructors.

It includes recognising and dealing with behavioural barriers to learning, developing motorcycle operation and control skills, and interpreting and applying regulatory requirements and road law expertise.

It also includes developing higher-order cognitive and technical skills such as hazard perception, correctly reading a riding environment and responding appropriately, exercising risk management strategies that contribute to safe motorcycle riding behaviours, and meeting community expectations.

Work is performed without supervision. Developing safe motorcycle riding behaviours in others involves the application of adult learning principles, instructional methods, training competence and experience, higher-order motorcycle rider expertise, navigation skills, road law expertise, routine procedures and regulatory requirements across a range of operational situations and a variety of riding contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

M – Training and Assessment

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Demonstrate applicable safe motorcycle riding rules and regulations to learner riders	1.1 Relevant road rules and regulations for each motorcycle riding task are identified and clarified when accompanying a learner rider
	1.2 Road rules are explained and demonstrated to learner rider
2 Demonstrate low-risk motorcycle riding strategies to learner riders	2.1 Proactive riding techniques that keep motorcycle rider at a low-risk level are demonstrated
	2.2 Low-risk riding behaviours are demonstrated consistently
	2.3 Motorcycle operation and control skills and knowledge to minimise risks are explained and demonstrated to learner rider
	2.4 Features and benefits of protective clothing are explained and demonstrated to learner rider
3 Deliver training on safe motorcycle riding principles	3.1 Training objectives and methods are planned and documented
	3.2 Training is conducted in a safe and accessible environment
	3.3 Specific needs for training are identified and confirmed through observation and evaluation of learner rider capabilities
	3.4 Information about safe motorcycle riding principles is made available to learner rider and is explained clearly to learner rider
	3.5 Principles behind low-risk riding are explained clearly to learner rider
4 Monitor and maintain safe motorcycle riding behaviours of learner	4.1 Unsafe riding behaviours are identified and constructive feedback is provided to learner rider
	4.2 Legal ramifications of riding offences are explained clearly to learner rider

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	riders	4.3 Importance of continuous effort and practise of low-risk riding is outlined
		4.4 Learner rider safe motorcycle riding operation and control competence is reviewed
		4.5 Various methods for encouraging learning are implemented to provide diverse approaches to meet learner rider individual needs
5	**Evaluate learner riders on their safe motorcycle riding competence**	5.1 Evidence requirements are specified to show consistent achievement of learner rider safe motorcycle riding competence
		5.2 Evaluation methods, processes and procedures are communicated clearly to learner rider and are applied consistently in accordance with relevant state/territory regulatory authority licence requirements
		5.3 Learner rider safe motorcycle riding competence is evaluated
		5.4 Learner rider demonstration of safe motorcycle riding behaviours is recorded in accordance with workplace processes and procedures
6	**Review evaluation of learner rider safe motorcycle riding competence**	6.1 Processes to review evaluation of learner rider safe motorcycle riding behaviours are established and followed
		6.2 Review activities are documented, findings are validated and review approach is evaluated
		6.3 Feedback is provided to learner rider in relation to evaluation outcomes
		6.4 Documentation is completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIM4003A Develop safe motorcycle riding behaviours in others.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIM4003 Develop safe motorcycle riding behaviours in others

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing risks and applying skills for crash avoidance and management while riding
- assisting learner riders to develop low-risk riding behaviours
- communicating effectively with others from all ages, educational backgrounds, diverse cultural backgrounds and life experiences
- completing and maintaining documentation
- dealing with and adjusting to diverse riding environments
- delivering information about instructions, procedures and other information relevant to riding a motorcycle
- demonstrating road positioning, speed and traffic management skills
- demonstrating slow speed manoeuvres
- demonstrating time and space management in a range of traffic situations to accommodate other road users
- engaging and motivating learner riders
- guiding and controlling a motorcycle while instructing a learner rider
- identifying hazards and human factors that may impact on riding situations and implementing responsive safe motorcycle riding practices
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) requirements and practices when:
  - conducting prestart-up checks
  - anticipating and identifying hazards
  - minimising, controlling or eliminating hazards
  - observing and interpreting learner rider behaviour that may put people at risk
- locating and complying with appropriate legislative, regulatory and procedural requirements
- making correct response judgements
- maintaining personal skill development
- maintaining records of learner progress
- managing time effectively to:

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  - ensure all learning objectives are covered
  - pace learning
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring learner rider progress by:
  - assessing learner rider interaction with others
  - identifying learner rider concerns
  - monitoring learner rider acquisition of new skills, knowledge and competency requirements
  - recognising learner rider readiness to take on new skills and tasks
- monitoring motorcycle performance and taking appropriate action as required
- negotiating complex traffic and road conditions
- obeying road rules, making safe decisions in stressful situations, and instructing learner riders to take appropriate action
- observing and interpreting the riding behaviour of others
- reading and analysing learner rider information
- reading and following learning programs and plans
- recognising and interpreting road signs and signals, and implementing pertinent action to enable safe motorcycle riding
- reporting promptly and/or rectifying identified problems, faults or malfunctions
- responding appropriately to cultural differences in the workplace
- teaching, facilitating learning and demonstrating skills in the development of safe motorcycle riding behaviours, using a learner-centred approach
- using relevant state/territory rider licensing and testing standards
- using verbal and non-verbal communication techniques to:
  - ask relevant and appropriate questions
  - demonstrate skills
  - listen
  - provide explanations
  - provide clear information
- working effectively with learner riders by:
  - establishing trust
  - maintaining a calm demeanour
  - maintaining appropriate relationships
  - maintaining tolerance
  - providing constructive feedback
  - recognising and being sensitive to individual difference and diversity
  - using appropriate body language
- working collaboratively with other road users when riding a motorcycle.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- adult learning principles
- barriers to learning, including motivation, attitude, cognitive behaviours, positive and negative outcomes of prior learning, language and other specific needs
- causes and effects of unsafe motorcycle riding practices
- cognitive skills, motivation and behaviour related to low-risk motorcycle riding
- content and requirements of relevant learning program and/or training plan
- content of learning resources and learning materials
- contributing factors that could lead to accidents such as:
  - age, experience, drugs, alcohol, medication, road conditions, fatigue and time of day
  - emotional factors, rider's own behaviours, opinions, beliefs and rider's operation at high levels of risk
  - rider values, emotions, limitations and personal needs
  - speed, space, vision, road conditions, motorcycle condition and environmental conditions
- diverse range of training methods and scenarios to meet individual learner needs
- effects of drugs, medication and alcohol on safe motorcycle riding ability
- effects of stress and fatigue on safe motorcycle riding ability
- emergency management plans and procedures
- factors involved in controlling a motorcycle at different speeds, and under variable road and weather conditions
- features, benefits and legal requirements of protective riding apparel
- higher-order skills necessary for riding safely:
  - hazard recognition in relation to hazard perception, response, anticipation
  - correct response decision making
  - multi-tasking
- impact off different riding environments
- importance of observation and attention as they relate to riding motorcycles
- learner characteristics and needs
- learning principles and learning styles
- low-risk riding behaviours including:
  - creating and maintaining crash avoidance space
  - protecting crash avoidance space
  - obeying road rules and directions
- management processes, reporting and recording procedures for motorcycle collisions
- motivation and attitudinal issues as they relate to riding motorcycles
- motorcycle operation and control including:
  - starting, moving off, shutting down and securing

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  - managing accelerator
  - managing brakes
  - managing steering
- penalties and consequences of riding offences
- principles of risk management and road safety
- proactive and responsible riding behaviours
- records of learner progress that need to be maintained
- relevant road rules and traffic safety legislation including:
  - alcohol and drugs
  - motorcycle registration
  - motorcycle standards
  - rider licensing
- relevant state/territory rider licensing authority motorcycle rider licensing and testing standards
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations:
  - relevant policies and procedures for hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency management
  - responsibilities of learner riders
  - risk controls for specific learning environments
  - roles and responsibilities of key personnel
- responsibility to pillion passenger and other road users
- safe riding strategies
- sources and availability of relevant learning resources and learning materials
- training techniques that enhance learning and when to use them
- types of adverse riding conditions commonly encountered during riding activities
- workplace procedures to be followed in a riding emergency.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Final assessment must occur on an approved motorcycle for the class typical of that used in industry and on a variety of road conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- approved motorcycle for the class typical of that used in industry
- relevant materials, tools, equipment and personal protective equipment currently used in industry including:
  - motorcycle helmet, gloves, eye protection and protective clothing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIM4004 Mentor individuals or small groups

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to mentor individuals or small groups (two to five people) in the workplace.

It includes preparing for and undertaking mentoring, providing practice opportunities as well as reviewing mentoring processes and progress. It includes developing the required workplace competence in other workers on a one-to-one or small group basis in an on-the-job environment.

This unit applies to experienced workers who take on a mentoring role.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

M –Training and Assessment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for mentoring	1.1 Specific mentoring needs are identified and confirmed through consultation with appropriate personnel

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	1.2 Mentoring objectives are matched to identified development needs
	1.3 Mentoring relationship is established with mentoring participant/s
	1.4 Mentoring approaches are planned, documented and agreed with mentoring participant/s
	1.5 Mentoring delivery methods are selected appropriate to mentoring participant needs, mentor availability, location and resources
2 Mentor in the workplace	2.1 Mentoring is conducted in a safe and accessible workplace environment
	2.2 Strategies and techniques are employed that facilitate the learning process
	2.3 Mentoring objectives, sequence of activities and assessment processes are discussed with mentoring participant/s on a regular basis
	2.4 Systematic approach is taken to mentoring, which is regularly revised and modified to meet mentoring participant needs
3 Provide opportunities for practice	3.1 Practice opportunities are provided for participant/s
	3.2 Various methods for encouraging learning are implemented to meet mentoring participant needs
4 Review mentoring	4.1 Mentoring participant/s are encouraged to evaluate own performance and mentoring experience, and to identify areas for improvement
	4.2 Own performance as a mentor is evaluated and areas for improvement are identified and acted upon
	4.3 Mentoring participant readiness for assessment is monitored and assistance is provided to collect evidence of satisfactory performance
	4.4 Mentoring plan and process are evaluated in context of self-assessment, mentoring participant feedback, evaluation of own performance, supervisor comments and measurements against workplace objectives
	4.5 Mentoring details are recorded according to enterprise and legislative requirements

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4.6 Review results are used to guide further workplace mentoring

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIM4004A Mentor individuals or small groups.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIM4004 Mentor individuals or small groups

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices
- building trust with mentoring participant/s
- communicating effectively verbally and in writing using a range of strategies including:
  - ensuring language used suits target audience
  - giving and receiving feedback
  - listening
  - questioning
- completing and maintaining required documentation and records
- developing effective planning documents
- ensuring currency of relevant legislative and regulatory knowledge
- maintaining confidentiality
- making recommendations for further mentoring opportunities
- motivating mentoring participant/s
- planning and managing time effectively
- planning for and managing contingencies
- providing high quality reports
- sequencing mentoring activity in a way that facilitates the development of competence
- transferring and applying skills and knowledge to new contexts
- working in a culturally diverse environment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- access, equity and human rights issues in relation to own area of work
- correct use of equipment and any other processes and procedures appropriate for mentoring
- ethical handling of performance issues
- identification of evidence of competency
- intended mentoring outcome
- job/role environment skills
- mentoring methodologies and strategies
- relevant legislation, regulations, codes of practice, standards, policies and procedures including:
  - equal employment opportunity (EEO)
  - WHS/OHS and other workplace requirements
- relevant workplace tasks, skills and knowledge
- workplace:
  - application of relevant competencies
  - training plan for competency development.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO1002 Follow security procedures when working with passengers and personnel

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to follow security procedures when working with passengers and personnel within the transport and logistics industry.

It includes checking and maintaining the security of passengers, workplace personnel and visitors; identifying and responding to security threats or situations; and completing all required security records.

Persons achieving competence in this unit will need to comply with the applicable security regulations and the relevant sections of a transport organisation's workplace security program and procedures.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Maintain security of passengers, workplace personnel and visitors	1.1 Security checks of passengers, workplace personnel and visitors are carried out in accordance with workplace security program and procedures, within limits of role and responsibilities
	1.2 Precautions and measures aimed at protecting the security of passengers, workplace personnel and visitors are followed in accordance with workplace security procedures and applicable security regulations
	1.3 Signs of suspicious behaviour from passengers, workplace personnel or visitors are recognised and reported promptly to designated personnel in accordance with workplace security procedures
	1.4 Breaches of security requirements for passengers, workplace personnel and visitors are reported promptly to designated personnel in accordance with workplace procedures
2 Identify a security threat or situation	2.1 Signs of security threats are recognised and investigated in accordance with workplace security procedures
	2.2 Security threat or situation is identified, assessed and reported promptly, in accordance with workplace security procedures
	2.3 Implications of the security threat or situation are evaluated in accordance with workplace security procedures
	2.4 Relevant personnel are alerted to the security threat or situation as required in accordance with workplace security procedures
	2.5 Communications are maintained with relevant personnel to determine appropriate course of action
3 Respond to a security threat or situation	3.1 Response to an identified security threat or situation is in accordance with workplace security procedures, received instructions, regulatory requirements and emergency response plan
	3.2 Security threats or incidents are handled appropriately in accordance with established response plan, within limits of responsibility and duty of care
	3.3 Responsibilities are fulfilled in accordance with workplace security procedures and regulatory requirements
	3.4 Assistance is provided in controlling the site prior to and

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	following arrival of security and/or emergency services
	3.5 Assistance is provided to other staff and emergency services personnel conducting an initial survey of the security threat or emergency scene
	3.6 Directions of the controlling security/emergency authority are followed and all possible assistance is provided in response to those directions
4 Maintain security records	4.1 Records of security checks and precautions are kept in accordance with workplace security procedures
	4.2 Reports of security incidents or threats are completed in accordance with workplace security procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO1002A Follow security procedures when working with passengers and personnel.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO1002 Follow security procedures when working with passengers and personnel

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment, facilities, cargo and passengers
- applying procedures for security checks and precautions in accordance with limits of own role and responsibilities
- applying relevant legislation and workplace procedures
- communicating effectively with others when following security procedures
- completing required documentation and reports related to security procedures
- following security threat/incident response plan and procedures
- identifying and solving and/or reporting problems that arise when following security procedures
- identifying signs of a possible security threat
- modifying activities depending on workplace contexts, risk situations and environments
- reading and interpreting instructions, procedures, applicable regulatory requirements, labels, markings, ID cards and other information relevant to workplace security in the transport and logistics industry
- recognising signs of pillage and theft
- recognising signs of security threats and situations
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- responding to a possible security threat
- selecting and using relevant communications and other equipment required when following security procedures
- working collaboratively with others when following security procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable measures for securing transport terminals, storage facilities, vehicles, trains, aircraft and/or vessels
- applicable transport security legislation including relevant international, national, state/territory Acts, regulations codes and/or guidelines
- common security problems that may occur when carrying out operations in the transport and logistics industry, and action that can be taken to address and resolve these problems
- common security threats and incidents that may occur in transport, logistics and allied industries, and related roles and responsibilities of personnel when reporting and responding to these threats and incidents
- layout of worksite, vehicle, vessel, train or aircraft and operating procedures
- operational work systems, equipment, management and site operating systems when carrying out operations in the transport and logistics industry
- precautions and procedures aimed at protecting the security of passengers, workplace personnel and visitors
- procedures for operating electronic communications equipment in accordance with required protocol
- relevant documentation and reporting requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant quarantine regulations and requirements
- relevant workplace security program, policies and procedures for responding to security threats, situations and emergencies
- signs of pillaging and theft
- signs of suspicious behaviour.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO2003 Undertake loading and unloading in a designated secured environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake loading and unloading of goods in a designated secured environment.

It includes selecting loading site, undertaking load transfer and completing required transfer documentation.

Work must be carried out in accordance with relevant sections of relevant state/territory authority regulations for the secure delivery of valuables, secured products, documents and materials.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select loading site	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Plans of site access, exit points and key physical features are identified
	1.3 Site for goods transfer is selected in accordance with security plan and with due regard for own safety, safety of security team, members of the public and consignment
	1.4 Loading site/s mandated by customer and/or specific loading and unloading requirements are identified and assessed for accessibility and security
	1.5 Alternative sites are identified where pre-determined site is assessed as inappropriate
	1.6 Proposed changes to loading site/s are referred to appropriate personnel and authorisation is sought as required
2 Undertake load transfer	2.1 Permission to enter and exit loading area is obtained in accordance with workplace procedures
	2.2 Security procedures, including positioning of personnel, travelling across public areas, and carrying/loading techniques, are implemented in accordance with operational plan and regulatory requirements
	2.3 Contingency plans are identified and confirmed with other team members
	2.4 Environment is constantly monitored to maintain a safe working environment
	2.5 Goods are identified and details are verified and checked for conformity with manifest
	2.6 Non-conforming consignments are documented and reported in accordance with workplace procedures
	2.7 Load characteristics are identified and considered when determining appropriate loading and unloading workplace procedures
	2.8 Load handling is undertaken in accordance with loading regulations and workplace safety requirements

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		2.9	Consignment is delivered/stored and secured in accordance with regulatory requirements, operational plan and workplace procedures
3	**Complete transfer documentation**	3.1	Details of consignment delivery are verified by client or client representative
		3.2	Documentation is completed and processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO2003A Undertake loading and unloading in a designated secured environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO2003 Undertake loading and unloading in a designated secured environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with workplace procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying and correctly using equipment, processes and workplace procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and labels
- reporting and/or rectifying identified problems or incidents promptly, in accordance with regulatory requirements and workplace procedures
- using correct manual handling techniques safely
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- contingency planning relating to managing and controlling security risks
- housekeeping standards and procedures
- operational procedures for identification of security risks
- relevant state/territory permit and licence regulations and requirements
- requirements for approved work procedures and relevant equipment
- risks and hazards when transferring cash-in-transit and related precautions to control the risk
- typical problems that can occur when loading and unloading cash-in-transit in a designated secured environment and appropriate action that can be taken to prevent or solve these problems
- work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines for lifting and moving loads.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO2011 Provide revenue protection measures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide revenue protection measures during transport operations, in accordance with operational procedures.

It includes preparing for revenue protection activities and implementing revenue protection procedures.

Work is performed under some supervision, generally within a team environment. It involves the application of routine procedures and regulatory requirements when providing revenue protection measures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for revenue protection activities	1.1 Strategies to check customer ticketing are confirmed
	1.2 Resources to implement ticket checks are arranged to suit anticipated passengers numbers
	1.3 Queuing systems and barriers are set up to ensure ticket checks are comprehensive
	1.4 Staff are allocated to planned activities in accordance with organisational procedures and policy
	1.5 Staff are briefed on strategies for checking customer tickets
2 Implement revenue protection procedures	2.1 Ticket checks are conducted against organisational requirements
	2.2 Fares are collected or infringement notices are issued
	2.3 Use of concession, special and privilege passes is monitored for compliance with organisational policies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO2011A Provide revenue protection measures.

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Assessment Requirements for TLIO2011 Provide revenue protection measures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- calculating fares
- communicating effectively with others
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating barriers
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- validating tickets
- working collaboratively with others when providing revenue protection measures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- concessional privileges
- customer service requirements
- fare structures
- organisational policies and workplace procedures
- organisation's transport services
- relevant state/territory revenue protection regulations and requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant workplace procedures
- risks and hazards when providing revenue protection within a transport system and related precautions to control the risk
- timetables
- typical problems that can occur when providing revenue protection measures and appropriate action that can be taken to prevent or solve these problems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

- Resources for assessment include:
- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO2021 Follow security procedures when working with goods and cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to follow security procedures when working with goods and cargo within the transport and logistics industry.

It includes checking and maintaining the security of goods and cargo, identifying and responding to security threats or situations and completing all required security records.

People achieving competence in this unit will need to fulfil the applicable security regulations and the relevant sections of a transport organisation's workplace security program and procedures.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Maintain security of goods and cargo**	1.1 Goods and cargo are secured as required within specified locations, and transport vehicles, trains, vessels or aircraft, in accordance with workplace security procedures and applicable security regulations
		1.2 Seals, tamper proof packaging, locks and other security measures on goods or cargo are checked and maintained in accordance with workplace security procedures
		1.3 Signs of pillaging, theft and interference are recognised and reported in accordance with workplace security procedures
		1.4 Signs of suspicious goods and cargo are recognised and reported promptly to designated personnel
		1.5 Breaches of security requirements are reported promptly to designated personnel in accordance with workplace security procedures
2	**Identify a security threat or situation**	2.1 Security threat or situation is promptly identified and assessed, and response is prioritised in accordance with workplace security program and procedures
		2.2 Implications of the security threat or situation are evaluated in accordance with workplace security program and procedures
		2.3 Relevant personnel are alerted to the security threat or situation in accordance with workplace security program and procedures
		2.4 Communications are maintained with relevant personnel to determine appropriate course of action
3	**Respond to a security threat or situation**	3.1 Identified security threat or situation is responded to in accordance with workplace security procedures, received instructions, regulatory requirements and emergency response plan
		3.2 Security threats or situations are handled appropriately in accordance with established response plan, and within limits of own responsibility and duty of care
		3.3 Responsibilities are fulfilled in accordance with workplace security program and regulatory requirements
		3.4 Assistance is provided in controlling the site prior to and following the arrival of security and/or emergency services

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	3.5	Assistance is provided to other staff and emergency services personnel conducting an initial survey of the scene
	3.6	Directions of the controlling security/emergency services are followed and all possible assistance is provided in response to those directions
4 Maintain security records	4.1	Security records requirements are confirmed
	4.2	Records of security checks and precautions are documented in accordance with workplace procedures
	4.3	Reports of security threats or situations are completed in accordance with workplace requirements and applicable security requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO2021A Follow security procedures when working with goods and cargo.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO2021 Follow security procedures when working with goods and cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment, facilities, cargo and passengers
- applying procedures for security checks and precautions within limits of own role and responsibilities
- applying relevant legislation and workplace procedures
- communicating effectively with others when following security procedures
- completing required documentation and reports related to security procedures
- following established response plan and procedures
- identifying and solving and/or reporting problems that arise when following security procedures
- identifying signs of disruption to goods and cargo
- modifying activities depending on workplace contexts, risk situations and environments
- reading and interpreting relevant instructions, procedures, applicable regulatory requirements, labels, markings, ID cards and other information
- recognising signs of pillage, theft and interference with goods, cargo and mail
- recognising signs of security threats and situations
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- responding to a possible security threat
- selecting and using relevant communications and other equipment
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable measures for securing specified locations (such as transport terminals, storage facilities) and transport vehicles, trains, vessels or aircraft
- applicable transport security legislation including relevant international, national, state/territory acts, regulations codes and/or guidelines
- common security problems that may occur when carrying out operations in the transport and logistics industries, and action that can be taken to address and resolve these problems
- common security threats and situations that may occur in transport and logistics industries, and related roles and responsibilities of personnel when reporting and responding to these security threats and situations
- layout of worksite, vehicle, train, vessel or aircraft and operating procedures
- operational work systems, equipment, management and site operating systems
- procedures for operating electronic communications equipment and required protocol
- relevant documentation and reporting requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant quarantine and bond regulations and requirements
- relevant workplace security program, policies and procedures for responding to security threats, situations and emergencies
- signs of pillaging, theft and interference with goods, cargo and mail.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO3004 Conduct control procedures for transferring explosives/dangerous/hazardous/high risk goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct safety and hazard control procedures for transferring explosives/dangerous/hazardous/high risk goods, in accordance with relevant state/territory regulations.

It includes clarifying movements of explosives, hazardous or high risk goods; implementing safety and hazard control procedures for loading, unloading or goods movement activities; and reviewing and completing goods transfer operations.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Clarify movements of explosives and dangerous, hazardous or high risk goods	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Schedule details, nature of risk, special precautions and procedures are clarified with line managers or supervisory staff
	1.3 Information is collected/checked against workplace procedures and relevant regulatory framework
	1.4 Activities requiring special approvals or workplace procedure changes are identified and approvals are obtained
	1.5 Safety and hazard control procedures are communicated to relevant parties
2 Implement safety and hazard control procedures for loading, unloading or goods movement activities	2.1 Transfer operations are conducted in accordance with relevant legislation and workplace procedures
	2.2 Advice is provided to relevant emergency response groups (internal and/or external) or other affected personnel or contractors
	2.3 Procedures to control movement of equipment and personnel within goods movement area affected by risks are implemented
	2.4 Safety and hazard control procedures are monitored and maintained and action is taken to modify procedures as required in accordance with scope of authority and workplace procedures
	2.5 Goods are moved in accordance with relevant statutory regulations and workplace procedures
3 Review and complete goods transfer operation	3.1 Completed activities are checked against operational plan
	3.2 Documentation is completed in accordance with workplace procedures
	3.3 Specialised equipment used for the process is maintained and stored in accordance with workplace procedures
	3.4 Worksite is checked and returned to operational status

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO3004A Conduct control procedures for transferring explosives and dangerous/hazardous/high risk goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO3004 Conduct control procedures for transferring explosives/dangerous/hazardous/high risk goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with workplace operating procedures
- assessing operational suitability of equipment and vehicles for transferring explosives and dangerous/hazardous/high risk goods
- communicating effectively with others
- completing relevant documentation
- determining permits required
- ensuring loads are placarded, as required
- estimating mass, volume and special handling requirements of load
- estimating weight and dimensions of load and special handling requirements
- identifying and correctly using equipment required to load explosives and dangerous/hazardous/high risk goods
- identifying goods coding, markings and emergency information panels for mode of transport/storage selected
- identifying hazards and implementing safety/hazard control procedures and requirements to minimise risks when transferring explosives and dangerous/hazardous/high risk goods
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information and signs
- recognising hazards and applying precautions and required action to minimise, control or eliminate identified hazards for transferring explosives and dangerous/hazardous/high risk goods
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work

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health safety (WHS)/occupational health and safety (OHS) standards
- selecting appropriate equipment and work systems to enable safe, efficient work
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current Australian Code for the Transport of Explosives by Road and Rail (AE Code) and/or Australian Dangerous Goods (ADG) Code
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- housekeeping standards and procedures
- methods of securing a vehicle after loading explosives and dangerous/hazardous/high risk goods
- relevant permit and licence requirements
- relevant state/territory mass and loading and other relevant regulations, codes and permit requirements as they apply to transferring explosives and dangerous/hazardous/high risk goods
- risks when transferring explosives and dangerous/hazardous/high risk goods and related precautions to control the risk
- typical problems that can occur when transferring explosives and dangerous/hazardous/high risk goods and appropriate action that can be taken to prevent or solve these problems
- WHS/OHS procedures and guidelines for transferring explosives and dangerous/hazardous/high risk goods
- workplace procedures and policies for transferring explosives and dangerous/hazardous/high risk goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, current ADG Code/AE Code, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO3007 Undertake emergency response action to a security threat

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake emergency response action to a security threat. Work must be carried out in accordance with sections of relevant state/territory authority regulations o for secure delivery of valuables, secured products, documents and materials, within the transport and logistics industry.

It includes selecting emergency actions to be applied, maintaining communications and reporting the incident, in accordance with established procedures.

Work is performed under general or limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Select emergency actions to be applied	1.1 Threats or potential threats are recognised
	1.2 Hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.3 Agency/branch/base and/or police are alerted to potential security threat and all relevant details and requests for supportive action are detailed, as required
	1.4 Range of emergency actions are identified and analysed
	1.5 Security threat and appropriate emergency plans are matched
	1.6 Emergency actions are invoked in accordance with emergency procedures and in consideration of own safety, members of the public and the consignment
	1.7 Emergency actions are modified consistent with changes within the emergency environment
2 Maintain communications	2.1 Communication is maintained with emergency services worker/s, agency/branch/base and relevant agencies/personnel in accordance with workplace and emergency procedures
	2.2 Information is conveyed in a clear, concise and accurate manner
3 Report incident	3.1 Reporting arrangements are completed in accordance with workplace procedures
	3.2 Police or other emergency services are provided with reports as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO3007A Undertake emergency response action to a security threat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO3007 Undertake emergency response action to a security threat

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant agreements, codes of practice or other legislative requirements
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- contingency planning for managing and controlling security threats
- emergency management plan and procedures
- operational procedures for identifying security threats and undertaking emergency response
- relevant state/territory permit and licence regulations and requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines
- requirements for approved work procedures and relevant equipment
- risk and hazard-related precautions to control security threats
- typical problems that can occur when undertaking emergency response action to a security threat and appropriate action that can be taken to prevent or solve these problems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, emergency management plan, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO3012 Manage disruptive and/or unlawful behaviour

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage disruptive and/or unlawful behaviour on transport systems.

It includes monitoring passenger behaviour, identifying and attending to disruptive/unlawful activity, taking appropriate action to control disruptive/unlawful behaviour, and reporting and documenting incident/s.

Work must be carried out in accordance with relevant state/territory authority regulations for managing disruptive and/or unlawful behaviour on transport systems.

While work is performed individually, skills are required to work within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Monitor passenger behaviour	1.1 Facilities and transportation units under surveillance are regularly monitored to identify and record inappropriate behaviour
	1.2 Potential problem situations are quickly identified and steps are taken to defuse the situation in accordance with agreed procedures
	1.3 Incidents that breach legislation are identified and appropriate action is taken
	1.4 Surveillance equipment is operated within legal and workplace parameters
2 Identify and resolve disruptive/unlawful activity	2.1 Nature of disruptive/unlawful behaviour is accurately assessed and, where possible, conflict is resolved using relevant conflict resolution strategies
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Procedures are followed to isolate offender/s and to minimise disruption to other passengers where appropriate
	2.4 Assistance is sought from other staff and external support services as required
	2.5 Situation is resolved and follow-up action is implemented in accordance with appropriate workplace rules, regulations and guidelines
3 Take action to control unlawful behaviour	3.1 Assistance is sought from other staff and external support services as required
	3.2 Nature of offence and behavioural consequences are clearly communicated to offender/s
	3.3 Staff involvement in apprehending offender/s is undertaken within legal and workplace parameters
4 Report and document incident/s	4.1 Incidents are reported using appropriate document format in accordance with workplace policies and procedures
	4.2 Documentation is drafted in accordance with workplace rules, regulations and guidelines

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO3012A Manage disruptive and/or unlawful behaviour.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO3012 Manage disruptive and/or unlawful behaviour

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others when managing disruptive and unlawful behaviour on transport systems
- completing relevant documentation
- identifying and correctly using equipment, processes and procedures
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, guidelines and information
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- resolving conflict situations
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- by-laws and service rules as they apply to disruptive behaviour on transport systems
- common law as it applies to disruptive and unlawful behaviour on transport systems
- customer service requirements

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- legal and workplace parameters with regard to unlawful behaviour
- procedures for managing disruptive and unlawful behaviour
- relevant state/territory regulations and requirements for managing disruptive and unlawful behaviour on transport systems
- risks and hazards when managing disruptive behaviour on transport systems and related precautions to control the risk
- transport services provided
- typical problems that can occur when managing disruptive and unlawful behaviour on transport systems and appropriate action that can be taken to prevent or solve these problems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO3015 Maintain security of railway property and revenue

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain the security of railway property and revenue, in accordance with regulatory and workplace requirements.

It includes monitoring and maintaining security of railway property, securing cash revenue, and securing railway property.

Work is performed under some supervision, generally within a team environment.

Work involves the application of regulatory requirements and workplace procedures when maintaining the security of railway property and revenue, as part of workplace activities in the transport and allied industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to demonstrate

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essential outcomes.	achievement of the element.
1 Monitor and maintain the security of railway property	1.1 Workplace security procedures are correctly followed
	1.2 Team members are informed of workplace security procedures
	1.3 Team members are provided with feedback about implementing security procedures
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Security of railway property is monitored and situations, behaviour or other evidence indicating a possible breach of security are recorded and reported in accordance with workplace procedures and relevant regulatory requirements
	1.6 Matters that may potentially affect railway security are reported in accordance with workplace procedures and policy
2 Secure cash revenue	2.1 Reconciliation procedures are followed, and full and correct documentation is completed and processed
	2.2 Legal and regulatory requirements for stock and cash handling are followed
	2.3 Security of cash, cash registers and keys is maintained in accordance with workplace procedures and policy
3 Secure railway property	3.1 All moveable items are identified and secured in accordance with workplace asset security and management procedures
	3.2 Risks of theft are identified and measures are taken to minimise theft of easily stolen railway property in accordance with workplace procedures
	3.3 Records of action taken to secure railway property are maintained in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO3015A Maintain security of railway property and revenue.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO3015 Maintain security of railway property and revenue

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- communicating, consulting and negotiating effectively with others when maintaining the security of railway property and revenue
- completing documentation related to the security of railway property and revenue
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of security equipment and taking appropriate action as required
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and manuals
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment and materials
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others when maintaining the security of railway property and revenue
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- cash-handling procedures
- communications and negotiation requirements for maintaining the security of railway property and revenue
- documentation, reporting and record requirements
- emergency management plan
- equipment and materials used when maintaining the security of railway property and revenue, and precautions and procedures that should be followed in their use
- insurance and public liability implications
- problems that may occur when maintaining the security of railway property and revenue, and appropriate action that can be taken to resolve these problems
- regulations and codes of practice relevant to maintaining the security of railway property and revenue
- relevant rail danger zones
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines
- security management plan
- workplace procedures and policies for maintaining the security of railway property and revenue
- workplace security layout
- workplace security systems and requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

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TLIO3016 Apply and monitor workplace security procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply and monitor security procedures in accordance with workplace and regulatory requirements within the transport and logistics industry.

It includes checking and monitoring personnel and goods entering the worksite, carrying out surveillance of work areas, dealing with security incidents and emergencies, and completing required reports and surveillance documentation.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check and monitor personnel and goods	1.1 Entry and exit of personnel and vehicles are checked to prevent improper entry or unlawful removal of goods and cargo, in accordance with workplace operational procedures

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	entering the worksite		and statutory authority regulations
		1.2	Potential breaches of security that may cause goods to be at risk are observed and reported promptly to designated personnel in accordance with workplace procedures
2	**Carry out surveillance of work areas**	2.1	Surveillance of work areas is undertaken in accordance with workplace procedures and regulatory requirements
		2.2	Hazards are identified, risks are assessed and control measures are implemented
		2.3	Breaches of security are identified and action is initiated and/or incident is reported in accordance with workplace procedures and regulatory requirements
3	**Respond to security incidents or emergencies**	3.1	Security incidents or emergencies are dealt with in accordance with regulations and site operational procedures
		3.2	Appropriate police/security/emergency services are contacted as required, in accordance with workplace procedures
		3.3	Police/security/emergency services are supported as requested
4	**Complete required documentation**	4.1	Surveillance documentation and reports are completed and files are despatched in accordance with workplace procedures and regulatory requirements
		4.2	Intended message is communicated clearly in written incident and emergency reports in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIO3016A Apply and monitor workplace security procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO3016 Apply and monitor workplace security procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when applying and monitoring security procedures for cargo, freight and mail
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures for maintaining security when transferring cargo, freight and mail
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning own work including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures and information
- receiving, acknowledging and sending messages with available communications equipment
- reporting and/or rectifying identified problems that may arise, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when applying and monitoring security procedures for cargo, freight and mail
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to security arrangements for transferring cargo, freight and mail
- cargo/freight/mail marking and numbering systems
- focus of operation of work systems, equipment, management and site operating systems for securely transferring cargo/freight/mail
- relevant bond, quarantine or other legislative requirements
- relevant work health safety (WHS) /occupational health and safety (OHS) and environmental protection procedures and guidelines
- security problems that may occur when transferring cargo, freight and mail, and appropriate action that can be taken to resolve or avoid these problems
- site layout and operating procedures
- types of hazardous cargo and special handling procedures
- workplace security procedures and policies for transferring cargo/freight/mail.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

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TLIO5005 Plan and manage security procedures for the enterprise

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and manage the enterprise's security procedures, in accordance with relevant standards, codes of practice, regulatory requirements and workplace procedures.

It includes assessing security risks, specifying security requirements, implementing a security plan as well as monitoring and reviewing the security system performance.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.	
1	**Assess security risks**	1.1 Records of security breaches, thefts and damage are reviewed to identify past security incidents
		1.2 Potential risks to the security of stock, personnel, facilities, information and equipment are identified, considering internal and external factors
		1.3 Relative risks from a range of sources are assessed and compared with existing security measures
		1.4 Discrepancies between identified risk and current security processes are noted
2	**Specify security requirements**	2.1 Decisions and adjustments to security equipment, facilities and services are made based on risk assessment in relation to organisational benefits
		2.2 Security organisational arrangements are documented and implementation strategies are established
		2.3 Security plan including performance indicators is prepared in accordance with workplace requirements and is circulated for feedback prior to finalisation and implementation
		2.4 Questions and feedback from stakeholders are responded to promptly and, where appropriate, incorporated in the plan
3	**Implement security plan**	3.1 Implementation priorities are identified, and management and workplace personnel are informed
		3.2 Competency requirements for the work are identified and staff are allocated and/or trained and assessed to meet identified requirements
		3.3 Equipment and facilities are allocated and/or obtained
		3.4 Workplace personnel and equipment are organised to meet requirements ensuring that work loads are balanced and other workplace activities are met
		3.5 Workplace security policies and procedures are amended and trialled to improve performance
		3.6 Operating procedures and methods are explained to workplace personnel and follow-up communication methods are used to ensure work requirements are applied
4	**Monitor and review**	4.1 Security reports are collated and categorised

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system performance	4.2	Reports are compared to identify trends in breaches
	4.3	Security procedures are modified to rectify identified gaps

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO5005A Plan and manage security procedures for the enterprise.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO5005 Plan and manage security procedures for the enterprise

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when planning and managing security procedures for transport and logistics enterprises
- completing documentation and records related to planning and managing security procedures for transport and logistics enterprises
- implementing contingency plans, which may include a breach of security procedures
- modifying activities depending on operational contingencies, risk situations and environments
- planning and organising systems and activities, and prioritising work
- providing leadership and working collaboratively with others when planning and managing security procedures for transport and logistics enterprises
- reading and interpreting instructions, procedures, operational data and regulatory requirements relevant to planning and managing security procedures for transport and logistics enterprises and conveying that information to team members
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of current competencies within functional activity
- business policies for security provision, including outsourcing components of operations and engaging additional resources
- operational security systems, resources, management and workplace operating systems
- problems that may occur when planning and managing security procedures for transport and logistics enterprises and action that can be taken to resolve these problems
- regulations, codes of practice and legislative requirements relevant to planning and managing workplace security procedures
- regulatory, licence and permit requirements relevant to security procedures
- relevant Australian Standards and certification requirements
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- risks and hazards related to planning and managing security procedures and ways of controlling these risks
- workplace policies and procedures, including those covering issue resolution and grievance
- workplace procedures for planning and managing security procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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TLIO5006 Plan and manage security procedures for transferring and transporting dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and manage security procedures for transferring and transporting dangerous goods in accordance with relevant regulatory requirements and workplace procedures, including the current Australian Dangerous Goods (ADG) Code.

The unit includes clarifying the movements of hazardous or high risk goods, implementing procedures for loading and unloading goods movement activities, checking and monitoring personnel and goods within the work area, coordinating responses on security incidents/emergencies, carrying out surveillance of work areas, and reviewing and completing goods transfer operations.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Clarify movements of hazardous or high risk goods	1.1 Transport schedule details, nature of risk, special precautions and procedures are planned with line managers, supervisory staff and loaders
	1.2 Appropriate permits and licences for transfer site/transport route are obtained/confirmed or exemptions are sought, as required
	1.3 Potential risks or hazards are identified, assessed and processes are planned to manage risk
	1.4 Information collected is checked against workplace procedures and relevant regulatory framework
	1.5 Activities requiring special approval or workplace procedure changes are authorised and/or approvals are obtained
	1.6 Security procedures are communicated to relevant parties
2 Implement procedures for loading, unloading goods movement activities	2.1 Advice is provided to relevant emergency response groups (internal and/or external) or other affected personnel or contractors
	2.2 Procedures to control movement of equipment and personnel within the goods movement area in relation to identified risks are implemented
	2.3 Security procedures are monitored and maintained, and action is taken to modify procedures as required
	2.4 Goods are moved in accordance with relevant enterprise procedures and statutory regulations
3 Check and monitor personnel and goods within the work area	3.1 Personnel and vehicles are checked in accordance with enterprise operational procedures and statutory authority regulations
	3.2 Receival and delivery of consignment is recorded in accordance with enterprise operational procedures to ensure identification of carrier, vehicle, consignment, receiver and documentation

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4 Coordinate responses on security incidents/ emergencies	4.1 Security incidents are dealt with in accordance with statutory authority regulations and workplace operational procedures
	4.2 Incident reports are communicated in a concise style that conforms to organisational policy
	4.3 Potential security risks are observed and reported in accordance with operational procedures
5 Carry out surveillance of work areas	5.1 Surveillance of work areas is in accordance with workplace operational procedures and regulatory requirements
	5.2 Buildings and vehicles are appropriately secured
	5.3 Personnel and vehicles are authorised to be in a secured area in accordance with workplace security procedures
	5.4 Checks are made to ensure storage areas and consignments are secure
	5.5 Measures are taken to confirm equipment is secure, in accordance with workplace procedures
6 Review and complete goods transfer operation	6.1 Completed activities are checked against operational plan
	6.2 Relevant documentation is completed
	6.3 Specialised equipment used for the process is maintained and stored
	6.4 Worksite is checked and returned to operational status

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIO5006A Plan and manage security procedures for transferring and transporting dangerous goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO5006 Plan and manage security procedures for transferring and transporting dangerous goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- assessing security risks arising from the nature of the load
- communicating effectively with others when planning and managing security procedures for the transfer and transport of dangerous goods and hazardous substances
- completing documentation related to planning and managing security procedures for the transfer and transport of dangerous goods and hazardous substances
- determining required permits and licences
- identifying job and site hazards, and planning work to minimise risks
- identifying the factors in work schedules, time and resource requirements (including sourcing expertise external to the work team) when planning and managing security procedures for the transfer and transport of dangerous goods and hazardous substances
- implementing contingency plans
- implementing security procedures required when security measures change
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning and implementing procedures for the safe and efficient loading/unloading and movement of dangerous goods
- planning and organising systems and activities
- providing customer and client service
- providing leadership and working collaboratively with others
- reading and interpreting instructions, procedures, information and regulations relevant

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to planning and managing security procedures for the transfer and transport of dangerous goods and hazardous substances
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures
- selecting appropriate equipment and work systems to maintain the security of loads within requirements for safe handling and protection of goods, transport, personnel and the public
- suggesting improvements to housekeeping and workplace operations and negotiating changes
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of current competencies within functional activity
- application of relevant Australian and international standards and associated certification requirements
- equipment applications, capacities, configurations, safety hazards and control
- hazards that may exist when transferring and transporting dangerous goods and hazardous substances, and ways of controlling the risks involved
- licence and permit requirements applicable to dangerous goods and hazardous substances
- operational work systems, resources, management and workplace operating systems
- quality and customer service standards, policies and procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and regulations
- relevant regulations and codes concerning the handling, transfer and transport of dangerous goods, including the current Australian Dangerous Goods (ADG) Code
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- security problems that may occur when transferring and transporting dangerous goods and hazardous substances, and action that can be taken to report or resolve these problems
- visual inspection procedures
- workplace procedures for planning and managing security for transferring and transporting dangerous goods and hazardous substances.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO5017 Manage security of storage facilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage security of storage facilities as part of work undertaken in various contexts within the transport and logistics industry.

It includes assessing security risks, specifying security requirements and implementing, monitoring and reviewing storage security plan performance.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O - Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess security risks	1.1 Records of security breaches, thefts and damage are reviewed to identify past security storage incidents
	1.2 Potential risks to the security of stock, personnel, facilities, information and equipment are identified, considering

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		internal and external factors
	1.3	Discrepancies between identified risk and current storage security situations are noted
2 Specify security requirements	2.1	Decisions and adjustments to storage security equipment and procedures are made based on risk assessment
	2.2	Questions and feedback from stakeholders are sought and responded to promptly
	2.3	Finalised storage security plan offering optimal security of storage facility is devised taking into account all feedback and assessments of security risks
3 Implement storage security plan	3.1	Storage security plan is implemented and appropriate workplace personnel are informed
	3.2	Staff competency requirements to implement security plan are addressed with required training
	3.3	Equipment and needs for improvements are allocated and/or obtained
	3.4	Storage security plan, policies and procedures are trialled in conjunction with a system for feedback to identify and suggest further improvements
4 Monitor and review storage security plan performance	4.1	Security reports are collated and categorised
	4.2	Reports are compared to identify trends in breaches
	4.3	Security procedures are modified to rectify identified gaps

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIO5017A Manage security of storage facilities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO5017 Manage security of storage facilities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- assessing, implementing, monitoring and reviewing security plan
- communicating effectively with others when completing work activities to ensure security approaches are understood and implemented
- completing documentation related to work activities including documentation of loss, damage or other security issues
- monitoring performance of equipment or technology designed to enhance security
- monitoring work activities in terms of planned schedule
- working collaboratively with others to enhance security awareness.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- business policies for security provision, including out-sourcing components of operations and engaging additional resources
- focus of operation of security systems, resources, management and workplace operating systems
- licence and permit requirements relevant to security procedures
- problems that may occur when planning and managing security procedures and action that can be taken to resolve these problems
- regulations, codes of practice and legislative requirements relevant to planning and managing workplace security procedures
- relevant Australian standards and certification requirements
- resource availability including the competencies of individuals in the team/group

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- risks and hazards related to planning and managing security procedures and ways of controlling these risks
- workplace procedures for planning and managing security procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIO5018 Manage compliance with customs excise

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage compliance with customs excise as part of work undertaken in various contexts within the transport and logistics industry.

It includes determining the rate of excise under the Customs Tariff Act 1995, determining any conditions and exceptions that apply to goods, interpreting concessional rates of duty, calculating duty amounts and following documentation requirements.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O - Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine the rate of excise under the Customs Tariff	1.1 Classification of goods are made according to the Customs Tariff Act

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Act	1.2 Goods that incur a customs excise are identified
	1.3 Appropriate rate of excise is assessed and applied to the goods
2 Determine any excise conditions and exceptions that apply to the goods	2.1 Tariff classification is applied to the goods
	2.2 Determination is made as to whether the goods qualify for preferential treatment under free trade agreements and/or other preferential trade agreements
	2.3 Special duty rates for the goods are determined
	2.4 Determination is made about what types of duty apply to the goods
3 Interpret concessional rates of duty according to the Customs Tariff Act	3.1 Interpretative rules of the Customs Tariff Act are applied
	3.2 Duty concession AusIndustry assistance schemes are applied to the goods
	3.3 Relevant tariff concession order is interpreted
4 Determine duty amount	4.1 Duty amount payable is calculated
	4.2 Accuracy of the duty calculation is verified
	4.3 INCOTERMS 2000 relevant to the invoice are identified
	4.4 Determination is made as to whether and when duty is payable
5 Follow documentation requirements	5.1 Relevant documentation is passed on to the client
	5.2 Completed documentation is processed to ensure it is retained by relevant enterprise personnel, in accordance with customs requirements, and related legislation and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO5018A Manage compliance with customs excise.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO5018 Manage compliance with customs excise

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- completing documentation related to work activities
- dealing with routine issues that may arise when carrying out customs clearance operations
- identifying, interpreting and developing skills and knowledge required for relevant developments in freight services
- modifying activities depending on workplace contexts, risk situations and environments, including taking appropriate initiatives within allowable limits
- monitoring work activities in terms of planned schedule
- negotiating, communicating and liaising effectively with customers and others
- planning and organising work activities when carrying out customs clearance operations
- presenting information using appropriate media and technology
- reading and interpreting instructions, procedures and information relevant to customs clearance practices
- selecting and using relevant computer/communication/office equipment when carrying out customs clearance operations
- working collaboratively as part of a customs broking team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- code of practice for working collaboratively with others
- Customs Tariff Act and regulations as they relate to refunds, remissions and drawbacks
- differences between the Tariff Concession System (TCS) and the By-law system and other industry assistance initiatives
- procedures for operating electronic communications equipment
- procedures for payments under protest
- recovery of short paid duties
- requirements for completing relevant documentation
- requirements for preferential treatment of goods under free trade agreements or preferential trade agreements
- seizure, forfeiture and condemnation, as it relates to customs clearance practices
- sources of information on developments in customs clearance practices
- structure and application of anti-dumping laws in Australia
- use of the Infringement Notice Scheme
- various forms and functions of securities and temporary importations
- ways of developing required skills and knowledge for developments in customs clearance practices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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TLIO5020 Advise on and manage security and safety in international freight transport

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to advise customers on security and safety requirements within international freight transport, and to manage the security and safety arrangements for international freight.

This includes assessing international freight transport security and safety risks, specifying international transport security and safety requirements, implementing transport security and safety plans and policies, and monitoring and reviewing security and safety system performance. International freight forwarding covers importing, exporting and transiting freight.

All activities are carried out in accordance with relevant organisational policy and procedures, as well as national and global codes of practice and regulations applicable to international freight forwarding.

This unit was developed for persons involved in advising on and managing security and safety in international freight transport as part of advanced international freight forwarding functions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

O – Security

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess international freight transport security and safety risks	1.1 Records of international freight transport security and safety breaches, thefts, accidents and damage are reviewed to identify past security and safety incidents
	1.2 Assessment of potential risks to security and safety of freight, personnel, facilities, information and equipment are made, considering internal and external factors
	1.3 Relative risks from a range of sources are assessed and compared with existing security and safety measures
	1.4 Discrepancies between identified risk and current security and safety processes are noted
2 Specify international transport security and safety requirements	2.1 Decisions and adjustments to security and safety equipment, facilities and services are made based on risk assessment in relation to benefits to freight forwarding customer and freight forwarding organisation
	2.2 Transport security and safety plans including performance indicators are prepared in accordance with workplace and regulatory requirements, and are circulated for feedback prior to implementation
	2.3 Security and safety arrangements for international freight forwarding activities are documented, and implementation strategies are established in accordance with freight forwarding organisation's transport security and safety plans, and transport security and safety regulations
	2.4 Questions and feedback from stakeholders are responded to promptly and, where appropriate, incorporated in plans
3 Implement transport security and safety plans and policies	3.1 Priorities for implementation are identified, and management and workplace personnel are informed
	3.2 Competency needs for the work are identified, and staff are allocated and/or trained and assessed to meet those needs
	3.3 Equipment and facilities are allocated and/or obtained
	3.4 Workplace personnel and equipment are organised to meet requirements ensuring workloads are balanced and other

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	workplace activities are met
	3.5 Operating procedures and methods are explained to freight forwarding and security and safety personnel, and follow-up communication methods are used to ensure freight transport and storage security and safety requirements are applied in accordance with transport security and safety security plans and policies
	3.6 Advice is provided to customers on security and safety matters during international freight forwarding projects in accordance with freight forwarding organisation's transport security and safety plans and policies
	3.7 International freight transport security and safety plans, policies and procedures are implemented when carrying out freight forwarding duties and functions
4 Monitor and review system performance	4.1 Reports on security and safety incidents in international freight transport and related action are collated and categorised
	4.2 Reports are compared to identify trends in security, and safety incidents and breaches
	4.3 International freight transport security and safety policies and procedures are amended and trialled to improve performance

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIO5020A Advise on and manage security and safety in international freight transport.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIO5020 Advise on and manage security and safety in international freight transport

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing international freight transport security and safety risks
- completing documentation and records related to planning and managing international freight transport security and safety
- implementing contingency plans including when there is a breach of the security and safety procedures
- implementing transport security and safety plans and policies
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and reviewing security and safety system performance
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- specifying international transport security and safety requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable legislation and regulations:
  - Australian and international regulations, conventions and codes of practice for the safe and secure international transport of freight
  - Australian and international standards and certification requirements
  - relevant Australian and international environmental protection legislation
  - relevant Australian and international transport security and safety legislation
  - relevant regulations for importing and exporting cargo
  - relevant regulations for international trading and financial transactions
- business policies for security provision, including outsourcing components of operations and engaging additional resources
- definition of safety in the context of an international freight transport supply chain
- importance of security and safety in the international transport supply chain
- insurance assessments
- international and Australian transport security initiatives and regulations related to importing, exporting and transiting goods, including aviation and maritime security
- licence and permit requirements relevant to international freight transport security and safety procedures
- problems that may occur when planning and managing international freight transport security and safety, and action that can be taken to prevent or to resolve these problems
- procedures for planning and managing international freight transport security and safety
- regulations, conventions, codes of practice and legislative requirements relevant to planning and managing international freight transport security and safety procedures within a freight forwarder's workplace and in other organisations in the international freight transport supply chain
- relevant information and documentation
- relevant international and Australian standards and certification requirements
- security and safety risks
- security services provision
- sources of information on security and safety in international freight transport.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP2014 Capture records into a records keeping system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to capture records into a records keeping system in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes identifying records to be captured and registering the records within the transport, warehousing, distribution and/or storage industries.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P - Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify records to be captured	1.1 Material identified and classified for registration is sorted in accordance with records keeping system procedures

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	1.2 Activity documented by the record is identified from the elements of the record in accordance with organisational procedures
	1.3 Area or action officer to which the record needs to go is identified from elements of the record and staff list in accordance with organisational procedures
	1.4 Material that cannot be readily identified is referred to the appropriate authority in accordance with organisational procedures
2 Register each record	2.1 Unique identifier is selected for record in accordance with organisational procedures and records keeping system rules
	2.2 Record is registered into records keeping system with title, description, details of record creator, immediate location and any other control information to fulfil the system requirements in accordance with organisational procedures
	2.3 Access and security status are recorded in accordance with organisational procedures and records keeping system rules
	2.4 Disposal status of the record is recorded in accordance with records keeping system rules and organisational procedures
	2.5 Record is forwarded to its appropriate location, which is recorded, in accordance with records keeping system rules and organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2014A Capture records into a records keeping system.

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Assessment Requirements for TLIP2014 Capture records into a records keeping system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when capturing records
- completing documentation related to capturing records
- identifying, selecting, and efficiently and effectively using equipment for capturing records into a records management system
- maintaining security and confidentiality of material
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following instructions, procedures and information relevant to capturing records
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

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- housekeeping standards and procedures
- operational workflow within a records management system
- operational work systems, equipment, management and site operating systems for capturing records into a records management system
- problems that may occur when capturing records and appropriate action that can be taken to resolve these problems
- regulations relevant to capturing records as part of a records management process
- types of equipment used in capturing records into a records management system and the precautions and procedures that should be followed in their use
- workplace procedures and policies for capturing records into a records management system including policies on confidentiality, and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP2017 Maintain control of records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain control of records in the transport and logistics industry, in accordance with regulations and workplace requirements.

It includes tracking records, conducting file audits, preparing reports from a records system, preparing staff lists, and implementing disaster recovery procedures.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P - Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Track record	1.1 Unique record identifier to be located is determined from request or instructions
	1.2 Location of record is obtained from records system in accordance with records system rules and organisational

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	procedures
	1.3 History of record location is obtained from records system in accordance with records system rules and organisational procedures
	1.4 Information about record is obtained from records system in accordance with records system rules and organisational procedures
	1.5 Information about record is updated and amended in accordance with organisational procedures
	1.6 All transactions on the records system are completed within the designated timeframe
2 Conduct a file audit	2.1 Files are physically located with action officer and in storage areas, in accordance with supervisor instructions
	2.2 Discrepancies between nominal and actual record locations are identified
	2.3 Supervisor is clearly/specifically informed/notified of any discrepancies and/or issue
	2.4 Unacceptable record keeping practices are observed and noted during audit activities, in accordance with organisational procedures
	2.5 Information about any anomalous record is updated and amended in accordance with organisational procedures
	2.6 Reconciliation statement is prepared and forwarded to supervisor in accordance with organisational procedures and records system procedures
3 Prepare reports from records system	3.1 Reports are prepared from system in accordance with supervisor instructions or requests
	3.2 Reports are prepared in accordance with workplace procedures and records system procedures
	3.3 All reports from the records system are prepared within the designated timeframe
4 Prepare staff lists	4.1 Staff and user lists are checked and updated to accord with the current locations and designations of organisational staff members in accordance with supervisor instructions
	4.2 Staff and user lists are duplicated and circulated to all those

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		requiring copies, in accordance with supervisor instructions
5 Implement disaster recovery procedures	5.1	Policies and procedures are identified for disaster recovery
	5.2	Recovery actions are undertaken in accordance with workplace procedures and scope of authority
	5.3	Appropriate personnel are informed of actions taken in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2017A Maintain control of records.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP2017 Maintain control of records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- communicating and working effectively with others when maintaining control of records
- completing documentation related to maintaining control of records
- identifying, selecting and using equipment efficiently and effectively for maintaining control of records
- implementing contingency plans
- maintaining security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and auditing records
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work including predicting consequences and identifying improvements
- preparing relevant reports
- reading, interpreting and applying instructions, legislation, procedures and information relevant to maintaining control of records
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- operational workflow within a records management system
- operational work systems, equipment, management and site operating systems for maintaining control of records as part of a records management process
- problems that may occur with maintaining control of records and appropriate action that can be taken to resolve these problems
- regulations relevant to maintaining control of records as part of a records management process
- types of equipment used in maintaining control of records and the precautions and procedures that should be followed in their use
- workplace procedures and policies for maintaining control of records including policies on confidentiality and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP2018 Provide information from and about records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide information from and about records in the transport and logistics industry in accordance with regulations and workplace procedures.

It includes identifying the range of records required, gathering the required records, interpreting and administering access rules and procedures and providing the information in response to users' requests.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify range of	1.1 Specific information required by the user is identified from interpretation of the user request and clarified where initial

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records required	request is unclear
	1.2 Range of records likely to contain the information required by the user is identified from analysis of the request
	1.3 Availability of the required records is accessed using appropriate finding aids and record keeping system
	1.4 Where the information required exceeds own ability to meet the request, user is referred to an appropriate colleague or list of external organisation/s
2 Gather required records	2.1 Range of records likely to contain the information required by the user is obtained and analysed for the required content
	2.2 Information is extracted as required and is prepared in line with the request
	2.3 Specific records satisfying user requirements are gathered in accordance with organisational procedures
	2.4 Records are tracked to record change in location and use by the requesting user in accordance with record keeping system rules and organisational procedures
	2.5 Obstacles to obtaining specific records within the specified time are explained to the user and a revised timeline is agreed
3 Interpret and administer access rules and procedures	3.1 User requesting the record is identified and access rules and procedures category are confirmed in accordance with organisational procedures
	3.2 Access restriction rules and guidelines are applied to the records requested and to match the user access category
	3.3 Where access restriction rules and guidelines prevent access to the user, the decision is recorded and the user is informed of their rights to a review of the decision
	3.4 Where partial access restriction is determined, the restricted portions of the records or information and the basis of the restriction are identified and documented
4 Provide information in response to user requests	4.1 Specific records or portions thereof, information and/or records are protected to prevent access as required, in accordance with access rules and organisational procedures
	4.2 Requested information is prepared for the user in an appropriate format, in accordance with initial request and

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organisational procedures

4.3 All access rules, record preservation requirements, specified timelines and work health and safety (WHS)/occupational health and safety (OHS) guidelines are adhered to

4.4 Records retrieved and used to provide information are documented according to system rules and organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2018A Provide information from and about records.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP2018 Provide information from and about records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when providing information from or about records
- completing documentation related to providing information from or about records
- identifying, selecting and efficiently and effectively using equipment for providing information from or about records
- maintaining security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- planning own work including predicting consequences and identifying improvements
- reading, interpreting and following instructions and procedures relevant to providing information from or about records
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using a range of information technology devices to required protocol including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- operational workflow within a records management system
- operational work systems, equipment, management and site operating systems for providing information from or about records as part of a records management process
- problems that may occur when providing information from or about records and appropriate action to be taken to resolve these problems
- regulations relevant to providing information from or about records as part of a records management process
- relevant WHS/OHS and environmental protection procedures and guidelines
- types of equipment used in providing information from or about records and the precautions and procedures that should be followed in their use
- workplace procedures and policies for providing information from or about records including policies on confidentiality and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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TLIP2024 Conduct financial transactions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct direct financial transactions within the transport and logistics industry. Work must be carried out in compliance with relevant codes and regulations concerned with the conduct of direct financial transactions during the collection and delivery of valuables, secured products, documents and materials.

It includes operating point of sale equipment, transacting sales, clearing register activity and maintaining sales documents.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P - Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate point of sale equipment	1.1 Point of sale equipment is operated and maintained in line with manufacturer specifications and workplace procedures

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	1.2 Procedure for opening sales equipment or register is followed
	1.3 Adequate change is maintained for use in transactions
	1.4 Sales equipment or register is closed off in accordance with workplace cash security procedures
2 Transact sale	2.1 Amount owing is calculated and customer is advised
	2.2 Amount tendered in cash transactions is checked, correct change is calculated and given, and receipt/tax invoice is provided as required
	2.3 Credit and other non-cash transactions are processed
3 Clear register	3.1 Sales equipment/register is cleared and cash is transferred at required times in accordance with workplace policy
	3.2 Cheques, credit and other non-cash transaction documents are handled in accordance with workplace policy and procedures
	3.3 Due security is maintained when handling cash in accordance with workplace security procedures
4 Maintain sales documents	4.1 Records are completed for all transactions including refunds and no sales
	4.2 Adequate supplies of dockets, vouchers and point of sale documents are maintained
	4.3 Debtor transactions are processed in line with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIP2024A Conduct financial transactions.

Links

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Assessment Requirements for TLIP2024 Conduct financial transactions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying workplace procedures, relevant agreements, codes of practice or other legislative requirements
- communicating effectively with others when conducting financial transactions
- identifying and correctly using transaction equipment, processes and procedures
- interpreting and following operational instructions and prioritising work
- operating communication and financial equipment to required protocol
- reading and interpreting instructions, procedures and information relevant to conducting financial transactions
- using correct manual handling techniques safely
- transacting and completing documentation related to conducting financial transactions
- working collaboratively with others when conducting financial transactions
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- implications of credit and financial institution codes of practice
- operational procedures for conducting direct financial transactions with customers
- relevant state/territory regulations and requirements related to conducting financial transactions
- requirements of work systems, operations and relevant equipment

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- risks and hazards when carrying out transactions and related precautions to control security threats
- typical problems that can occur when conducting financial transactions and appropriate action that can be taken to prevent or solve these problems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP2029 Prepare and process financial documents

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare and process financial documents in compliance with the relevant financial codes of practice and regulations.

It includes recording and balancing petty cash transactions, balancing all other transactions, rectifying discrepancies as directed, preparing invoices for debtors, and preparing and processing banking documents.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Record and balance petty cash transactions	1.1 Petty cash vouchers are prepared in accordance with workplace procedures

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	1.2 Before processing, petty cash claims and vouchers are checked for accuracy and authenticity
	1.3 Petty cash transactions are recorded
	1.4 Irregularities are noted and referred to nominated person/section in accordance with workplace procedures
2 Balance all transactions	2.1 Transactions are presented to nominated person/section for checking in accordance with workplace procedures
	2.2 Invoices for payment to creditors are reconciled in accordance with workplace procedures
	2.3 Discrepancies between invoices and delivery notes/service agreements are identified and reported for resolution in accordance with workplace procedures
	2.4 Errors in invoice charges are identified and corrective action is undertaken within scope of authority in accordance with workplace procedures
3 Rectify discrepancies as directed	3.1 Correct and authorised invoices are processed for payment and entered into financial records as required
	3.2 Creditor inquiries are resolved within scope of authority or referred to appropriate personnel in accordance with workplace procedures
4 Prepare invoices for debtors	4.1 Preparatory calculations are performed to produce accurate invoices
	4.2 Relevant documentation is completed to ensure accuracy of contents
	4.3 Invoices are distributed to nominated personnel for verification prior to despatch
	4.4 Verified invoices are despatched within designated timelines
	4.5 Verified figures are entered into financial journals
	4.6 Documents are filed for auditing purposes and follow-up action is taken as required
5 Prepare and process banking documents	5.1 Financial transactions are listed on deposit forms in accordance with financial institution requirements
	5.2 Pay-in documentation is balanced with all financial

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calculations

5.3 Financial institution deposit totals are balanced with internal records

5.4 Deposits are lodged with the financial institution

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2029A Prepare and process financial documents.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP2029 Prepare and process financial documents

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating effectively with others when preparing and processing financial documents
- completing documentation related to preparing, processing and recording financial transactions
- implementing contingency plans interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- performing required calculations both manually and with the aid of relevant equipment and calculators
- reading and interpreting instructions, procedures and information relevant to preparing and processing financial documents
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment when preparing and processing financial documents, including the use of an appropriate range of office equipment, computer systems and financial software packages
- working collaboratively with others when preparing and processing financial documents
- working systematically with required attention to detail.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- contacts and sources of information/documentation needed for preparing and processing financial documents
- customer service policies and procedures
- documentation requirements of banking institutions, governments and other relevant agencies
- relevant financial regulations, codes and procedures including pertinent taxation documentation requirements
- scope of authority when preparing documents
- typical problems that can occur when preparing and processing financial documents and appropriate action that can be taken to prevent or solve these problems
- workplace procedures for preparing and processing financial documents.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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TLIP2030 Conduct courier/delivery cash transactions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct courier/delivery cash transactions

It includes establishing a price with customers, conducting cash transactions safely and securely, and recording transaction details.

It involves the application of the basic cash transaction principles, routine procedures and regulatory requirements to conduct cash transactions as part of courier/delivery operations.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Establish price with customers	1.1 Cost of delivery/operation is confirmed with customer
	1.2 Customer queries are answered courteously and accurately
	1.3 Pricing structure is explained in accordance with workplace guidelines as required
	1.4 Bill/invoice is presented to customer
2 Conduct cash transaction	2.1 Cash received from customer is checked and securely stored
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Change is given in appropriate denomination coins/notes
	2.4 Rounding of price is undertaken in accordance with workplace policy
	2.5 Appropriate security measures are taken when carrying out cash transaction in accordance with workplace procedures
3 Record cash transaction details	3.1 Invoice/bill is receipted and/or receipt is provided to customer in accordance with workplace policy
	3.2 Record of transaction is made and kept
	3.3 Records at base are updated on return, to reflect transactions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIP2030A Conduct courier/delivery cash transactions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP2030 Conduct courier/delivery cash transactions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant agreements, codes of practice, workplace procedures and other legislative requirements
- communicating and working effectively with others
- completing relevant documentation
- identifying and correctly using equipment, processes and procedures
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- contingency planning for managing and controlling security threats
- implications of financial regulations and codes of practice
- operational procedures for conducting cash transactions with customers in the courier industry
- relevant state/territory regulations and requirements for conducting transactions within courier operations
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines
- requirements of courier work systems/operations and relevant equipment
- risks and hazards when carrying out cash transactions and related precautions to control security threats
- typical problems that can occur when conducting courier and delivery cash transactions and appropriate action that can be taken to prevent or solve these problems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP2032 Maintain petty cash account

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain a petty cash account in accordance with relevant regulations and workplace requirements, as part of work activities within the transport and logistics industry.

It includes preparing petty cash documentation and conducting cash transactions.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P - Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare petty cash documentation	1.1 Requests for petty cash advances are validated and required vouchers are prepared
	1.2 Petty cash claims are validated and attached receipts are checked

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	1.3 Before processing, claim documentation is prepared and checked for accuracy
	1.4 Claims and vouchers are presented to nominated person/section for checking and approval appropriate to workplace limits
	1.5 Irregularities are noted and referred to nominated person/section for resolution
	1.6 Details of claims and vouchers are recorded to enable tracing and balancing of cash holding
2 Conduct cash transactions	2.1 Petty cash is provided against claims and vouchers from cash holding
	2.2 Petty cash returns are secured and return receipts are provided
	2.3 Petty cash returns are documented to enable tracing and balancing of cash holding
	2.4 Documented transactions are reconciled against cash held
	2.5 Cash is drawn to maintain a balance appropriate to normal transaction levels in accordance with workplace procedures
	2.6 Cash is secured in accordance with workplace security requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIP2032A Maintain petty cash account.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP2032 Maintain petty cash account

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others when maintaining petty cash accounts
- completing documentation related to petty cash accounts
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- reading and interpreting instructions and procedures relevant to petty cash accounts
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant computer, communications and office equipment
- working collaboratively with others when maintaining petty cash accounts
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codes of practice and regulations relevant to maintaining petty cash accounts
- documentation requirements for maintaining petty cash accounts
- focus of operation of work systems, equipment, management and site operating systems for maintaining petty cash accounts
- instruments of payment including letters of credit, cheques, promissory notes, bank drafts
- problems that may occur when maintaining petty cash accounts and appropriate action

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that can be taken to resolve these problems
- workplace procedures and policies for maintaining petty cash accounts.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP2033 Sell products and services

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to sell products and services in accordance with regulatory and workplace requirements in the transport and logistics industry.

It includes preparing for financial transactions, promoting products and selling products and/or services, processing refunds and reconciling financial transactions.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P - Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for financial transactions	1.1 Float, goods and services are prepared in accordance with workplace policies and procedures
	1.2 Point of sale is established to meet workplace requirements

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	and standards
2 Promote products and services	2.1 Strategies to promote products and services are developed in accordance with workplace policies and procedures
	2.2 Strategies to promote products and services are implemented in accordance with workplace procedures
3 Sell products or services	3.1 Product knowledge is applied when answering customer inquiries
	3.2 Sales transactions are conducted in a courteous manner to the customer's satisfaction
	3.3 Price is correctly calculated and charged, and correct change and receipt are issued
4 Process refunds	4.1 Claim for refund is substantiated in accordance with company procedures
	4.2 Refund claim application processes are completed to ensure transaction details are recorded
	4.3 Refunds are correctly calculated and issued in a courteous manner
5 Reconcile financial transactions	5.1 Value of money and vouchers issued and refunded are calculated to enable reconciliation against total sales to validate cash on hand
	5.2 Money, goods, service entitlements and reconciliation documents are secured in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIP2033A Sell products and services.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP2033 Sell products and services

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- carrying out required research activities when selling products and services
- carrying out financial transactions in accordance with workplace procedures
- communicating and negotiating effectively with others when selling products and services
- completing relevant documentation and data entry transactions creating promotional layouts
- marketing and promoting products and services
- modifying activities depending on operational contingencies and environments
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following instructions, procedures and product information relevant to selling products and services
- selecting and using relevant office and communications equipment and materials when selling products and services
- working collaboratively with others when selling products and services
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- advertising policies
- applicable insurance and public liability
- Australian and international transport industry guidelines
- communication and negotiation requirements when selling products and services
- documentation and record requirements
- equipment and materials used when selling products and services, and procedures and precautions that should be followed in their use
- problems that may occur when selling products and services and appropriate action that can be taken to resolve these problems
- relevant consumer laws and trade practice requirements
- relevant regulations and codes of practice
- transport system fare structure and schedules
- workplace procedures and policies for selling products and services
- workplace products and services.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

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TLIP2037 Carry out financial transactions and maintain records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out financial transactions and to maintain records when providing taxi services. This involves using basic financial transaction principles, routine procedures and regulatory requirements, as part of taxi driving operations.

It includes operating a taxi meter in accordance with different tariff structures and taxi hire arrangements, calculating fares and handling payment transactions, and maintaining daily records for accounting purposes.

This unit meets part of the certification requirements for obtaining taxi driver accreditation. As requirements may vary between states and territories, people seeking taxi accreditation should contact their state/territory taxi regulator.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Operate a taxi meter in accordance with tariff structures and hiring arrangements	1.1 Tariff structures and various forms of taxi hire are identified and applied
	1.2 Meter functions are identified and applied
	1.3 Meter is operated at beginning, throughout and at the end of hiring, in line with regulations and workplace procedures
	1.4 Meter is used to access information to complete driver running sheet, end-of-shift reports and reconciliation taking/fares
2 Calculate fares and handle payment transactions	2.1 Amount owing is calculated and customer is advised
	2.2 Amount tendered in case transactions is checked, and correct change is calculated and given
	2.3 Adequate change is maintained for use in transactions
	2.4 Adequate supplies of dockets, vouchers and point of sale documents are maintained
	2.5 Cash, credit and other non-cash payment transactions are handled in accordance with workplace policy and procedures
	2.6 Hazards are identified, risks are assessed and control measures are implemented
	2.7 Due security is maintained when handling payments in accordance with workplace security procedures
	2.8 Taxi subsidy scheme transactions are processed in accordance with state requirements
3 Maintain daily records	3.1 Records are completed for all cash, credit and other non-credit transactions in accordance with workplace policy and procedures
	3.2 Calculations to complete driver running sheet are carried out
	3.3 End-of-shift reconciliation is completed
	3.4 Appropriate records are maintained for taxation purposes

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2037A Carry out financial transactions and maintain records.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP2037 Carry out financial transactions and maintain records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant agreements, codes of practice, workplace procedures and other legislative requirements
- applying tariff structures and taxi hire arrangements
- communicating and working effectively with others
- completing documentation and maintaining records, including a business activity statement and maintaining records for taxation purposes
- completing documentation for conducting financial transactions and maintaining records
- conducting cash, credit and other non-cash payment transactions
- filling out documents, vouchers, point of sale documents and other relevant taxi documentation legibly
- identifying and correctly using transaction equipment, processes and procedures to calculate fares and handle payments
- identifying required credit card clearances and transaction limits
- maintaining transaction records and documentation for taxation and other purposes
- modifying activities depending on workplace contexts, risk situations and environments
- operating a taxi meter
- operating EFTPOS and other manual card equipment in a taxi
- operating electronic communications equipment to required protocol
- planning and prioritising own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures and information
- responding appropriately to inquiries
- selecting and using appropriate aids for carrying out calculations
- selecting and using appropriate mathematical processes when conducting transactions
- using basic mathematical calculations.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian taxation system as it relates to taxi drivers
- contingency planning for managing and controlling security threats
- hiring arrangements
- implications of credit and financial institution codes of practice
- operational procedures for conducting direct financial transactions with customers in the taxi industry and maintaining records
- relevant state/territory regulations and codes of practice for conducting transactions and maintaining records within taxi operations
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines
- requirements of taxi work systems, operations and relevant equipment
- risks and hazards when carrying out financial transactions and maintaining records, and related precautions to control security threats
- sources of information and documentation needed when conducting financial transactions and maintaining records within the taxi industry
- tariff structures
- taxi meter functions
- taxi subsidy scheme and/or vouchers
- typical problems that can occur when carrying out financial transactions and maintaining records, and appropriate action that can be taken to prevent or solve these problems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in the taxi industry including:
  - calculators
  - EFTPOS machines
  - manual card imprinting resources
  - non-cash credit vouchers
  - taxi meters
  - various forms of cards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP2038 Conduct, balance and secure financial transactions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the knowledge and skills required to communicate with customers and to operate a range of point-of-sale equipment to perform sales transactions, and to balance and reconcile a register or terminal.

It involves conducting transactions, clearing the register, counting money, calculating non-cash transactions, and reconciling and recording takings.

This unit applies to frontline staff working under some supervision and requires the application of organisational policy and procedures in undertaking work tasks.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration & Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Operate point-of-sale equipment	1.1 Point-of-sale equipment is operated in accordance with design specifications
	1.2 Point-of-sale terminal is opened and closed in accordance with organisational policies and procedures
	1.3 Point-of-sale terminal is cleared and tender is transferred in accordance with organisational policies and procedures
	1.4 Cash handling is conducted in accordance with organisational security procedures
	1.5 Supplies of change and cash float are maintained in point-of-sale terminal in accordance with organisational policies and procedures
	1.6 Records of transaction errors are recorded in accordance with organisational policies and procedures
	1.7 Adequate supplies of dockets, vouchers and point-of-sale documents are maintained
2 Perform point-of-sale transactions	2.1 Point-of-sale transactions are completed in accordance with organisational policies and procedures, and relevant legislation
	2.2 Organisational procedures for cash and non-cash transactions are identified and applied
	2.3 Organisational policies and procedures for exchanges and returns are identified and applied
	2.4 Information is entered correctly into point-of-sale equipment
	2.5 Total price and amount of cash received is verbally stated and correct change is tendered
3 Complete sales	3.1 Relevant documentation is completed in accordance with organisational policies and procedures
	3.2 Sales transactions are processed in a timely manner in accordance with organisational policies and procedures
4 Remove takings from register or terminal	4.1 Register or terminal is balanced at designated times in accordance with organisational policies and procedures
	4.2 Cash float is separated from takings prior to balancing and is secured in accordance with organisational policies and procedures

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	4.3 Change is supplied to register or terminal in accordance with organisational policies and procedures
	4.4 Register or terminal reading or printout is obtained and interpreted
	4.5 Cash and non-cash documents are removed and secured in accordance with organisational policies and procedures
5 Reconcile takings	5.1 Cash is counted accurately
	5.2 Non-cash documents are calculated accurately
	5.3 Balance between register or terminal reading and sum of cash and non-cash transactions is determined correctly and recorded in accordance with organisational policies and procedures
	5.4 Discrepancies between register or terminal reading and sum of cash are determined correctly and recorded in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2038A Conduct, balance and secure financial transactions.

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Links

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Assessment Requirements for TLIP2038 Conduct, balance and secure financial transactions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation
- applying relevant organisational policies and procedures when handling cash and removing takings from register or terminal, cash float, reading registers and recording information
- calculating financial transactions in accordance with workplace procedures
- communicating effectively verbally and non-verbally
- counting cash
- implementing relevant organisational policies and procedures
- interpreting and completing relevant documentation
- managing time effectively and completing tasks in a set timeframe
- operating register or terminal equipment in accordance with manufacturer instructions and organisational procedures
- processing documentation and records responsibly in accordance with organisational policies and procedures
- reporting on financial transactions
- tendering correct change
- using point-of-sale equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- cash and non-cash handling procedures
- organisational policies and procedures for conducting, balancing and securing financial transactions

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- relevant legislation, regulations and codes of practice
- workplace policies and procedures for client service and point-of-sale techniques.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP2039 Ensure the confidentiality, privacy and security of customer information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply principles and requirements relating to confidentiality, privacy and security of information collected, when providing services to customers.

It includes maintaining the confidentiality, privacy and security of customer personal information under legislation, and organisational policies and procedures. It also includes working within accepted codes of conduct and following confidentiality, privacy and security provisions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Work within accepted codes of conduct	1.1 Work requirements and/or delegated task/s are confirmed with relevant personnel
	1.2 Types of information required to be collected from customers is identified and confirmed to be in accordance with organisational and legislative requirements
	1.3 Customers are treated professionally and with respect when collecting personal data
2 Follow confidentiality and privacy procedures	2.1 Information and requests for information are assessed with regard to what is and what is not disclosable
	2.2 Discretion and judgement is used in all communications
	2.3 Customer-related matters are only discussed with appropriate personnel
	2.4 Advice and clarification is sought from relevant personnel where potential confidentiality issues arise in dealings with information or requests for information
3 Follow security procedures	3.1 Customer information and other confidential documentation is secured appropriately
	3.2 All documents required by legislation to be stored for certain periods are clearly labelled and stored securely in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIP2039A Ensure the confidentiality, privacy and security of customer information.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP2039 Ensure the confidentiality, privacy and security of customer information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and securing records
- applying relevant privacy legislation and workplace procedures
- clarifying requirements and resolving difficult issues with customers
- communicating effectively with customers and relevant personnel
- documenting activities where confidentiality, privacy and security are maintained
- identifying types of requests that are likely to be made and providing appropriate responses.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- commonwealth privacy legislation and Australian Privacy Principles
- organisational policies and procedures for confidentiality, privacy and security
- relevant legislation, regulations, codes of practice and standards that impact on business operations
- relevant workplace security procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP3015 Document a records system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to document a records system in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes identifying records creators and their accountability requirements, locating records creators in their organisational structure and identifying the activities/functions documented by records. It also includes analysing the record keeping system to identify the series, explaining links between record keeping series, identifying anomalies to the normal order of the series, and documenting records series and relationships over time.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify records creators and their accountability requirements	1.1 Creating organisation is identified as a public or private entity and likely sources of information about the creator are identified and assessed as relevant
	1.2 Person who created records and/or part of organisation where records were created, is identified
	1.3 Where there is more than one creator over time, all creators are located in their organisational and chronological context
	1.4 Available information sources are used to determine records creator accountability requirements and functional responsibilities
	1.5 Sources of information used in the research are identified as authentic and copies are kept in accordance with organisational record keeping practice
2 Locate records creators in their organisational structure	2.1 Nature of the jurisdiction governing the organisation is outlined
	2.2 Location and context of records creators are conveyed in their organisational structure and context
3 Identify activities/functions documented by records	3.1 Actions/activities by which records are generated or documented, are identified
	3.2 Boundaries of activities are identified from records and checked against organisational functional analysis
	3.3 Records are matched to the functions for which records creators are responsible
	3.4 Date-ranges for records are determined from records and are supplemented from external sources as required
	3.5 Changes to the activities/function are documented over the time period of the records
4 Analyse record keeping system	4.1 Elements of record keeping system/s are identified from records and documented
	4.2 Records series is/are identified and documented in accordance with organisational standards and procedures

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	4.3 History and context of records system is documented in accordance with organisational standards and procedures
5 Explain links between record keeping series	5.1 Related record series which make up the records series system are identified from analysis of the available source information and the records themselves
	5.2 Predecessor and subsequent records series are outlined to place series in its chronological context
	5.3 Anomalies to series normal order are outlined
6 Maintain the normal order of the series	6.1 Anomalies that have occurred over time to the systemic order of the series are identified from analysis of available source information and the records themselves
	6.2 Anomalies to the systemic order of the series are confirmed and corrected in accordance with organisational procedures
	6.3 Causes of anomalies that have occurred over time are identified and processes are established to prevent further anomalies
7 Document records series and relationships over time	7.1 Available information and analysis results are documented
	7.2 Documentation is formatted to enable easy access for researchers and users

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIP3015A Document a records system.

Links

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Assessment Requirements for TLIP3015 Document a records system

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- communicating and working effectively with others
- identifying and using relevant equipment
- interpreting and following operational instructions and prioritising work
- maintaining security and confidentiality of material
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operational procedures
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- housekeeping standards and procedures
- operational workflow within a records management system
- operational work systems, equipment, management and site operating systems for documenting a records system
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for documenting a records system as part of a records management process
- site layout and obstacles
- types of equipment used for documenting a records system and the precautions and procedures that should be followed in their use
- workplace procedures and policies for documenting a records system including policies on confidentiality and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP3016 Identify and classify records to be captured

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify and classify records to be captured in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes identifying records to be captured, and classifying and registering records as part of record management processes.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify records to be captured	1.1 Incoming material is categorised for records to be captured in accordance with organisational procedures

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	1.2 Storage for records including specific environmental conditions and accessibility requirements are noted and actioned as required
	1.3 Activity documented by record is identified from record elements in accordance with organisational procedures
	1.4 Area or action officer where record needs to go is identified from record elements or content and staff list, in accordance with organisational procedures
	1.5 Incoming material is assessed against organisational checklist to identify what material needs to be captured
	1.6 Material that does not need to be registered is dealt with in accordance with organisational procedures
	1.7 Format/media of record is modified as required in accordance with organisational requirements and procedures
2 Classify a record	2.1 Identified transaction/action/activity documented by record is matched to organisational classification scheme
	2.2 Full record classification is selected in accordance with system rules and organisational procedures
	2.3 Classified record is linked to other records in system in accordance with system rules and organisational procedures
	2.4 Indexing points (cross-reference terms) are selected for record in accordance with system rules and organisational procedures
3 Register a record	3.1 Unique identifier is selected for record in accordance with organisational procedures and record keeping system rules
	3.2 Record is registered into record keeping system with title, description, details of record creator, immediate location and any other control information to fulfil the system requirements in accordance with organisational procedures
	3.3 Access and security status are determined and documented in accordance with organisational procedures and record keeping system rules
	3.4 Disposal status of record is determined and recorded in accordance with record keeping system rules and organisational procedures
	3.5 Record is forwarded to its appropriate location, which is recorded in accordance with system rules and organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3016A Identify and classify records to be captured.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP3016 Identify and classify records to be captured

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying, and correctly using relevant equipment
- interpreting and following operational instructions and prioritising work
- maintain security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading interpreting and following relevant instructions, procedures, information and signs
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- housekeeping standards and procedures
- operational workflow within a records management system
- operational work systems, equipment, management and site operating systems for identifying and classifying records to be captured as part of a records management process
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for identifying and classifying records to be captured as part of a records management process
- site layout and obstacles
- types of equipment used for identifying and classifying records to be captured and the precautions and procedures that should be followed in their use
- workplace procedures and policies for identifying and classifying records to be captured including policies on privacy, confidentiality and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP3019 Provide records retrieval service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide a records retrieval service in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes locating/retrieving records required, ensuring security of records and delivering records or record information.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Locate/retrieve	1.1 Search criteria are refined in consultation with person requesting records, and key words or other indexing terms are

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records required	identified to retrieve records
	1.2 Sources are searched to retrieve records in accordance with agreed criteria
	1.3 Records are retrieved or located to match request
2 Ensure security of records	2.1 Person requesting records is identified and access category is confirmed in accordance with organisational procedures
	2.2 Access and security clearance documents are checked for match with category of identified person requesting records
	2.3 Person requesting records is informed when access is denied, in accordance with organisational procedures
3 Deliver records or record information	3.1 Records to be provided are retrieved from storage location in accordance with record keeping system operation, organisational, and work health safety/occupational health and safety (WHS/OHS) procedures
	3.2 Information about record to be provided is given to person requesting records
	3.3 As required by record keeping system, records of transaction are documented in accordance with record keeping system operation and organisational procedures
	3.4 New locations of records provided to person requesting records are recorded in accordance with system rules and organisational procedures
	3.5 Records or record information are delivered to authorised person within specified timeframes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3019A Provide records retrieval service.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP3019 Provide records retrieval service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment
- interpreting and following operational instructions and prioritising work
- maintaining security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures and information
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- housekeeping standards and procedures
- operational workflow within a records management system
- operational work systems, equipment, management and site operating systems for providing a records retrieval service as part of a records management process
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for providing a records retrieval service as part of a records management process
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- types of equipment used for providing a records retrieval service and the precautions and procedures that should be followed in their use
- workplace procedures and policies for providing a records retrieval service including policies on privacy, confidentiality and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP3020 Sentence records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to sentence records within a workplace records system in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes identifying and examining records for sentencing, selecting disposal status for records and recording disposal status.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify records	1.1 Records on which action is complete are located, removed, or copied from the active record keeping system, in accordance with

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for sentencing		organisational procedures
	1.2	Records are identified from request or supervisor's instructions
2 Examine records for sentencing	2.1	Records on which action is not complete are returned to active record keeping system in accordance with organisational procedures
	2.2	Activity, group of related activities, or groups of transactions documented by records are correctly identified at the appropriate level, in accordance with organisational procedures
	2.3	Client is consulted concerning sentencing date and proposed actions for records are confirmed by client
3 Select disposal status for records	3.1	Record disposal class is identified in records authorised schedule applicable to activity or transaction
	3.2	Records are identified for further periods of retention, calculated in accordance with organisational procedures or for immediate destruction
	3.3	Items identified for immediate destruction are separated from the body of records
	3.4	Items that cannot be sentenced are handled in accordance with organisational disposal procedures
4 Record disposal	4.1	Disposal status, action and date of disposal action are recorded in record keeping system in accordance with organisational disposal procedures and record keeping systems rules
	4.2	Disposal records are maintained in accordance with organisational disposal procedures and record keeping systems rules

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3020A Sentence records.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP3020 Sentence records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- interpreting and following operational instructions
- maintaining security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- housekeeping standards and procedures
- operational workflow within a records management system
- operational work systems, equipment, management and site operating systems for sentencing records as part of a records management process
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for sentencing records as part of a records management process
- site layout and obstacles
- types of equipment used for sentencing records and the precautions and procedures that should be followed in their use
- workplace procedures and policies for sentencing records including policies on confidentiality and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP3021 Undertake disposal program

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake a records disposal program in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes preparing and undertaking disposal activities, and supervising and seeking approval for disposal actions.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for disposal	1.1 Records or areas where records are due for disposal action are identified from request or schedule

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	1.2 Resources needed to undertake disposal program are assembled in the location and at the time required
2 Undertake disposal	2.1 Records are assessed to determine what disposal action can be undertaken immediately, whether records need to be sentenced or reviewed, and whether any records need to be appraised
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Disposal actions are distributed and delegated to be conducted in accordance with organisational rules, guidelines and procedures
	2.4 Quality control measures are undertaken in accordance with organisational procedures to ensure consistency in determining disposal status and retention periods
	2.5 Certificate of destruction documentation is completed and information is provided to client as required
3 Supervise disposal actions	3.1 Disposal sentences referred by delegates are reviewed and disposal actions are determined from existing schedules or from appraisal results
	3.2 Checks are made to ensure disposal decisions are recorded in record keeping system and to ensure disposal actions taken are in accord with decisions recorded
4 Process disposal	4.1 Approval is sought from appropriate individual/body for disposal actions
	4.2 Records no longer required for any purpose are destroyed in accordance with approval and organisational procedures
	4.3 Records to be kept for a further period are stored in accordance with organisational records storage requirements
	4.4 All disposal actions are recorded and authorised in accordance with organisational procedures and record keeping system requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3021A Undertake disposal program.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP3021 Undertake disposal program

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- interpreting and following operational instructions
- maintaining security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- focus of operation of work systems, equipment, management and site operating systems for disposing records as part of a records management process
- housekeeping standards and procedures
- operational workflow within a records management system
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for disposing records within a records management process
- types of equipment used in a records disposal program and the precautions and procedures that should be followed in their use
- workplace procedures and policies for disposing records including policies on confidentiality and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP3022 Undertake movement of records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake the movement of records in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes selecting records for movement, maintaining control of records and transferring records.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select records	1.1 Reason for record movement is clarified as required

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	for movement	1.2 Specific records to be moved are identified from instructions and supporting documentation, and are located
		1.3 Records are retrieved from storage location, or flagged in the system, in accordance with workplace procedures, legal requirements, and work health and safety (WHS)/occupational health and safety (OHS) procedures
2	**Maintain control of records**	2.1 Transfer documentation is prepared by recording unique record identifiers to be moved in a form compliant with workplace rules and procedures for transferring custody, ownership and/or responsibility of records
		2.2 Records are prepared for movement in accordance with storage medium requirements
		2.3 Identifying documentation for records is retained for organisational records and a copy is retained with records themselves during transit
		2.4 Transit locations for records to be moved are recorded in location control system as required
3	**Transfer records**	3.1 Method, timeframe and personnel to undertake the movement are determined in accordance with workplace procedures and records requirements
		3.2 Hazards are identified, risks are assessed and control measures are implemented
		3.3 Relocation of records is documented in location control system and other systems as required, in accordance with organisational procedures
		3.4 Movement of records is completed and documented in accordance with workplace procedures
		3.5 Proof of receipt is obtained and forwarded to appropriate authority, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3022A Undertake movement of records.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP3022 Undertake movement of records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- interpreting and following operational instructions
- maintaining security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- operational workflow within a records management system
- operational work systems, equipment, management and site operating systems for moving records as part of a records management system
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for moving records as part of a records management system
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- types of equipment used for moving records and the precautions and procedures that should be followed in their use
- workplace procedures and policies for moving records including policies on confidentiality and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP3023 Destroy records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to destroy records in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes collecting records to be destroyed, selecting destruction mode, destroying records and documenting procedures.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Collect records to be destroyed	1.1 Records for destruction are verified and assembled
	1.2 Confirmation of destruction requirement is sought and

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	obtained
	1.3 Records are bundled, marked or labelled for destruction in accordance with organisational procedures
	1.4 Destruction mode is confirmed from workplace documents
2 Select destruction mode	2.1 Records are assembled and made ready for destruction
	2.2 Arrangements for records to be destroyed off site are undertaken as required in accordance with workplace procedures
	2.3 Suitable controlled or secure environment is selected for handling/storage of documents to be destroyed
3 Destroy records	3.1 Confirmation of actions is obtained
	3.2 Bundles of documents are checked for identification
	3.3 Selected destruction method is used maintaining security, personal safety and environmental protection
	3.4 Shredded and pulped records are collected for recycling
	3.5 Electronic recording systems are checked to confirm erasure of required documents
4 Document procedures	4.1 Documentation of completed operations is completed
	4.2 Client/s are notified of actions taken
	4.3 Workplace records are updated to reflect activities undertaken
	4.4 Offsite destruction is confirmed with appropriate personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3023A Destroy records.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP3023 Destroy records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- interpreting and following operational instructions
- maintaining security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- housekeeping standards and procedures
- operational workflow within a records management system
- operational work systems, equipment, management and site operating systems for destroying records as part of a records management process
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for destroying records as part of a records management process
- site layout and obstacles
- types of equipment used for destroying records and the precautions and procedures that should be followed in their use
- workplace procedures and policies for destroying records including policies on confidentiality and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP3026 Maintain financial records in a small business

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain financial records in a small business, in accordance with relevant codes of practice and regulations as part of work activities within the transport and logistics industry.

It includes establishing financial management system requirements, and financial management systems and maintaining financial reporting systems.

Work is performed in either a team or autonomous working situation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Establish financial management system requirements**	1.1	Financial management system reporting requirements are established, in accordance with business plans, and statutory and regulatory obligations
		1.2	Financial system needs and statutory reporting requirements are identified
2	**Establish financial management system**	2.1	Financial administrative systems are established to match identified business requirements
		2.2	Mechanisms for the review of terms of trade and fee structures are reconciled to meet business needs and industry standards
		2.3	Equipment and software needed to operate the financial administrative system are identified, acquired and installed in association with relevant accounting and technical staff
		2.4	System financial administration, reporting and performance indicators are maintained in accordance with business's statutory obligations
		2.5	Financial administrative systems are implemented in accordance with planned processes and policies
3	**Maintain financial reporting systems**	3.1	Financial reports required to monitor business performance, to ensure accurate and timely information on working capital and cash flow, and to meet statutory obligations are accurately prepared in the prescribed format and at the required times
		3.2	Financial reports are distributed to relevant personnel and organisations by due dates
		3.3	Financial administration and reporting systems are evaluated against established performance indicators

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3026A Maintain financial records in a small business.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP3026 Maintain financial records in a small business

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment and software in accordance with workplace procedures
- applying relevant legislation and workplace procedures
- completing relevant financial documentation
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information and financial documentation
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- using relevant communications systems and equipment when maintaining financial records
- using relevant computerised systems for communication and document generation
- working collaboratively with others
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- accounting and auditing processes
- contacts and sources of information/documentation needed when maintaining financial records in a small business or cost centre
- customer service policies and procedures
- debt control processes
- documentation requirements of banking institutions, governments and clients
- financial control procedures
- relevant agreements, codes of practice and legislative requirements for maintaining financial records in a small business or cost centre
- typical problems that can occur when maintaining financial records in a small business and appropriate action that can be taken to prevent or solve these problems
- workplace procedures for maintaining financial records in a small business or cost centre including:
  - compilation and use of cash receipts and cash payment journals
  - basic preparation
  - interpretation and analysis of financial reports
  - recording and balancing of petty cash transactions for financial records
  - completion of tax reconciliations and documentation
  - development and use of debtors and creditors records systems
  - completion of tax documentation and requirements
  - reconciliation of bank statements with cash records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

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- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP3027 Organise freight invoicing and payment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise freight invoicing and payment.

It includes preparing invoices, coordinating documentation and processing payments.

Work involves discretion and judgment for self and others in organising freight invoicing and payment. It is performed under limited or minimum supervision with general guidance on progress and outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare invoices	1.1 Purchase order or documentation regarding request for invoice is registered, validated and filed appropriately

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	1.2 Payment method, timing and, as required, currency and exchange rates, are noted on the documentation
	1.3 Invoice documents that commit the business to providing goods and services are registered and sourced
	1.4 Invoice is raised listing items in a full, clear, legible and unambiguous description
	1.5 Invoice original is checked and authorised by a signatory at an appropriate level
	1.6 Required documentation is forwarded to business or organisation requesting invoice
	1.7 Invoice details are recorded and filed in accordance with workplace policy
2 Coordinate documentation	2.1 Chart of accounts is checked at the end of the agreed period to verify payment or outstanding debt/s against invoice/s raised
	2.2 Debtor ledger is produced from balance sheet
	2.3 Follow-up contacts of outstanding account/s are made in accordance with workplace policy
	2.4 Monthly statements are cross-checked at required intervals
	2.5 Reminder notices are forwarded to customers in accordance with workplace policy
3 Process payments	3.1 Workplace policy and contractual requirements are followed when making payments
	3.2 Records of payments and required government returns are completed and filed
	3.3 Payments received are registered
	3.4 Receipts and corresponding documents are attached to payments and are filed appropriately
	3.5 Receipts are forwarded to customers
	3.6 Files are retained in accordance with archival regulations

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for audit purposes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3027A Organise freight invoicing and payment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP3027 Organise freight invoicing and payment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others
- completing relevant documentation
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- processing invoices and payments
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and appropriately applying technology, information systems and procedures
- working collaboratively with others
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- legal and commercial requirements for the work
- operational financial systems, resources, management and workplace operating systems
- relevant regulatory and code requirements
- relevant workplace business management policies and practices, including requirements for accounts, payments and record keeping

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- resource availability including the processing capacity of equipment and software systems for planning activities
- typical problems that can occur and related appropriate action that can be taken
- workplace protocols and procedures for organising freight invoicing and payment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP3034 Advise on and construct fares for customers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to advise on and construct fares for customers in accordance with regulatory and workplace requirements.

It includes advising on air, coach, ferry, tram, bus and rail fares; constructing fares and itineraries; and issuing documents.

While work is performed individually, it will generally be undertaken within a team environment. It involves the application of tourist industry regulatory requirements and workplace procedures when advising on and constructing fares for customers in the transport and allied industries.

In providing advice to suit customer needs, the following types of fares must be considered:

- constructed fares
- net fares
- promotional fares
- published fares.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Advise on fares	1.1 Transport provider information is correctly interpreted to provide accurate information on fare details and conditions
	1.2 Customers are clearly advised on features of the fares most appropriate to their needs
	1.3 Accurate fare quotations are provided to customers in accordance with workplace policy and guidelines
2 Construct fares and itineraries	2.1 Fares are accurately constructed using standard industry techniques, providing the best fare and maximum travel benefits for the customer
	2.2 Appropriate travel schedules are used to create the optimum itinerary for customers
3 Issue documents	3.1 Documents are correctly issued and all details are accurately recorded in accordance with workplace and regulatory requirements
	3.2 Coupons/tickets are processed in accordance with workplace and industry guidelines
	3.3 Refunds are processed where required in accordance with workplace and industry guidelines

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIP3034A Advise on and construct fares for customers.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP3034 Advise on and construct fares for customers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant tourist industry regulatory requirements and workplace procedures
- carrying out relevant research and analysis
- carrying out sales and refund procedures
- communicating and negotiating effectively with others
- completing relevant documentation, including preparing travel documentation
- constructing fares in accordance with workplace procedures
- designing and constructing itineraries
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- processing coupons in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems promptly, in accordance with tourist industry regulatory requirements and workplace procedures
- working systematically with attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

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- air, coach, ferry, tram and rail fare structures and schedules
- applicable insurance and public liability
- communication and negotiation requirements when advising on and constructing fares for customers
- documentation and record requirements
- Australian travel industry standards
- problems that may occur when advising on and constructing fares for customers, and appropriate action that can be taken to resolve these problems
- procedures for developing fare quotations
- relevant consumer law and trade practice requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines
- transport provider information and capability
- workplace procedures and policies for advising on and constructing fares for customers
- workplace travel products and services.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, tourist industry regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4001 Develop plans to meet customer and organisation needs

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop plans to meet customer and organisation needs.

It includes contributing to strategic planning, analysing market needs, contributing to business documentation and communicating with other members of the organisation on planning matters.

Work is performed under limited or minimum supervision with general guidance on progress and outcomes. It involves discretion and judgement for self and others in developing plans to meet customer and organisational needs.

Work involves responsibility for developing work plans and leading others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Contribute to strategic planning	1.1 Contribution is made to shared vision and values of the organisation by assisting with examining future opportunities and directions and their use in shaping business goals and objectives
	1.2 Contribution is made to strategic planning by assisting with investigating the business environment of the organisation
2 Analyse market needs	2.1 Customer needs are researched and outcomes are analysed and interpreted to establish business options and opportunities
	2.2 Opportunities are identified for product and service enhancement through an analysis of existing and potential market opportunities and the development of strategies to strengthen the workplace market focus in suitable directions
3 Contribute to business documentation	3.1 Contributions are made to preparing organisational business plans/budgets
	3.2 All workplace insurance needs are identified and suitable cover is taken out
4 Communicate with other members of the organisation	4.1 Outcomes of planning process are communicated to appropriate persons in the organisation
	4.2 Feedback mechanisms are used to ensure continuous improvement of planning processes and outcomes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIP4001A Develop plans to meet customer and organisation needs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP4001 Develop plans to meet customer and organisation needs

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others when developing plans to meet customer and organisation needs
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems that may arise, in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- surveying and assessing customer and organisation requirements
- working collaboratively with others when developing plans to meet customer and organisation needs
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- focus of operation of business planning systems and resources
- insurance requirements relevant to business operations
- relevant regulatory and code requirements
- relevant workplace business management policies and practices, including requirements for maintaining security and confidentiality
- resource availability including the processing capacity of equipment and software systems for planning activities
- typical problems that can occur when developing plans to meet customer and organisation needs, and related appropriate action that can be taken
- workplace protocols and procedures for developing plans to meet customer and organisation needs, including strategic planning, tactical planning and quality improvement of services/operations/products.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4002 Facilitate and capitalise on change in the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to facilitate and capitalise on change within the workplace.

It includes participating in planning for the introduction of change, developing creative and flexible approaches to solutions to change-related problems, and managing emerging challenges and opportunities in the workplace.

Work is performed under limited or minimum supervision with general guidance on progress and outcomes. It involves discretion and judgement for self and others in facilitating and capitalising on change and innovation in the workplace.

Work involves responsibility for facilitating change in the workplace and leading others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Participate in planning the introduction of change	1.1 Opportunities are taken to respond to the changing needs of customers and the organisation
	1.2 Effective contributions are made to the organisation's planning processes to introduce change
	1.3 Plans to introduce change are made in consultation with relevant individuals/groups
	1.4 Organisation objectives and plans to introduce change are explained clearly to individuals/teams
2 Develop creative and flexible approaches to solutions	2.1 Alternative approaches to managing workplace issues and problems are identified and analysed
	2.2 Risks are assessed and action is taken to achieve a recognised benefit or advantage to the organisation
	2.3 Workplace is managed in a way that promotes the development of innovative approaches and outcomes
	2.4 Creative and responsive approaches to resource management are initiated to improve productivity and/or reduces costs in a competitive environment
3 Manage emerging challenges and opportunities	3.1 Individuals/teams are encouraged and supported to respond effectively and efficiently to changes in organisation goals, plans and priorities
	3.2 Coaching and mentoring are used to assist individuals/teams to develop competencies to handle change efficiently and effectively
	3.3 Individuals/teams are kept informed of progress in the implementation of change
	3.4 Recommendations for improving the methods/techniques to manage change are negotiated with designated persons/groups

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4002A Facilitate and capitalise on change in the workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP4002 Facilitate and capitalise on change in the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others when planning and facilitating the introduction of change and innovation in the workplace
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified problems that may arise, in accordance with regulatory requirements and workplace procedures
- responding appropriately to cultural preferences in the workplace, including modes of behaviour and interactions with others
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- surveying and assessing organisation and customer requirements for change and innovation
- working collaboratively with others when planning and facilitating the introduction of change and innovation in the workplace
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- operational business planning systems and resources
- relevant regulatory and code requirements
- relevant workplace business management policies and practices, including requirements for maintaining security and confidentiality
- resource availability including the processing capacity of equipment and software systems for planning activities
- typical problems that can occur when planning and facilitating the introduction of changes and innovations in the workplace, and related appropriate action that can be taken
- workplace protocols and procedures for facilitating and capitalising on change in the workplace, including risk management, problem solving, strategic planning, quality improvement and customer service.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4003 Implement, maintain and evaluate dangerous goods transport procedures within the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement, maintain and evaluate dangerous goods transport procedures within the workplace, in accordance with relevant regulatory requirements, workplace procedures and codes of practice including the current Australian Dangerous Goods (ADG) Code.

This includes implementing a policy framework for the transport and storage of dangerous goods, establishing and maintaining procedures for identifying hazards and assessing risks, establishing and maintaining assessment procedures for monitoring conformance and controlling risks, implementing and monitoring procedures for maintaining dangerous goods records and evaluating the implementation of dangerous goods transport policies, procedures and programs within the workplace.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams .

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Implement a policy framework for the transport and storage of dangerous goods	1.1 Policies are developed to comply with the current ADG Code, and dangerous goods transport and storage regulations and are consistent with overall workplace policies
	1.2 Responsibilities and duties for transporting and storing dangerous goods are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions
	1.3 Licensing requirements for employees are confirmed
	1.4 Consultative processes are developed and implemented
	1.5 Emergency incident/accident procedures are developed and implemented
	1.6 Information, instruction and training on dangerous goods transport and storage procedures are provided to enable employees to effectively implement the required systems and processes
2 Establish and maintain procedures for identifying hazards and assessing risks	2.1 Hazards in the work area are identified and confirmed
	2.2 Procedures for ongoing identification of hazards and risk assessment are developed and integrated within work systems
	2.3 Hazard identification is addressed at the planning, design and evaluation stages of any workplace change
	2.4 Maintenance and inspection program is instituted to confirm that vehicles, equipment and storage areas comply with regulatory and enterprise requirements
3 Establish and maintain assessment procedures for monitoring conformance and	3.1 Ongoing system for risk control, based on a hierarchy of controls is developed and integrated within general work procedures

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controlling risks	3.2 Measures to control assessed risks and monitor conformance are developed and implemented, in accordance with current ADG Code, relevant dangerous goods transport regulations, code of practice and priorities identified in the workplace
	3.3 Non-conformance is investigated and procedures for rectification are instituted
	3.4 Inadequacies in dangerous goods transport procedures are identified and measures are implemented to improve workplace practice
4 Implement and monitor procedures for maintaining dangerous goods records	4.1 Dangerous goods records system is established in accordance with relevant legislative framework
	4.2 Accurate and legible records for operation within the workplace are completed in accordance with the current ADG Code, dangerous goods transport regulations, enterprise policies and legislative requirements
5 Evaluate the implementation of dangerous goods transport policies, procedures and programs within the workplace	5.1 Effectiveness of the dangerous goods transport policies, procedures and programs is assessed
	5.2 Improvements to dangerous goods transport procedures are identified and implemented
	5.3 Compliance with current ADG Code, dangerous goods transport regulations and codes of practice is assessed to ensure legal requirements are maintained as a minimum and exceeded where possible

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIP4003A Implement, maintain and evaluate dangerous goods transport procedures within the workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP4003 Implement, maintain and evaluate dangerous goods transport procedures within the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- communicating effectively with others when implementing, maintaining and evaluating dangerous goods transport procedures
- completing relevant documentation
- demonstrating knowledge of the hierarchy of control and its implementation in the workplace
- identifying requirements of tasks and organising planning, job completion and evaluation stages
- identifying the factors in work schedules, time and resource requirements (including sourcing expertise external to the work team) when implementing, maintaining and evaluating dangerous goods transport procedures
- implementing and monitoring policies and processes for transporting dangerous goods
- implementing contingency plans
- liaising with authorities, drivers, line managers and customers to ensure policies and procedures are meeting required needs
- managing and prioritising work and coordinating self and others in relation to workplace activities
- mediating and resolving issues about transporting dangerous goods, maximising positive outcomes for the workplace and the individuals within it
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning and organising systems and activities
- providing customer and client service
- providing leadership and working collaboratively with others when implementing,

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maintaining and evaluating dangerous goods transport procedures
- reading and interpreting relevant instructions, procedures, information and manuals
- reporting and/or rectifying problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- suggesting improvements to dangerous goods transport procedures and negotiating changes as required
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of current competencies within functional activity
- application of relevant Australian and international standards and associated certification requirements
- current ADG Code and relevant Australian Standards applicable to dangerous goods and hazardous substances
- equipment applications, capacities, configurations, safety, hazards and controls
- operation of dangerous goods transport systems, resources, management and workplace operating systems
- hazards that may exist when transporting dangerous goods and hazardous substances, and ways of controlling the risks involved
- problems that may occur when transporting dangerous goods and hazardous substances, and action that can be taken to report or resolve the problems
- quality and customer service standards, policies and procedures
- regulations and codes for transporting goods and freight
- regulatory, licence and permit requirements for transporting dangerous goods
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- workplace processes for implementing, maintaining and evaluating dangerous goods transport procedures.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4005 Manage workplace information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage workplace information.

It includes identifying and sourcing information needs; collecting, analysing and reporting information; using management information systems; contributing to the preparation of operational plans; and preparing resource proposals.

Work is performed under limited or minimum supervision with general guidance on progress and outcomes. It involves the use of discretion and judgement for self and others when managing workplace information systems.

Work involves responsibility for managing information processing and storage systems in the workplace and the leading others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify and source information needs	1.1 Information needs of individuals/teams is determined and potential sources of information are identified
	1.2 Information held by the organisation is reviewed to determine suitability and accessibility
	1.3 Arrangements are made to obtain identified information not available/accessible within the organisation
2 Collect, analyse and report information	2.1 Information relevant to the needs of individuals/teams is collected as required
	2.2 Information is collected in or transferred to a format suitable for analysis, interpretation and dissemination
	2.3 Information is analysed to identify and report relevant trends and developments in terms of the needs for which it was acquired
3 Use management information systems	3.1 Management information systems are used effectively to store and retrieve data for decision making
	3.2 Technology available in the work area/organisation is used to manage information efficiently and effectively
	3.3 Recommendations for improving the information system are submitted to designated persons/groups
4 Contribute to the preparation of operational plans	4.1 Individuals/teams are involved in preparing operational plans in ways which use their contribution effectively and gain their support for the outcomes
	4.2 Operational plans are prepared and presented in accordance with workplace guidelines and requirements
5 Prepare resource proposals	5.1 Resource planning data is collected in consultation with colleagues, including those who have a specialist role in resource management
	5.2 Workplace business plans, and customer and supplier requirements are reflected in estimates of resource needs and use
	5.3 Proposals to secure resources are supported by clearly presented submissions describing realistic options, benefits, costs and outcomes

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4005A Manage workplace information.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP4005 Manage workplace information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when managing workplace information
- identifying and collecting information for use in the workplace
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications and information systems equipment to required protocol
- preparing and completing relevant documentation
- reading, interpreting and following relevant instructions and procedures
- reporting and/or rectifying identified problems that may arise, in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and procedures to workplace tasks
- selecting and efficiently using information management systems and technologies
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- operational recording, reporting and statistical analysis systems and resources
- relevant regulatory and code requirements
- resource availability including the processing capacity of equipment and software systems for statistical analysis of data
- typical problems that can occur when managing workplace information and related appropriate action that can be taken
- workplace business policies and plans as they relate to financial reporting and information system management and improvement
- workplace protocols and procedures for managing workplace information.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4010 Assess lift requirements and provide quotation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assess job requirements for a lift using a mobile crane, and to provide a quotation to a customer in compliance with relevant state/territory authority regulations.

It includes establishing customer requirements, determining customer credit rating, identifying the scope of work, specifying job requirements and methods with customers, and documenting a quotation.

Work is performed under general supervision. It involves the application of some judgement and routine principles and procedures for the assessment of lift requirements and the provision of a quotation for a mobile crane lift in a variety of operational contexts including specialised lifts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish customer requirements	1.1 Customer is addressed in a courteous and business-like manner
	1.2 Customer requirements and degree of urgency are established promptly
	1.3 Impact of relevant legislation or workplace policy for dealing with requirements and ability to respond are identified
	1.4 Service requests requiring additional research are allocated a priority and arrangements are made for follow-up
2 Determine customer credit rating	2.1 Customer full credit details are taken to enable suitable reference checks to be made
	2.2 Unclear or uncertain credit information is referred to management for decision prior to proceeding
	2.3 Special payment arrangements are negotiated as required or service is refused in accordance with workplace policy
3 Identify scope of work	3.1 Location, time, type of lift, type of crane and service needs are clarified
	3.2 Need to refer job to supervisor is determined and arrangements are made in accordance with workplace procedures
	3.3 Suitability of available equipment, materials and personnel is established against customer requirements
	3.4 Need for permits, notifications and authorisations from authorities is identified
	3.5 Special requirements for access and/or the lift are established and confirmed with customer
	3.6 Information regarding possible hazards is sought from customer and hazards are noted
	3.7 Workplace records and rate schedules are used to determine applicable rate for customer
	3.8 Suitable allowances for contingencies are provided based on site inspection findings

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4 Specify job requirements and methods with customers	4.1 Equipment, time and labour requirements to complete job safely and efficiently are established in accordance with legislative requirements and workplace procedures
	4.2 Job requirements, proposed method for operation and costs are presented to customer with clear explanations of contingencies
	4.3 Lift charts and as required, drawings, are used to clarify job requirements to customer
	4.4 Opportunities are provided for customer to seek clarification on costing and proposed methods
	4.5 Quotation is followed up in accordance with workplace procedures
	4.6 Quotation is confirmed with customer and signed authorisation of quotation and relevant indemnity forms are obtained in accordance with workplace policy and procedures
	4.7 Agreed terms and conditions are included in written quotation
5 Document quotation	5.1 Quotation format is in accordance with workplace requirements
	5.2 Information provided is clear, concise and relevant
	5.3 Copy of quotation is provided to client promptly
	5.4 Quotation and related documentation is filed and other records are updated accurately, legibly and promptly in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4010A Assess lift requirements and provide quotation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP4010 Assess lift requirements and provide quotation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- applying relevant agreements, workplace procedures, codes of practice and legislative requirements
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- planning and prioritising own work, predicting consequences and identifying improvements
- prioritising work and multi-tasking
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- company work procedures concerning assessing lift requirements and providing a quotation for a mobile crane lift
- costing structures for mobile crane lifts
- hazard management strategies consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane crews
- operational work systems and equipment
- procedures and protocols for checking the credit rating of a customer
- relevant road rules, regulations, permit and licence requirements
- relevant WHS/OHS and environmental procedures and regulations
- sources of information required to assess lift requirements and provide a quotation for a mobile crane lift
- typical problems that may occur when assessing lift requirements and providing a quotation, and appropriate related action and solutions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations, where assessing job requirements for a lift using a mobile crane can be demonstrated. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals including relevant:

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  - state/territory regulations and licence/permit requirements pertaining to specialised mobile crane operations
  - state/territory road rules
  - state/territory WHS/OHS legislation
  - state/territory fatigue management regulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- state/territory environmental protection legislation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4013 Implement and monitor logistics planning and processes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor logistics planning and processes undertaken in various contexts in the transport and logistics industry.

It includes planning an efficient logistics operation, developing a contingency management strategy, producing operational schedules, and monitoring and coordinating systems for logistics operations.

The unit generally applies to those who provide leadership of others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan efficient logistics	1.1 Relevant Australian and international regulations, codes and

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operations		workplace policies for logistics operations are identified
	1.2	Specifications and/or requirements for task outcomes are obtained, interpreted, clarified as required and applied to the development of a work plan
	1.3	Preliminary schedules are matched against operational capacity and capability of available transport systems, equipment and staff
	1.4	Strategies to address identified deficiencies in operational capability and availability are undertaken in accordance with workplace procedures
2 Develop contingency management strategy	2.1	Sequence of required activities is identified in accordance with company requirements
	2.2	Typical problems that may arise with logistics operations are identified and strategies for dealing with them are determined
	2.3	Contingency management strategies for identified issues/incidents are established and evaluated including reference to previous scenarios of similar nature
3 Produce operation schedules for logistics	3.1	Resources are arranged in association with relevant Australian and overseas personnel to meet the operational schedules, policy and procedures
	3.2	Australian and international regulatory requirements, codes of practice and workplace procedures are identified and accounted for in operational schedule
	3.3	Records are stored in accordance with workplace procedures
4 Monitor and coordinate systems for logistics operations	4.1	Outcomes are checked and compared with planned objectives, task instructions and specifications to ensure all requirements are met
	4.2	Non-compliance with quality standards, planned processes or regulatory requirements is identified and appropriate action is initiated to report and rectify identified problems
	4.3	Customer concerns and suggestions for service improvements are acted on in accordance with workplace procedures
	4.4	Changes in Australian and international regulations and codes of practice relevant to export logistics are monitored, identified and appropriate action is initiated to ensure ongoing compliance of export logistics processes and systems

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4013A Implement and monitor logistics planning and process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP4013 Implement and monitor logistics planning and processes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- completing relevant documentation
- developing and documenting contingency plans as part of the planning process
- identifying and solving problems
- leading others
- modifying activities depending on operational contingencies, risk situations and environments
- planning and organising logistics operations
- reading, interpreting and following local and international transport schedules, regulatory requirements, customer instructions, and workplace procedures and manuals
- selecting and applying appropriate technology, information and communications systems and procedures
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international regulatory, permit and licence requirements relevant to logistics
- broad principles of supply chain management
- business policies and plans including procedures for outsourcing components of operations and engaging additional resources
- coaching and mentoring approaches to support team members to share knowledge and skills

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- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant sections of national and state/territory regulatory requirements and codes of practice as they relate to the level and type of logistics operations undertaken by the enterprise
- workplace policies including issue resolution and grievance procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4028 Administer international trading accounts

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to administer international trading accounts in accordance with relevant codes of practice and regulations for the export of freight.

It includes calculating ratings on international movement of goods, negotiating and confirming financial terms of trade with a customer, monitoring and addressing market changes in international freight forwarding and completing all required documentation.

Work is performed under general supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Calculate ratings on international movement of	1.1 Ratings are calculated for the international movement of goods based on the type of transport mode/s,

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goods	including single or multi-modal and the type and shipping requirements for goods
	1.2 Over-ride discounts and rebates for shipments are identified
	1.3 International currency rates and exchange regulations are confirmed
	1.4 Consolidated rate schedule is established
	1.5 Cost of routing schedule is established using consolidated rate schedule
2 Negotiate and confirm financial terms of trade with customer	2.1 Credit rating for customer is established in accordance with workplace procedures
	2.2 Terms of trade, method of payment and currency arrangements are negotiated and confirmed with customer in accordance with workplace procedures and code of practice requirements
	2.3 Payment terms with banks and suppliers are negotiated and confirmed in accordance with workplace procedures
	2.4 Insurance requirements for security of payment and security of goods in transit are assessed and confirmed with customer and agents
3 Monitor and address market changes in international freight forwarding	3.1 Changes in international markets are constantly monitored in accordance with workplace procedures
	3.2 Alternative strategies and processes for forwarding goods are generated and confirmed with customers and agents as required
	3.3 Analyses of future freight forward projections and market trends are undertaken for customers as requested
4 Complete documentation	4.1 Accounts with banks, customers, suppliers, agents and the like are maintained in accordance with workplace procedures and current legislation
	4.2 Trading accounts in relation to identified performance measures are regularly monitored and reviewed
	4.3 Documentation is completed and secured in accordance with workplace requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4028A Administer international trading accounts.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP4028 Administer international trading accounts

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- implementing contingency plans
- monitoring work activities in terms of planned schedule
- negotiating contract requirements and issues related to international trading accounts
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and labels
- selecting and using relevant computerised systems and equipment for calculations and document generation
- working collaboratively with others
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- aspects of contract law relevant for administering international trading accounts
- banking procedures and exchange rates
- contacts and sources of information and documentation needed for administering international trading accounts
- customer service policies and procedures
- documentation requirements of international and domestic banks, governments, clients, suppliers and agents
- international legislation regarding carriage of goods
- operational procedures for document control

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- payment terms and procedures for method of international payments
- relevant agreements, codes of practice and legislative requirements including international trade and freight regulations
- typical problems that can occur and appropriate action that can be taken to prevent or solve them
- workplace procedures for administering international trading accounts.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4031 Maintain customer credit accounts and services

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain customer credit accounts and services in accordance with workplace requirements, as part of work activities in the transport and logistics industry.

It includes establishing and maintaining customer credit accounts and services, and maintaining a customer information system.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish and maintain customer credit accounts and	1.1 Lines of credit and other credit facilities are established and communicated to customers

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services	1.2 Customer payment schedules are monitored
	1.3 Debtors are regularly identified and listed to initiate follow-up action
	1.4 Debt recovery procedures are initiated and if unsuccessful, approval is sought to write off bad debts
2 Maintain customer information system	2.1 Status of credit accounts is conveyed to customers on a regular basis
	2.2 Statistical returns are prepared displaying actual against anticipated performance
	2.3 Database information regarding products and services sales on credit is maintained
	2.4 Customer queries are dealt with promptly and courteously
	2.5 Security of database and data integrity is maintained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4031A Maintain customer credit accounts and services.

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Assessment Requirements for TLIP4031 Maintain customer credit accounts and services

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant computer, communications and office equipment
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian and international codes and regulations relevant to freight services, including the Australian Dangerous Goods (ADG) Code and relevant bond, quarantine or other legislative requirements
- documentation requirements for maintaining customer credit accounts and services
- information on relevant aspects of credit services, including credit services offered by the workplace, credit account systems, credit ratings and limits, and credit approval policies and procedures
- methods of payment including letters of credit, cheques, promissory notes, bank drafts
- operational work systems, equipment, management and site operating systems for maintaining customer credit accounts and services
- problems that may occur and appropriate action that can be taken to resolve these problems
- workplace procedures and policies for maintaining customer credit accounts and services.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4038 Monitor a supply chain operation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor the functions of an established supply chain in accordance with relevant organisational policy and procedures in various contexts in the transport and logistics industry.

It includes applying knowledge of the relevant principles to the relationships and functions within a supply chain. It also involves responsibility for monitoring the supply chain, contributing to sales forecasting and making recommendations to improve supply chain effectiveness.

Individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance

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outcomes.	needed to demonstrate achievement of the element.
1 Determine supply chain functions	1.1 Supply chain operations functions and objectives are confirmed
	1.2 Methodology for measuring supply chain functions is ascertained
	1.3 Scope of management responsibilities and processes within the supply chain are defined
	1.4 Relationship between suppliers, the supply chain and customers is identified
	1.5 Own level of responsibility and authority within supply chain operations is determined, in accordance with organisational policies and procedures
2 Monitor the supply chain	2.1 Communication with partners and suppliers is monitored in accordance with supply chain operations and organisational processes
	2.2 Demand at each level of the supply chain operations is identified, within own scope of responsibility
	2.3 Sales and payments are tracked in accordance with supply chain operations, relevant legislation and organisational policies and procedures
	2.4 Inconsistencies or discrepancies are reported in accordance with organisational policies and procedures
3 Monitor security of the supply chain	3.1 Potential threats to the supply chain are analysed
	3.2 Security issues and remedies are identified as they apply to the supply chain
	3.3 Supply chain implementation is monitored and security issues are addressed as required in accordance with organisational policies and procedures
4 Contribute to sale forecasting in relation to warehousing,	4.1 Sales forecasting and control processes are determined

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distributions and supply chain operations	4.2 Relationship and impact between customer, the market and sales forecast is analysed
	4.3 Process of sales forecasting and its impact on the supply chain, warehousing and distribution, is evaluated
	4.4 Financial implications of effective sales forecasting is determined
	4.5 Sales forecast is performed to identify the impact on the supply chain, and warehousing and distribution operation
5 Make recommendations to improve supply chain effectiveness	5.1 Impact of management tools and reporting lines in relation to supply chain process is analysed
	5.2 Quality measures are applied to supply chain operations
	5.3 Recommendations are made regarding potential improvements to supply chain operations in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4038A Monitor a supply chain operation.

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Links

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Assessment Requirements for TLIP4038 Monitor a supply chain operation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting own competence in response to any changes in activities
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- interpreting and applying relevant regulations and instructions
- modifying activities depending on workplace contingencies, situations and environments
- monitoring and anticipating operational problems, hazards and risks, and taking appropriate action
- monitoring sales and payments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant work requirements, policies, procedures and other information
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational policies and procedures, including those pertaining to supply chain operations compliance monitoring
- organisational quality system, to enable effective analysis of the supply chain operations
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and guidelines
- relevant sections of national and state/territory legislation, regulatory requirements, and

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codes of practice and/or guidelines as they relate to the level and type of supply chain operations
- software systems commonly used in the transport and logistics industry, to enable the operation of efficient and accurate supply chain processes.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4039 Monitor transport operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor transport operations in accordance with regulatory requirements and workplace policies and procedures in various contexts in the transport and logistics industry.

It includes determining transport requirements, monitoring unit loads and load building, examining security requirements and analysing the costs of transport operations

Individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine transport	1.1 Organisational transport operations arrangements are

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requirements	accessed
	1.2 Benefits and limitations of organisational transportation modes are identified
	1.3 Extent of in-house and outsourced transportation methods is confirmed
	1.4 Cost benefits and customer service level between in-house and outsourced transportation methods are evaluated
	1.5 Applicable legislative requirements are identified
2 Monitor unit loads and load building	2.1 Advantages and limitations of available transport equipment and unit loads are determined
	2.2 Transport mode options are analysed to determine organisational load application, efficiency and effectiveness
	2.3 Unit loads and load building are monitored for compliance with legislative requirements and organisational policies and procedures
	2.4 Issues or non-compliant practices are reported, in accordance with organisational policies and procedures
3 Examine transport security requirements	3.1 Transport security risks are identified
	3.2 Security contingencies are determined for use within the transport sector
	3.3 Security breaches are reported and recommendations are made regarding security improvements, in accordance with organisational policies and procedures
4 Analyse transport costing	4.1 Statistical operational data is identified, to measure transport effectiveness
	4.2 Organisational data capturing procedure is used in managing transport, route planning and load building
	4.3 Transport cost is analysed in accordance with organisational cost considerations
	4.4 Transport performance effectiveness is measured
	4.5 Transport cost elements, pricing and operating costs are evaluated, and recommendations are made regarding cost efficiencies

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4.6 Findings are reported in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4039A Monitor transport operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP4039 Monitor transport operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- advising on recommendations about possible transport operations improvements
- analysing transport cost elements, pricing and operating costs
- communicating and working effectively with others
- completing relevant documentation
- conveying non-compliance issues
- developing own competence in response to changes in activities
- identifying and correctly using relevant equipment
- interpreting and applying relevant regulations and instructions
- modifying activities dependent on workplace contingencies, situations and environments
- monitoring and anticipating operational problems, hazards and risks, including security breaches, and taking appropriate action
- monitoring work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- reporting security breaches.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- organisational policies and procedures, including those relating to effective monitoring and reporting of transport operations
- principles of load building, to enable effective and efficient movement of load

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- relevant sections of national and state/territory legislation, regulatory requirements, codes of practice and/or guidelines as they relate to the level and type of transport operations
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and guidelines
- software applications commonly used to assist in transport, route planning and load building to maximise cost efficiency.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP4040 Monitor warehouse operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor warehouse operations, and to identify and report issues and possible improvements in various contexts in the transport and logistics industry. All activities are carried out in accordance with relevant organisational policy and procedures.

It requires knowledge of different types of warehouses, their functions, operational and organisational requirements. It includes using warehouse equipment, inventory and stock control processes, information technology and communications systems, warehouse security arrangements and applying engineered standards.

Individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine warehouse operational requirements	1.1 Standard operating procedures for warehouse operations are accessed
	1.2 Own areas of responsibility and reporting lines for issues outside own scope of authority, are determined
	1.3 Applicable legislative requirements are identified
2 Identify the different types of warehouses	2.1 Different types of warehouses and their functions are analysed
	2.2 Range of products/goods stored within various types of warehouses is identified
	2.3 Storage plan for a range of inventory is developed, in accordance with enterprise procedures, materials handling equipment requirements and legislative requirements
3 Identify functions of warehouse operations	3.1 Warehouse operations for receiving, order picking and packing, despatch, stocktaking and replenishment are confirmed
	3.2 Different types of documentation required for warehouse operations are used and interpreted
	3.3 Flow of goods through the warehouse from receiving area to despatch is identified
	3.4 Characteristics of goods that may have an impact on storage/handling methods and requirements are investigated
4 Use warehouse equipment	4.1 Purpose and types of materials handling equipment commonly used in warehouses are confirmed
	4.2 Storage systems commonly used in warehouses, and their functions, are identified
	4.3 Correct use and load capacity of storage systems are determined, in accordance with manufacturer specifications, and organisational policies and procedures
	4.4 Manually operated materials handling equipment is used correctly, in accordance with legislative and regulatory requirements, and organisational policies

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	and procedures
5 Use a range of information technologies employed in a warehouse	5.1 Information technological systems used in warehouse operations are identified
	5.2 Use and impact of data capturing systems used within warehouse operations is analysed
	5.3 Data capturing devices are used to record inventory in warehouse operations
	5.4 Impact of information technology and communications systems used in warehouse operations is identified
	5.5 Communications system is used to monitor goods and products in warehouse operations
	5.6 Warehouse management systems are used to monitor flow of inventory in warehouse operations
6 Participate in inventory/stock control procedures	6.1 Inventory and stock control principles are identified
	6.2 Methods and processes are utilised for determining stock, replenishment and reordering levels
	6.3 Range of reordering methods are implemented as appropriate
	6.4 Factors that impact on reordering and stock control levels are identified
	6.5 Inventory count of a stock item is performed, need for replenishment is determined and stock item is reordered as required
7 Apply engineered standards to warehouse operations	7.1 General principle of engineered standards is identified
	7.2 Main measurements and collection methods required to support engineered standards are used
	7.3 Application of engineered standards to various warehousing tasks is determined
8 Report on warehouse security	8.1 Warehouse security arrangements are complied with
	8.2 Security objectives are determined
	8.3 Internal and external security threats and exposures as they relate to warehouses are evaluated

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8.4 Measures to improve security arrangements are reported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4040A Monitor warehouse operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP4040 Monitor warehouse operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- advising on recommendations about possible improvements to warehouse operations, including measures to improve security arrangements
- communicating and working effectively with others
- completing relevant documentation
- developing own competence in response to changes in activities
- interpreting and applying relevant regulations and instructions
- modifying activities dependent on workplace contingencies, situations and environments
- monitoring and anticipating operational problems, hazards and risks, including security breaches, and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating relevant equipment correctly and safely, including manually-operated material handling equipment
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and recording non-compliance issues
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- using appropriate technology, including software and communications systems, to enable monitoring of goods and products in the workplace.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- computer records/documentation requirements for stock control, including forms, checklists and inventory reports applicable to the workplace
- different types of inventory systems and stock management approaches applicable to a range of warehouse styles and sizes to enable stock control
- housekeeping standards and procedures
- impact of engineered standards on warehouse operations
- organisational policies and procedures, including those relating to effective monitoring and reporting of warehouse operations
- principles of operation and functions of inventory systems
- range of different warehouse structures/types and warehouse applications/functions to store a range of products and goods
- relevant sections of national and state/territory legislation, regulatory requirements, codes of practice and/or guidelines as they relate to the level and type of warehouse operations, including inventory storage
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and guidelines
- role and impact of information technology, including record systems, in warehouse operations
- software applications commonly used in warehouse operations
- warehouse security processes to enable identifying and reporting measures to improve security in the workplace
- workplace processes for records management and producing inventory reports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in

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industry.

Links

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TLIP5004 Develop a transport and logistics business plan

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop a business plan for an organisation or a discrete business unit in the transport and logistics industry, in accordance with relevant Australian and international regulatory requirements, standards, codes of practice and workplace procedures.

This includes conducting a situational and market analysis, analysing the organisational environment, developing appropriate strategies, and implementing and evaluating the resulting business plan.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct a situational and market analysis	1.1 Transport and logistics business's principal services, markets, products and the factors that distinguish the business and contribute to its success are identified
	1.2 Transport and logistics business/operating environment is defined and reviewed using information from staff members, customer feedback and external sources
	1.3 Qualitative and quantitative market analysis data is documented
	1.4 Target markets and relevant regulatory requirements are identified
	1.5 Impact of transport and logistics business on market is recorded and projected change in market and/or services during the life of the plan is projected
	1.6 Competitors, customer perceptions and market share of existing competitors operating in the transport and logistics industry are identified
	1.7 Proposed business focus on specific target markets, pricing, sales and appeals are defined
	1.8 Potential profitable opportunities are identified and documented
2 Analyse organisational environment	2.1 Current transport and logistics business operations, practices, work flow, equipment and facilities are analysed
	2.2 Organisational capability in terms of technology, research, development and tools is outlined
	2.3 Current resources and resources that may be accessed to meet identified opportunities for business operations are evaluated
	2.4 Developments in technology predicted within the lifetime of the business plan are evaluated and analysed
	2.5 Organisational capability in terms of staff, equipment, facilities, operational systems and financial status are assessed for strengths and weaknesses
	2.6 Costs of making operational adjustments in relation to existing and new business to influence improved profitability

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	and positioning are reviewed
	2.7 Premises for decisions are documented, potential circumstances which may alter the environment are identified and contingency provisions are made
3 Develop strategies	3.1 Benchmark goals are documented and checked for realism in terms of internal and external environmental factors
	3.2 Decisions and adjustments regarding resource allocation for products and services are made, based on external and internal analyses
	3.3 Organisational adjustments are documented and implementation strategies are established
	3.4 Projections of profit and loss or income statements per quarter until break-even point are constructed for the whole organisation and each cost centre
	3.5 Business plan, including performance indicators, is finalised in accordance with enterprise requirements and is circulated to stakeholders
	3.6 Questions and feedback from stakeholders are responded to promptly and, where appropriate, incorporated into the plan
4 Implement and evaluate business plan	4.1 Implementation plans for the management of workplaces, staff, business operation and operational systems are monitored and, where required, adjustments to the plans are made
	4.2 Current and future marketing strategies and areas of specialisation are detailed and implemented
	4.3 Organisational performance in relation to identified performance indicators is regularly monitored and reviewed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP5004A Develop a transport and logistics business plan.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP5004 Develop a transport and logistics business plan

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating effectively with others when developing a transport and logistics business plan
- completing documentation related to work activities and the development of a transport and logistics business plan
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning and organising business systems and activities
- prioritising work and coordinating self and others in relation to workplace activities
- providing leadership and working collaboratively with others when developing a transport and logistics business plan
- reading and interpreting business and market data, regulatory requirements and other planning information relevant to the development of a transport and logistics business plan
- reporting and/or rectifying identified problems promptly, in accordance with workplace procedures
- selecting and applying appropriate technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- application of current competencies within functional activity
- application of relevant Australian and international standards and associated certification requirements
- Australian and international regulations, codes of practice and legislative requirements relevant to business operations
- equipment applications, capacities, configurations, safety hazards and control
- operational competitor and internal business systems, resources, management and workplace operating systems
- hazards that may exist in the operation of a transport and logistics business, and ways of controlling the risks involved
- market and other external environmental factors including the regulatory environment
- organisational strengths and weaknesses including the competencies of individuals in the team/group
- problems that may occur during the development of a transport and logistics business plan, and action that can be taken to report or resolve these problems
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- workplace processes for developing a transport and logistics business plan.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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TLIP5006 Establish international distribution networks

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to establish international distribution networks, in accordance with the relevant Australian and international regulations, standards, codes of practice and workplace procedures.

It includes sourcing potential networks, establishing potential service provider profiles and contracting suitable service providers.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Source potential networks	1.1 Current and required future enterprise distribution networks are identified
	1.2 Potential agents, capable of servicing current or potential operations, are identified
	1.3 Initial contact is undertaken with potential service providers
	1.4 Information is sourced from potential service agents regarding their capacity, capability and viability to meet identified operations
2 Establish potential service provider profiles	2.1 Distributor contact details, scope of operation/s, costs and service standards are evaluated and documented
	2.2 Potential service provider technostructures and infrastructures are assessed, including the system/s compatibility with own operations
	2.3 Potential service provider current credit ratings are established in accordance with enterprise procedures
	2.4 Security procedures for potential service providers are established in accordance with workplace requirements
3 Contract service providers	3.1 Terms of operation and performance standards are negotiated with selected service providers
	3.2 Contracts are completed with selected service provider/s within scope of authority
	3.3 Service provider performance is monitored against identified targets within the contract
	3.4 Contract variances are renegotiated in accordance with statutory requirements and changes within the international and local trading environments
	3.5 Contracts and ancillary documentation are stored in accordance with enterprise and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP5006A Establish international distribution networks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP5006 Establish international distribution networks

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- assessing logistics functions
- communicating and negotiating effectively with others when establishing an international distribution network
- completing documentation related to establishing an international distribution network
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- negotiating and monitoring contracts
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- planning and organising international distribution systems and projects
- prioritising work and coordinating self and others in relation to workplace activities
- providing leadership and working collaboratively with others when establishing an international distribution network
- reading and interpreting contracts, distribution specifications, regulatory requirements and customer instructions relevant to establishing an international distribution network
- resolving issues and conflicts
- selecting and applying appropriate computing and communications technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable contract law
- application of current competencies within functional activity
- application of relevant Australian and international standards and associated certification requirements
- Australian and international regulations, codes of practice and legislative requirements relevant to establishing and maintaining international distribution networks
- Australian Dangerous Goods Code and relevant Australian and international regulations and standards applicable to transport and distribution of dangerous goods and hazardous substances
- banking procedures and exchange rates
- focus of operation of distribution systems, resources, management and workplace operating systems
- hazards and risks that may arise when establishing an international distribution network and ways of controlling the risks involved
- international legislation regarding carriage of goods
- operational procedures for document control
- problems that may occur when establishing an international distribution network and action that can be taken to report or resolve these problems
- quality and customer service standards, policies and procedures
- relevant aspects of international and domestic trade operations
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and regulations
- resource availability including the competencies of individuals in the team/group
- workplace policies and processes for establishing an international distribution network.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP5007 Contribute to the development of a workplace learning environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to contribute to the development of a workplace learning environment in accordance with the relevant Australian regulations, standards, codes of practice and workplace procedures.

It includes creating learning opportunities, facilitating and promoting learning, and monitoring and improving learning effectiveness.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Create learning opportunities	1.1 Workplace environments that facilitate learning are developed and supported
	1.2 Learning plans are developed as an integral part of individual/team performance plans
	1.3 Diversity of needs and learning opportunities of individual employees and the enterprise are reflected in learning plans
	1.4 Individual/team access to, and participation in, formal and informal learning opportunities is facilitated
	1.5 Negotiation is undertaken with training and development specialists to plan and provide learning that enhances the operation of the workplace
2 Facilitate and promote learning	2.1 Workplace activities are used as opportunities for learning
	2.2 Workplace knowledge, skills and attitudes are developed through coaching and mentoring
	2.3 Benefits of learning are shared with others in the team/workplace
	2.4 Workplace achievement is recognised by timely and appropriate recognition, feedback and rewards
3 Monitor and improve learning effectiveness	3.1 Feedback from individuals/teams is used to identify and introduce improvements in future learning arrangements
	3.2 Adjustments negotiated with training and development specialists result in improvements to the efficiency and effectiveness of learning
	3.3 Records and reports of competency are documented and maintained within workplace systems and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP5007A Contribute to the development of a workplace learning environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP5007 Contribute to the development of a workplace learning environment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant assessment guidelines and endorsed competency standards appropriate for the workplace
- applying relevant legislation and workplace procedures
- communicating effectively with others when developing a workplace learning environment
- completing documentation related to developing a workplace learning environment
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning and organising learning opportunities
- prioritising work and coordinating self and others in relation to workplace learning opportunities and activities
- providing leadership and working collaboratively with others when developing a workplace learning environment
- reading and interpreting competency standards, job specifications, training and assessment instructions and materials relevant to developing a workplace learning environment
- selecting and applying appropriate technology, learning and assessment resources, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of current competencies within functional activity
- application of relevant assessment guidelines and endorsed competency standards appropriate for the workplace
- business policies and plans including training and assessment
- focus of operation of work systems, resources, management and workplace operating systems
- problems that may occur when developing a workplace learning environment and action to be taken to report or resolve these problems
- quality and customer service standards, policies and procedures
- relevant regulations, codes of practice and legislative requirements
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- workplace policies and processes for developing a workplace learning environment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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TLIP5008 Manage a transport and logistics business unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage a transport and logistics business unit in accordance with relevant regulatory requirements, standards, codes of practice and workplace procedures.

It includes identifying the market for the business unit, setting transport and logistics business unit objectives, collecting information for business planning operations, establishing resources required to achieve objectives and managing business unit performance to achieve the required outcomes.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify market	1.1 Existing customers are identified and feedback is sought regarding performance
	1.2 Improvements are planned to increase service provision
	1.3 Potential customers are identified and arrangements are made to target potential customers
2 Set transport and logistics business unit objectives	2.1 Goals for the transport and logistics business are identified in accordance with enterprise business plan
	2.2 Key performance indicators are defined and documented
	2.3 Strategy to achieve transport and logistics business unit objectives in the short-, medium- and long-term is prepared
	2.4 Contingency plans are developed for when objectives need to be varied
3 Collect information for business planning operations	3.1 Information on market competitors, potential opportunities and weaknesses of the business is collected, analysed and organised
	3.2 Available resources are identified taking into account customer needs and business objectives
4 Establish resources to achieve objectives	4.1 Financial flows are planned and scheduled
	4.2 Information on-costs and resource utilisation is interpreted and budget requirements are identified
	4.3 Staff and physical resource requirements are identified and costed to meet business requirements
	4.4 Job profiles are determined and resources are made available for training to meet business objectives
	4.5 Transport and logistics business unit objectives and related policies and practices are explained to employees
	4.6 Resource acquisition is managed to ensure business objectives are achieved
5 Manage business unit performance	5.1 Systems and processes are established to assess progress in achieving profit/productivity plans and targets

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5.2 Systems for resource acquisition and usage are established

5.3 Financial information is analysed and interpreted to monitor profit/productivity performance

5.4 Systems and processes are monitored to establish whether resources are being used as planned

5.5 Problems with resource usage are investigated and rectified

5.6 Effective action is taken to reduce costs and enhance value to customers and/or enterprise

5.7 Recommendations for variations to operational plans are negotiated and approved by relevant parties

5.8 Performance reports are generated in accordance with enterprise procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP5008A Manage a transport and logistics business unit.

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Assessment Requirements for TLIP5008 Manage a transport and logistics business unit

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when managing a transport and logistics business unit
- completing documentation related to managing a transport and logistics business unit
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- prioritising work and coordinating self and others in relation to business activities
- reading and interpreting operational data, regulatory requirements, market intelligence, finance, budgetary information and business policies relevant to managing a transport and logistics business unit
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when managing a transport and logistics business unit
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- application of current competencies within functional activity
- application of relevant Australian and international standards and associated certification requirements
- Australian and international regulations, codes of practice and legislative requirements relevant to business unit activities
- business policies and priorities
- operational work systems, resources, management and workplace operating systems
- hazards and risks that may arise when managing a transport and logistics business unit, and ways of controlling the risks involved
- information on key competitor operations, strengths and weaknesses
- market intelligence relevant to business operations
- problems that may occur when managing a transport and logistics business unit, and action that can be taken to report or resolve these problems
- quality and customer service standards, policies and procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- resource availability including the competencies of individuals in the team and group
- workplace policies and processes for managing a transport and logistics business unit.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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TLIP5011 Develop and evaluate strategies for transport and logistics enterprises

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and evaluate strategies for transport and logistics enterprises in accordance with relevant Australian and international regulatory requirements, standards, codes of practice and workplace procedures.

It includes analysing the enterprise's internal and external operating environment, developing strategies to maximise enterprise outcomes, implementing and evaluating strategies, and responding to changes within the transport and logistics environment.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse the enterprise's internal and external operating environment	1.1 Effectiveness of the enterprise's principal services, products and competitive advantages are identified and confirmed through market analysis
	1.2 External factors, including legislative requirements, changes to technology, domestic and international market variability and political constraints impinging on enterprise operations are researched and analysed
	1.3 Impending changes to internal operations or the external environment are determined
	1.4 Analysis is undertaken of the enterprise's capacity to operate within the defined environment, outlining opportunities to improve market share and/or positioning
	1.5 Recommendations for changes to workplace structure, systems, procedures, workforce composition and market orientation are generated and documented in consideration of internal and external analysis and enterprise goals and values
2 Develop strategies to maximise enterprise outcomes	2.1 Recommendations for changes to enterprise operations are assessed for feasibility and for cost-benefit from both a short- and long-term perspective
	2.2 Enterprise capability and capacity to facilitate changes within financial and time constraints are assessed and documented
	2.3 Recommendations and supporting documentation are circulated to relevant personnel for agreement
	2.4 Strategies to implement agreed recommendations are generated and documented
	2.5 Support processes, including the allocation of human, physical and financial resources, the designation of timelines and the setting of the culture and climate of the enterprise, are undertaken
3 Implement and evaluate strategies	3.1 Performance benchmarks for measuring the effectiveness of change strategies are implemented
	3.2 Responsibility for implementing change strategies is clearly defined and allocated to designated personnel
	3.3 Implementation processes are monitored and adjustments are

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	made to strategies as required
	3.4 Enterprise performance in relation to identified benchmarks is regularly monitored and reviewed, and adjustments are made as required
	3.5 Individuals/teams are kept informed of progress in the implementation of change
4 Respond to changes within the transport and logistics environment	4.1 Nature, extent and impact of issues or changes on enterprise operations are identified
	4.2 Relevant information is processed to establish priorities and responses for dealing with issues or changes
	4.3 Strategies are generated/adjusted and controlled to meet changes in the transport and logistics environment
	4.4 Liaison is initiated and maintained with organisations/individuals affected by changed operational practice
	4.5 Actions undertaken are clearly documented and filed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP5011A Develop and evaluate strategies for transport and logistics enterprises.

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Assessment Requirements for TLIP5011 Develop and evaluate strategies for transport and logistics enterprises

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when developing and evaluating strategies for an enterprise
- completing documentation related to developing and evaluating strategies for an enterprise
- implementing contingency plans
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning and organising business systems and activities
- prioritising work and coordinating self and others in relation to workplace activities
- providing leadership and working collaboratively with others when developing and evaluating strategies for an enterprise
- reading and interpreting business and market data, regulatory requirements and other planning information relevant to developing and evaluating strategies for an enterprise
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

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- application of current competencies within functional activity
- application of relevant Australian and international standards and associated certification requirements
- Australian and international regulations, codes of practice and legislative requirements relevant to workplace operations
- current and future market initiatives including new technology, products and processes
- operational competitor and internal business systems, resources, management and workplace operating systems
- hazards and risk that may exist when developing and evaluating strategies for an enterprise, and ways of controlling the risks involved
- market and other external environmental factors including the regulatory environment
- organisational strengths and weaknesses including the competencies of individuals in the team/group
- problems that may occur when developing and evaluating strategies for an enterprise, and action to be taken to report or resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and regulations
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- workplace processes for developing and evaluating strategies for an enterprise.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLIP5025 Set and achieve budgets

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to set and achieve workplace budgets in accordance with relevant regulatory requirements, standards, financial codes of practice and workplace procedures.

It includes planning budget requirements, monitoring the budget and taking appropriate corrective action when needed. It also includes monitoring expenditure, and reviewing and appropriately modifying the budget if necessary.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan budget requirements	1.1 Financial flows for budgetary periods are planned and scheduled in accordance with workplace requirements
	1.2 Information on costs and resource utilisation is fully assessed and correctly interpreted
	1.3 Effective action is taken to reduce costs and enhance value to customer and/or workplace
2 Monitor budget and take corrective action	2.1 Corrective action is taken in response to actual or potential significant deviations from financial plans
	2.2 Where a budget under- or over-spend is likely to occur, appropriate people are informed with minimum delay
	2.3 Prompt, corrective action is taken in response to actual or potential significant deviations from budget
3 Monitor expenditure	3.1 Expenditure made is within agreed limits and future spending requirements are not compromised, in accordance with workplace policy and procedures
	3.2 Requests for expenditure outside limits of responsibility are referred to appropriate persons
	3.3 Expenditure is phased, in accordance with a planned time scale as required
4 Review and modify budget	4.1 Actual income and expenditure is checked against agreed budgets at regular, appropriate intervals
	4.2 Necessary authority for changes in allocation between budget heads is obtained in advance of requirement
	4.3 Modifications made to agreed budgets during the accounting period are consistent with agreed guidelines and are correctly authorised

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP5025A Set and achieve budget.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP5025 Set and achieve budgets

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying basic accounting principles to budgetary processes
- applying relevant legislation and workplace procedures
- communicating effectively with others when setting and achieving budgets
- completing documentation and entering data related to setting and achieving budgets
- making calculations when setting and achieving budgets
- maintaining budgetary records and documentation
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- prioritising work and coordinating self and others in relation to workplace activities
- providing leadership and working collaboratively with others when setting and achieving budgets
- reading and interpreting budgetary documents, financial statements and reports, and workplace policies and procedures relevant to setting and achieving budgets
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- accountancy practices relevant to budgetary control
- budgetary control systems
- budgetary procedures and policies
- budgetary systems, resources, management and workplace operating systems
- limits of authorised expenditure
- problems that may occur when setting and achieving budgets and action that can be taken to report or resolve these problems
- quality and customer service standards, policies and procedures
- relevant regulations, codes of practice and legislative requirements
- resource availability including the competencies of individuals in the team/group
- risks that may exist when setting and achieving budgets and ways of controlling these risks
- workplace processes for setting and achieving budgets.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP5035 Manage budgets and financial plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage budgets and financial plans in various contexts within the transport and logistics industry.

It includes communicating budget and financial plans, monitoring and controlling activities, and reporting outcomes of financial plans.

It covers all of the significant aspects of financial management for operational managers who are not financial specialists. It emphasises preparing users of budgets/financial plans through communication and training, and consistent surveillance over budget performance, with early intervention where required.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Communicate budget and financial plans	1.1 Budget/financial plan communication package is reviewed by finance specialists
	1.2 Package is amended/revised where appropriate
	1.3 Training activities are undertaken with users of the budget and plans across the organisation
	1.4 Data and terms are defined to assist users of the plans
	1.5 Communication outcomes are tested to ensure clarity of objectives, processes and accountabilities
2 Monitor and control activities against plans	2.1 Delegations and budget accountabilities are confirmed in writing prior to budget period
	2.2 Funds are allocated in accordance with budget objectives and parameters
	2.3 Audit requirements and legal obligations are met through recording systems and documentation
	2.4 Risk management plans are implemented and contingency plans are in place for all financial plans
	2.5 Performance is monitored and variances are identified on a real time basis
	2.6 Variances are analysed in conjunction with relevant experts to determine cause and effect
3 Report outcomes of financial plans	3.1 Records of financial performance are properly maintained within organisational systems
	3.2 Financial performance is analysed and reported in a form and language appropriate to the audience
	3.3 Non-financial objectives are reported in the context of overall organisational performance
	3.4 Strategies and plans are reviewed and updated to optimise organisational performance

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP5035A Manage budgets and financial plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP5035 Manage budgets and financial plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing, reading and interpreting budgetary documents, financial statements and reports, and workplace policies and procedures
- applying basic accounting principles to budgetary processes
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when completing work activities
- identifying and solving problems that may arise when setting and achieving budgets
- making calculations to set and achieve budgets
- modifying budgets and plans as required to accommodate changes
- monitoring work activities in terms of planned schedule
- prioritising work and coordinating self and others in relation to workplace activities
- selecting and applying appropriate technology, information systems and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- accountancy practices relevant to budgetary control
- budgetary procedures and policies
- budgetary systems, resources, management and workplace operating systems
- limits of authorised expenditure and who has budget authorities
- problems that may occur when setting and achieving budgets and action that can be taken to report or resolve these problems
- quality and customer service standards, policies and procedures
- risks that may exist when setting and achieving budgets and ways of controlling these

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risks
- workplace processes for setting and achieving budgets.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP5036 Manage assets

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage assets as part of work undertaken in various contexts within the transport and logistics industry.

It includes determining asset classification and identification, recording and valuing assets and maintaining an asset management system.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine asset classification and identification	1.1 Asset register format is determined on basis of current needs and business plan, in accordance with company requirements
	1.2 Compatible classification system that meets asset

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	accounting and asset management needs is selected, in accordance with company requirements
	1.3 Value thresholds for assets to be recorded in the asset register are determined, in accordance with company requirements
2 Record and value assets	2.1 Specified details of all material assets are identified and recorded, in accordance with asset management policies and procedures
	2.2 Assets are recorded in compliance with legislative and company requirements
	2.3 Condition of each asset is determined, in accordance with manufacturer specifications, and legislative and company requirements
	2.4 Useful/residual life of each asset is determined, in accordance with manufacturer specifications and company requirements
	2.5 Current value of each asset based on valid and reliable information is calculated, in accordance with legislative and company requirements
3 Maintain asset management system	3.1 Records are continuously updated to record asset purchases, loss, damage or disposal, in accordance with company requirements
	3.2 Periodic audits are conducted to ensure accuracy of asset register, in accordance with company requirements
	3.3 Asset management system is periodically reviewed to ensure it is supporting business needs, in accordance with company requirements
	3.4 Training to support effective management and maintenance of the asset register is provided, in accordance with company requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP5036A Manage assets.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP5036 Manage assets

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when managing assets
- completing documentation related to managing assets
- determining organisational needs in the implementation and management of an asset register
- interpreting and following operational instructions and prioritising work
- reading and interpreting instructions, procedures, information and signs relevant to managing assets
- recording asset data accurately.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- different types of asset management systems and their strengths and weaknesses
- relevant sections of national and state/territory regulatory requirements and codes of practice
- requirements for completing relevant documentation such as asset registers
- types of valuation methodologies and their usefulness in different contexts.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIP5037 Develop workplace policy and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and implement a workplace policy, and includes modifying the policy to suit changed circumstances.

It includes developing, communicating and implementing workplace policy as well as reviewing policy as required.

Work must be undertaken in accordance with relevant national, state/territory legislation, regulations and codes of practice.

This unit applies to people with managerial responsibilities who undertake work developing workplace strategies, including the development and implementation of policy and supporting procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Develop workplace policy	1.1 Workplace policy requirements are identified
	1.2 Information is gathered from a range of sources to plan and develop policy
	1.3 Stakeholders are identified and consulted as a key component of the policy development process
	1.4 Policy option recommendations are made based on likely effectiveness, timeframes and cost
	1.5 Identified workplace policy requirements are reflected in policy developed
	1.6 Appropriate methods of implementation are agreed
2 Communicate workplace policy	2.1 Workplace policy and expected outcomes are promoted to key stakeholders
	2.2 Expected outcomes, activities to be undertaken and assigned responsibilities are communicated to those involved in implementing the policy
3 Implement workplace policy	3.1 Workplace policy implementation procedures are developed and communicated to stakeholders
	3.2 Strategies for continuous improvement are implemented
	3.3 Responsibility to use recording systems for tracking continuous improvement is established and assigned
4 Review workplace policy implementation	4.1 Outcomes are documented and feedback is provided to key personnel and stakeholders
	4.2 Outcomes of policy implementation are investigated
	4.3 Records to identify trends that may require remedial action are monitored and used to promote continuous improvement of performance
	4.4 Policy and or procedures are modified as required to ensure agreed improvements are made

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP5037A Develop workplace policy and procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIP5037 Develop workplace policy and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adjusting communication to suit different audiences
- communicating with stakeholders to discuss possible approaches to policy development and implementation, and contributing to resolving disputes among stakeholders
- consulting on and validating policy
- implementing strategy, as part of the policy, that has been devised, implemented and reviewed
- managing different points of view and dissenting stakeholders effectively
- planning, developing and implementing organisational policy that complies with legislative requirements
- preparing written reports using precise expression, language and structures suited to intended audience
- reading and evaluating complex and formal documents such as policy and legislation
- researching, analysing and presenting information
- responding effectively to diversity
- reviewing and improving policies by identifying improvements and benchmarking against industry best practice, and attempting new approaches over time
- working as a member of a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- best practice approaches relevant to own work area
- equal employment opportunity, equity and diversity principles, and work health and safety (WHS)/occupational health and safety (OHS) implications of policy being developed
- legislation, regulations and codes of practice applicable to industry and organisation
- quality assurance systems relevant to own organisation
- relevant industry standards
- relevant organisational policies, procedures and protocols.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIPC1001 Demonstrate care and apply safe practices at work

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit covers the skills and knowledge required to demonstrate care and apply safe practices at work across a number of industries.

It includes following work health and safety (WHS)/occupational health and safety (OHS) procedures, maintaining personal wellbeing, reporting on safety of self and others and dealing with emergency situations. It may apply to WHS/OHS requirements and/or internal workplace policies and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

PC – Pathways Certificate

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Follow workplace WHS/OHS procedures	1.1 Relevant WHS/OHS, workplace hazard control procedures and safe work practices are identified, interpreted and applied to work

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	1.2 Workplace procedures for reporting hazards are identified and adhered to in a prompt and efficient manner
	1.3 All relevant work activities are undertaken in a safe manner according to WHS/OHS guidelines, enterprise policies and procedures
	1.4 Work area is assessed regularly and procedures to report, remove or minimise potential hazards are followed
	1.5 Personal protection clothing and equipment is correctly used in accordance with established safety and workplace procedures
2 Maintain personal wellbeing in the workplace	2.1 Risks to personal wellbeing that may affect safe performance in the workplace are identified and strategies to prevent them are put into place
	2.2 Procedures for maintaining a tidy and clean personal work area are identified, interpreted and followed
3 Be aware of and report on safety of self and others	3.1 Situations that may endanger self or others are identified and corrected within scope of individual responsibility or reported
	3.2 Incidents and injuries to self or others on the job are dealt with in a timely manner and reported to appropriate persons
	3.3 Participative arrangements to foster safe working practices are contributed to, as appropriate
4 Deal with emergency situations	4.1 Emergency situations are recognised and required action is taken within scope of individual responsibility
	4.2 Emergency procedures are followed in accordance with organisational procedures
	4.3 Assistance from colleagues and/or other authorities is sought where appropriate

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIPC1001A Demonstrate care and apply safe practices at work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIPC1001 Demonstrate care and apply safe practices at work

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively and using appropriate strategies when listening, questioning and receiving feedback
- recognising limitations and asking for help
- reporting workplace hazards and work health and safety (WHS)/occupational health and safety (OHS) incidents and related action
- solving or reporting problems identified when dealing with safety hazards and applying appropriate hazard control procedures
- using required personal protective equipment and clothing, and other equipment required when following WHS/OHS procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable national, state/territory regulations
- appropriate hygiene and safety standards
- personal protective clothing and equipment relevant to the job and job context
- procedures related to WHS/OHS to be followed in the work area concerned
- workplace equipment, materials, housekeeping equipment and the processes and precautions for their use
- workplace hazards and ways to minimise or remove them.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIPC1002 Adapt to work requirements in the transport and logistics industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to adapt to work requirements in the transport and logistics industry, in accordance with relevant legislative and regulatory requirements.

It includes managing own learning, adapting and demonstrating appropriate work practices, working within organisational requirements, and identifying industry sectors, products and services.

This unit is an integrating unit because it provides an introduction to all transport and logistics industry sectors.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

PC – Pathways Certificate

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Manage own learning	1.1 Personal goals or vision are considered and articulated
	1.2 Opportunities for learning new ideas and techniques in relation to personal goals are identified
	1.3 Personal learning needs and skill gaps are recognised
	1.4 Opportunities for skills development activities are identified in liaison with relevant personnel
	1.5 Range of learning tools and practices are accessed and applied to the job
	1.6 Advantage is taken of on-the-job and off-the-job learning opportunities
2 Adapt to and demonstrate appropriate work practice	2.1 Work requirements are identified and interpreted with advice from appropriate persons
	2.2 Appropriate dress and behaviour is observed in the workplace
	2.3 Work and personal priorities are identified and a balance is achieved
	2.4 Time management strategies are applied to work duties
	2.5 Interactions with others is tailored to take into account different backgrounds, cultures and languages
3 Work within organisational requirements	3.1 Organisational requirements and key workplace activities are identified
	3.2 Relevant workplace policies and guidelines are identified and applied to work undertaken
	3.3 Range of organisational and industry values are identified
	3.4 Uncertainties are discussed with key personnel and clarified
4 Identify industry products and services	4.1 Industry products are identified
	4.2 Industry services are identified

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	4.3 Appropriate standards of customer service are identified across each industry sector
	4.4 Quality standards for products and services as identified by the industry are clarified
5 Identify industry sectors	5.1 Main industry sectors, their key activities and the way in which they interrelate are identified
	5.2 Industry sector roles and responsibilities are clarified
	5.3 Industry representatives and their roles are clarified
	5.4 Issues or events impacting on the industry are outlined

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIPC1002A Adapt to work requirements in the transport and logistics industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIPC1002 Adapt to work requirements in the transport and logistics industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting and modifying activities depending on differing workplace contexts and environments
- applying relevant industrial, workplace or other legislative requirements and procedures
- communicating effectively and using appropriate strategies when listening, questioning and receiving feedback
- recognising limitations, asking for help and seeking clarification or information about work requirements and procedures
- using time management strategies
- using workplace technology.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current transport and logistics industry events, activities, products and services
- learning opportunities in the workplace
- time management strategies and appropriate workplace etiquette
- workplace equipment, tools and other technologies used in the transport and logistics industry, and where and how to obtain information and instructions on their safe use and basic care and servicing
- workplace policies, procedures and guidelines, including environmental sustainability aspects.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIPC1003 Apply effective work practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit covers the skills and knowledge required to apply effective work practices across a number of transport and logistics industry sectors.

It includes planning, organising and completing work; communicating effectively; working with others; using workplace technology; solving problems and adapting to changes.

This unit is an integrating unit because it has applications across all transport and logistics industry sectors.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

PC – Pathways Certificate

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan, organise and complete daily work	1.1 Work instructions and priorities are identified and interpreted in consultation with supervisor

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	1.2 Appropriate work plan or daily routine is determined and mapped out
	1.3 Materials, resources or information needed to complete work is determined, collected, and organised
	1.4 Work tasks are completed within designated timelines, quality standards and instructions
	1.5 Problems that arise are dealt with in a practical, timely and appropriate manner and assistance is sought when required
	1.6 Feedback is sought on work performance
2 Communicate effectively	2.1 Appropriate lines of communication with supervisors, colleagues and customers are identified
	2.2 Effective communication skills and numeracy skills are used to gather and convey information
	2.3 Appropriate non-verbal behaviour is demonstrated
3 Work with others	3.1 Work roles of self and others in the workplace are identified
	3.2 Individual responsibilities and duties to the team are undertaken in a positive manner and in a range of situations to promote cooperation and good relationships
	3.3 Customers and colleagues are respected
4 Use workplace technology	4.1 Appropriate workplace technology is selected and used in accordance with workplace and manufacturer guidelines and instructions
	4.2 Workplace technology is inspected to ensure it is not damaged and is working properly, and precautions are taken to reduce risks
	4.3 Appropriate action is taken when problems with workplace technology occur
	4.4 Workplace technology is cared for according to workplace and manufacturer guidelines and instructions
5 Solve work problems	5.1 Problems are identified and practical or creative solutions are developed within scope of individual responsibility to rectify them
	5.2 Assistance is sought from key personnel as required

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	5.3 Workplace problems are reported using appropriate workplace procedures as required
6 Adapt to change	6.1 New work requirements or situations are identified, clarified and adapted to
	6.2 Range of possible practical or creative options to deal with workplace challenges are considered
	6.3 Willingness to be open to and trial new ideas and techniques is demonstrated

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIPC1003A Apply effective work practices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIPC1003 Apply effective work practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting and modifying activities depending on differing workplace contexts and environment
- applying relevant industrial, workplace or other legislative requirements and procedures
- communicating effectively and using appropriate strategies when listening, questioning and receiving feedback
- completing required workplace tasks
- following relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and responsibilities
- identifying and correctly using equipment, tools and other technology required to complete workplace tasks
- interpreting and following a designated work plan or set of instructions for a job
- keeping required records of workplace activities
- planning daily routine and workplace tasks
- recognising limitations, asking for help and seeking clarification or information about work requirements and procedures
- responding appropriately to cultural differences in interactions with customers and colleagues
- taking initiative and using appropriate techniques to problem solve and to complete tasks
- working cooperatively and collaboratively with others to complete tasks.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic principles of teamwork in the workplace
- procedures for identifying and using relevant workplace technology when carrying out workplace calculations
- systems and equipment used in the workplace and the instructions, processes and precautions for their use
- typical problems in the workplace and appropriate action and solutions
- workplace procedures, policies and instructions
- workplace structures and the roles and responsibilities of individuals and team/group members.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIPC1004 Complete courier delivery operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit covers the knowledge and skills required to complete courier delivery operations.

It includes clarifying and organising courier operations, planning pick-up and delivery routes, picking-up items to be delivered to customers on time and to correct addresses, completing transactions with customers and maintaining records of courier delivery operations.

This unit is designed for use in a Pathways qualification or skill set. It should not be used in a qualification that has a direct job outcome.

This unit is an integrating unit because it has applications within a Pathways Certificate I aimed at providing entry level skills and knowledge in the area of courier and delivery operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

PC – Pathways Certificate

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Clarify and organise pick-up and delivery operations	1.1 Work requirements and specific customer needs are interpreted and clarified as required
	1.2 Pick-up and delivery points are located
	1.3 Size, weight and configuration of items to be delivered are identified and measured as required
	1.4 Resources required to facilitate pick-up and delivery are identified and prepared for use
2 Plan pick-up and delivery route	2.1 Pick-up and delivery route is planned based on an analysis of distance, travel times, customer requirements, resource implications and known priorities
	2.2 Items to be delivered are sorted accurately into route order
	2.3 Items to be delivered are handled in a manner that minimises the risk of damage
	2.4 Special items are identified accurately
	2.5 Items to be delivered are organised into bundles and kept in sequence for delivery
	2.6 Items to be delivered are handled securely
3 Pick-up items to be delivered	3.1 Items are picked up within specified times
	3.2 Items are kept secure to minimise the risk of damage, theft, misdelivery and loss
	3.3 Contact with customers is conducted courteously and in a manner that encourages customers to continue to use the pick-up and delivery services
4 Deliver items to correct addresses	4.1 Deliveries are completed within specified times
	4.2 Items are kept secure to minimise the risk of damage, theft, misdelivery and loss
	4.3 Items requiring special treatment are delivered as specified and relevant documentation is completed accurately
	4.4 Contact with customers is conducted courteously and in a manner that encourages customers to continue to use the pick-up and delivery services
5 Complete transactions with customers	5.1 Amount owing is noted from the delivery advice or invoice and customer is advised

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	5.2 Transactions are completed as required, in accordance with workplace policies and procedures
	5.3 Cash transaction amount tendered is checked, and correct change is calculated and given
6 Maintain records of courier delivery operations	6.1 Incidents involving customers that occur, or hazards identified during delivery, are reported accurately to the relevant person/section
	6.2 Undelivered and undeliverable items are processed in accordance with workplace policies and procedures
	6.3 Documentation and records are completed, checked for accuracy and given promptly to the appropriate person

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIPC1004A Complete courier delivery operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIPC1004 Complete courier delivery operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting and modifying pick-up and delivery activities depending on workplace contexts, resources and environment
- applying relevant legislation and workplace procedures
- communicating effectively and using appropriate strategies when listening, questioning and receiving feedback
- communicating effectively verbally and in writing as required for courier pick-up and delivery operations
- completing calculations required for transactions when completing pick-up and delivery operations
- following relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and responsibilities including safe lifting and carrying procedures
- identifying and correctly using mobile phones and other equipment and technology required to complete pick-up and delivery tasks
- interpreting and following a set of instructions for a pick-up and delivery operations
- keeping required records of pick-up and delivery operations
- planning a route and schedule to complete required workplace tasks
- recognising limitations and asking for help or information about work requirements and procedures
- responding appropriately to cultural differences in interactions with customers and colleagues
- taking appropriate initiative to deal with problems and to complete tasks
- using appropriate techniques to solve or report problems identified when completing pick-up and delivery operations
- working cooperatively and collaboratively with others to complete pick-up and delivery tasks.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic mathematical operations and techniques needed to plan pick-up and delivery routes and schedules, and to complete financial transactions involved
- pick-up and delivery procedures, policies and instructions
- procedures for identifying and using relevant workplace technology when carrying out workplace calculations
- relevant workplace standards and duty of care requirements
- safe lifting and carrying policies and procedures
- systems and equipment used during pick-up and delivery processes and instructions, processes and precautions for their use
- typical mathematical problems involved in courier delivery operations and appropriate action and solutions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIPC1005 Complete small store operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit covers the skills and knowledge required to complete small store operations across all transport and logistics industry sectors.

It includes organising and completing small store operations such as stocktaking, ordering, receiving and despatching goods, and maintaining inventory or records of a small store.

This unit is designed for use in a pathways qualification or skill set. It should not be used in a qualification that has a direct job outcome.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

PC – Pathways Certificate

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Organise small store operations	1.1 Small store work requirements and specific internal or external customer requirements are interpreted and small store operations are organised accordingly

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	1.2 Inventory or stocktake of goods or items held in the small store is conducted in accordance with workplace requirements
	1.3 Levels of goods and items in stock are monitored and maintained at levels prescribed by store procedures
	1.4 Orders for the replenishment of goods or items in the small store are made in accordance with store procedures
2 Complete small store operations	2.1 Incoming goods and items are received and checked against orders and relevant specifications
	2.2 Received goods and items are stored in accordance with small store procedures
	2.3 Goods and items for issue are picked and despatched in accordance with the small store procedures
3 Maintain small store records	3.1 Inventory or records of stocks held in the small store are kept in accordance with workplace procedures
	3.2 Dockets and receipts for received goods are correctly completed
	3.3 Discrepancies or identified damage in received goods are recorded and reported in accordance with workplace procedures
	3.4 Records of goods or items issued from the small store are completed in accordance with workplace procedures
	3.5 Discrepancies in the inventory or record of stocks held are identified and reported in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIPC1005A Complete small store operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIPC1005 Complete small store operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting and modifying small store activities depending on workplace contexts, resources and environment
- applying relevant legislation and workplace procedures
- communicating effectively and using appropriate strategies when listening, questioning and receiving feedback
- communicating effectively verbally and in writing as required in small store operations
- identifying and correctly using communications and any other equipment and technology required to complete small store activities
- interpreting and following a set of instructions for small store operations
- keeping required records of small store operations
- planning a schedule to complete required workplace tasks
- recognising limitations, asking for help and seeking clarification or information about work requirements and procedures
- taking initiative and using appropriate techniques to problem solve and to complete tasks
- working cooperatively and collaboratively with others to complete small store tasks.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- how to identify stock and goods held in a small store
- mathematical operations and techniques needed to place orders, complete simple stocktakes, receive and check goods and stock, and pick and despatch goods and stock
- procedures for identifying and using relevant workplace technology when completing

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small store operations such a lifting equipment, calculators and computers
- procedures, policies and instructions for small store operations
- relevant workplace standards and duty of care requirements
- safe lifting and carrying policies and procedures
- typical problems involved in small store operations and appropriate action and solutions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR4001 Monitor supplier performance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor the performance of contracted suppliers of goods/materials/services in compliance with workplace procedures and requirements.

It includes administering supplier contract, assessing for conformity to contracted requirements and completing all required contract documentation.

Work is performed under general guidance on progress and outcomes of work. It involves discretion and judgement for self and others in monitoring supplier performance.

Work involves responsibility for resource coordination and allocation, and for leading individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Administer supplier contract	1.1 Procedures for receiving supplied goods/materials/services are documented and implemented within the workplace
	1.2 Supplied goods/material/services are assessed for conformity to contracted requirements including price, quantity, quality and delivery schedules
	1.3 Non-conformance of supplier with contracted requirements is accurately detailed
	1.4 Actions to rectify non-conformance are undertaken in accordance with enterprise procedures and within scope of authority
	1.5 Issues of non-conformance beyond scope of authority are referred to designated personnel in accordance with enterprise operating procedures
2 Complete documentation	2.1 Annotations and performance assessment/evaluations are completed and appended to supplier file
	2.2 Action taken in regard to non-conformance of contracted requirements is documented and appended to supplier file
	2.3 System records are maintained and updated in accordance with enterprise information management system and required regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIR4001A Monitor supplier performance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR4001 Monitor supplier performance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- Administering supplier contract
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- Contract non-conformance
- interpreting data and providing appropriate, timely information on data analysis outcomes to appropriate personnel
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and procedures
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- focus of operation of recording, reporting and statistical analysis systems and resources
- relevant regulatory and code requirements
- typical problems that can occur with supply contracts and related appropriate action that

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can be taken
- workplace business policies and plans as they relate to supply contracts, including procedures for maintaining confidentiality
- workplace contract performance and disputation policies and procedures
- workplace protocols and procedures for monitoring supply contractor performance.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR4002 Source goods/services and evaluate contractors

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to source goods/services and to evaluate contractors in accordance with workplace policy and procedures.

The unit generally applies to those with responsibility for resource coordination and allocation and who lead individuals or teams.

It includes analysing supply requirements as well as evaluating and selecting appropriate potential contractors.

This unit involves discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

Work is performed under general guidance on progress and work outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse supply requirements	1.1 Purpose and specifications of required goods/services are identified
	1.2 Criteria to evaluate potential or existing contractor performance is established
	1.3 Quantities of required goods/services are determined
	1.4 Frequency of ordering/requesting of goods/services is identified
2 Evaluate potential contractors	2.1 Contractors of requested goods/materials/services are identified
	2.2 Comparative costings for goods/materials/services are obtained
	2.3 Contractor ability to provide a consistent level of performance on repeat jobs is assessed
	2.4 Contractors are evaluated in relation to established criteria and in accordance with workplace and regulatory procedures
	2.5 Prioritised contractor shortlist is established based on contractor capacity to provide a cost competitive quality service
	2.6 Contractor selection process outcomes are documented including recommendations for actioning agreements/contracts with selected contractors
	2.7 Information and data generated during selection process is filed and maintained in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4002A Source goods/services and evaluate contractors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR4002 Source goods/services and evaluate contractors

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others
- completing relevant documentation
- determining supply requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and signs
- selecting and appropriately applying technology, information systems and procedures to workplace tasks
- sourcing appropriate personnel to supply goods/services in accordance with workplace requirements
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational recording, reporting and statistical analysis systems and resources
- relevant chain of responsibility legislation, regulation and codes of practice requirements
- resource availability including processing capacity of equipment and software systems for data statistical analysis
- typical problems that can occur when sourcing goods and services and evaluating contractors, and related appropriate action that can be taken

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- workplace business policies and plans as they relate to supply contracts, including procedures for maintaining confidentiality
- workplace grievance and disputation handling policies and procedures
- workplace policies, procedures and protocols for sourcing and supplying goods/services, and evaluating potential supply contractors.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR4003 Negotiate a contract

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to contract transport and logistics services in compliance with relevant regulations, standards, legal requirements, codes of practice and workplace procedures.

It includes negotiating the contract, finalising the contract negotiations, as well as completing all contract requirements with a contractor.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Negotiate contract specifics with contractor	1.1 Requirements of the contract are clearly documented and agreed to by the relevant parties
	1.2 Areas of ambiguity or concern are clarified and resolved
	1.3 Negotiations are undertaken with selected contractor for the contracting of required goods/services on a 'without prejudice' basis
	1.4 Conditions for service and/or supply of goods/services are agreed between the enterprise and the contractor including the determination of key performance indicators
	1.5 Alternative contractors are negotiated with if agreement is unable to be reached with preferred contractor
	1.6 Contract negotiations are conducted in accordance with established workplace requirements and relevant legislation
2 Complete contract negotiations	2.1 Contract documentation is drafted in accordance with relevant legislation, workplace procedures and negotiated conditions of service and supply
	2.2 Technical support in drafting contracts is accessed as required
	2.3 Contract documentation is signed and exchanged between relevant parties
3 Complete enterprise contract requirements	3.1 Documentation systems are established to ensure traceability of orders and financial transactions
	3.2 Workplace systems that require interaction with contractors are identified and actioned
	3.3 Quality assurance procedures for supplied goods/services are initiated
	3.4 Contract and ancillary documentation is completed and stored as required, in accordance with workplace procedures and regulatory requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4003A Negotiate a contract.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR4003 Negotiate a contract

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate risks that may exist when negotiating a contract
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when negotiating a contract
- completing documentation related to negotiating a contract
- modifying activities to cater for variations in workplace contexts and environment
- operating electronic communications equipment to required protocol
- planning and monitoring work activities in terms of schedule
- prioritising work and coordinating self and others in relation to workplace activities
- providing leadership and working collaboratively with others when negotiating a contract
- reading, interpreting and following instructions, procedures and regulatory requirements relevant to negotiating a contract
- selecting and applying appropriate technology and information systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and the range of conditions on at least one occasion and include:

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- applying precautions and required action to minimise, control or eliminate risks that may exist when negotiating a contract
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when negotiating a contract
- completing documentation related to negotiating a contract
- modifying activities to cater for variations in workplace contexts and environment
- operating electronic communications equipment to required protocol
- planning and monitoring work activities in terms of schedule
- prioritising work and coordinating self and others in relation to workplace activities
- providing leadership and working collaboratively with others when negotiating a contract
- reading, interpreting and following instructions, procedures and regulatory requirements relevant to negotiating a contract
- selecting and applying appropriate technology and information systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR4008 Implement and supervise stocktaking procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and supervise stocktaking procedures in various contexts within the transport and logistics industry.

It includes monitoring and maintaining stock records, implementing stocktaking and stock rotation processes, and identifying stock losses.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Maintain stock records	1.1 Stock levels and records are monitored and maintained at required levels
	1.2 Stock reorder cycles are monitored, maintained and adjusted as required

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	1.3 Stock storage and movement records are maintained in accordance with organisational policy
2 Implement stocktaking and stock rotation processes	2.1 Relevant policies and procedures for stocktaking and cyclical counts are interpreted and explained to team members
	2.2 Stocktaking tasks are allocated to individual team members
	2.3 Team members are provided with clear directions for the performance of each task and supervised
	2.4 Stocktaking and stock rotation procedures are implemented
3 Identify stock losses	3.1 Losses are accurately identified, recorded and assessed against potential loss forecast on a regular basis
	3.2 Avoidable losses are identified and potential reasons are established
	3.3 Possible solutions to avoidable losses are recommended and implemented
	3.4 Accurate reports on stocktake data, including discrepancies, are produced for management

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIR4008A Implement and supervise stocktaking procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR4008 Implement and supervise stocktaking procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures when undertaking stocktake
- communicating and working effectively with others
- completing relevant documentation
- implementing contingency plans
- monitoring work activities in terms of planned schedule
- operating equipment in accordance with standard operating procedures
- reading, interpreting and following relevant instructions, procedures and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- procedures for identifying and recording discrepancies and/or damage
- procedures for operating electronic communications equipment
- relevant sections of national, state/territory legislative and regulatory requirements, and codes of practice
- requirements for completing relevant documentation
- stock control
- stock replenishment/reorder procedures.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR4009 Implement purchasing systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement purchasing systems in various contexts within the transport and logistics industry.

It includes identifying purchasing requirements, sourcing purchases, checking costings and arranging the purchase of materials.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify purchasing requirements	1.1 Purchasing requirements are identified from orders and instructions in accordance with workplace procedures
	1.2 Quantities, quality of goods, price limitations and delivery requirements are determined or confirmed in consultation with

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	appropriate personnel
2 Source purchase	2.1 Source/s of materials are identified from workplace preferred supplier lists or through networks and knowledge of local and/or overseas suppliers
	2.2 Supplier/vendor is advised of requirements and specifications in accordance with site requirements
	2.3 Availability of supply is confirmed
	2.4 Difficulties in supply are reported in accordance with workplace procedures
3 Check costings	3.1 Alternative suppliers are contacted to check different costings
	3.2 Actual costs are compared to predicted costs
	3.3 Recommendations regarding alternative suppliers are communicated to appropriate personnel in accordance with workplace procedures
	3.4 All records/reports are maintained in accordance with site requirements
4 Purchase materials	4.1 Capacity of supplier to meet price, quality and delivery expectations is confirmed
	4.2 Order is placed with supplier and delivery schedules are confirmed
	4.3 Appropriate orders and invoices are exchanged in accordance with workplace procedures
	4.4 Materials are checked/inspected on receipt in accordance with site requirements in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4009A Implement purchasing systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR4009 Implement purchasing systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation including reports and documenting discrepancies
- identifying, sourcing and procuring purchasing requirements in accordance with workplace procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, errors in data input, collection or measurement promptly, particularly in relation to cost, order quantity or quality.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- different types of purchasing systems, their use and applications
- enterprise purchase/sales records system
- procedures for operating electronic communications equipment
- relevant sections of national, state/territory legislative and regulatory requirements, and codes of practice, particularly those relating to trade practices and privacy of information
- requirements for completing relevant documentation, particularly in relation to systems implementation
- steps involved in planning work activities
- typical problems encountered in implementing purchasing systems and possible solutions.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR4010 Plan purchasing

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan purchasing in various contexts in the transport and logistics industry.

It includes preparing invitations to offer, identifying suppliers, issuing invitations to offer and preparing purchase recommendations.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare invitations to	1.1 Specifications for goods and services to be purchased are obtained from relevant personnel and are clarified as

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offer	required
	1.2 Purchasing methods most appropriate to particular purchases are selected
	1.3 Invitations to offer are prepared
	1.4 Approval of invitations to offer is obtained
2 Identify suppliers	2.1 Organisational records are reviewed for potential suppliers
	2.2 Sources of supply are identified
	2.3 Invitations are made to suppliers
	2.4 Sources of supply are evaluated against purchasing strategy requirements
3 Issue invitations to offer	3.1 Invitations to offer are distributed
	3.2 Briefings are conducted as required
	3.3 Clarification of issues arising is made with suppliers in accordance with purchasing strategies
4 Prepare recommendations to purchase	4.1 Offer documents are received from suppliers
	4.2 Offer documents are assessed against purchasing strategy requirements
	4.3 Further information is sought from suppliers as required
	4.4 Specialist expertise is obtained to assist with evaluation as required
	4.5 Offers are evaluated against purchasing strategy requirements
	4.6 Shortlists of suppliers who have made offers and who meet purchasing criteria are prepared
	4.7 Preferred offers are selected
	4.8 Recommendations about preferred offers are made for approval by relevant personnel
	4.9 Approval is obtained for recommended offers

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4010A Plan purchasing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR4010 Plan purchasing

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying and using software appropriately
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and signs
- working collaboratively with others
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- organisational purchasing strategy
- procedures for operating electronic communications equipment
- product knowledge about the goods and services being supplied
- relevant legislation, codes of practice and national standards related to procurement, for example Trade Practices Act, contract law, sale of goods legislation, consumer protection legislation and legislation related to the import of goods and services, where relevant
- requirements for completing relevant documentation
- steps involved in planning work activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR4012 Conduct international purchasing

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct international purchasing in various contexts in the transport and logistics industry.

It includes sourcing potential suppliers, inviting offers, evaluating offers received, preparing recommendations and contracting successful supplier/s.

It also covers arranging importation of goods, including satisfying regulatory requirements, arranging required payments and ensuring all contractual obligations are met.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Source international suppliers	1.1 Goods to be purchased internationally are identified
	1.2 Potential sources of supply are researched from relevant information sources
	1.3 Market structures for proposed purchases are examined
	1.4 Regulations governing international purchasing are determined
	1.5 Potential sources of supply are identified from research
	1.6 Assistance and clarification is sought, as required, to determine and apply workplace policies and procedures, and regulations governing international purchasing of specified goods
2 Prepare invitations to offer for imported goods	2.1 Specifications of requirements for international purchasing of specified goods are obtained from relevant personnel and are clarified as required
	2.2 Purchasing strategy most appropriate to proposed purchase is selected
	2.3 Invitations to offer are developed and documented
	2.4 Invitations to offer are checked for compliance with regulations, organisational policies and procedures and description of required goods
	2.5 Criteria for evaluating offers are developed and documented and approval is sought and obtained for documented criteria
	2.6 Approval is sought for issuance of invitations to offer prior to issuance to prospective suppliers
3 Prepare recommendations in response to offers	3.1 Offer documents are received from suppliers
	3.2 Offer documents are assessed against documented criteria and purchasing strategy requirements
	3.3 Further information is sought from suppliers, as required, to clarify offers
	3.4 Offers are evaluated against purchasing criteria
	3.5 Preferred offer is selected and recommendation are made for approval by relevant personnel

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	3.6 Approval is obtained for recommended offers
4 Action successful offers	4.1 Contract with successful supplier is drafted
	4.2 Legal expertise is accessed to ensure legality of contract agreements
	4.3 Contract is issued in accordance with approval received
	4.4 Unsuccessful offers are informed of outcome of evaluation process
5 Arrange importation of goods	5.1 Risks in ownership and transport of goods from point of delivery to final destination are assessed
	5.2 Relevant insurance cover is arranged
	5.3 Agents are sourced as required to arrange inspection, packing, transport, importation, customs clearance and delivery of goods into store
	5.4 Statutory and regulatory requirements including fumigation and export/import controls are satisfied
	5.5 Supply and logistics channels are managed to ensure delivery of goods is achieved satisfactorily and within designated timelines
6 Finalise payment and contract	6.1 Advice is obtained on payment strategy to be followed
	6.2 Arrangements are made to initiate currency hedging, letter of credit or payment by direct cheque or electronic funds transfer in accordance with advice received
	6.3 Payments are authorised at appropriate times
	6.4 Actions are taken to ensure any non-compliance with contractual conditions and specifications is rectified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4012A Conduct international purchasing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR4012 Conduct international purchasing

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- assessing and managing risks as appropriate to work tasks
- communicating effectively with others
- completing relevant documentation
- managing tasks with consideration of cultural and geographic backgrounds
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and signs
- working collaboratively with others
- working systematically to timelines and with required attention to detail and accuracy.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- agencies involved in importation arrangements such as customs brokers, freight forwarders, logistics and transport companies and consultants
- methods of payment applicable to international purchasing
- organisational policies and procedures for international purchasing
- procedures for managing and controlling hazardous situations when carrying out work activities
- relevant insurance brokers and available types of policies to cover identified risks
- relevant legislation, codes of practice and national standards, for example Australian Customs Act, Trade Practices Act, law of contracts, quarantine legislation, national and international legislation relating to restrictions and prohibitions on imports
- requirements for completing relevant documentation
- sources of information and assistance external to organisation, for example relevant regulatory authorities, customs brokers, Austrade, state/territory government departments or agencies, chambers of commerce
- sources of information on differences in equipment and related standard operating and servicing procedures
- steps involved in planning work activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLIR5005 Manage a contract

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage a contract in various contexts within the transport and logistics industry.

It includes confirming contract requirements, establishing a contract management system, and monitoring and evaluating the contract.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Confirm contract requirements	1.1 Relevant parties are consulted to identify their contract requirements
	1.2 Special provisions needed are identified

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	1.3 Need for specialist legal advice is identified and advice is obtained as required
	1.4 Key performance outcomes and measures are specified for inclusion in contract
	1.5 Relationship with contractor is established in accordance with organisational policies and procedures
2 Establish contract management system	2.1 Effective communication/information strategies are established
	2.2 Dispute and complaint system is established in accordance with organisational policies and procedures
	2.3 Consistent and accurate records of contract progress are maintained
	2.4 Management strategy is documented, monitored for effectiveness and adapted as required during the life of the contract
3 Monitor contract	3.1 Regular inspections of contract services are undertaken to ensure compliance with specifications
	3.2 Relationship with contractor is managed in accordance with organisational policies and procedures
	3.3 Regular planned progress meetings are conducted and documented between all contract personnel to ensure problems are identified, resolved early and documented
	3.4 Variations between specified scope of services and contract are identified and documented, and relevant personnel are notified without delay
	3.5 Contract costs are monitored on a regular basis to ensure service is carried out within financial and contractual requirements
	3.6 Payments for contract services are authorised in accordance with contract conditions and organisational contract administrative system
4 Evaluate contract	4.1 Evaluation of contract performance is undertaken relative to planned performance measures and in consultation with stakeholders and suppliers
	4.2 Conclusions are detailed against agreed criteria and a complete picture of supplier performance, organisational procurement processes and value for money is provided

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4.3 Evaluation is documented in accordance with organisational requirements to assist improvement in future procurement activities

4.4 Relevant parties are advised of evaluation outcomes in a timely manner in accordance with organisational guidelines

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR5005A Manage a contract.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR5005 Manage a contract

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and communicating effectively with others when managing a contract
- completing documentation related to contract management, including reports relevant to deliverables of stages and completion
- modifying activities depending on operational contingencies, risk situations and environments, and negotiating modifications with the contractor or agent as required
- monitoring and prioritising work activities in terms of planned schedule
- negotiating solutions to problems as they arise during the contract timeframe
- operating electronic communications equipment to required protocol
- reading and interpreting instructions, procedures, information and the contract itself.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- confidentiality issues in relation to contracted services such as intellectual property
- disposals considerations
- equal employment opportunity and anti-discrimination law
- ethical issues
- financial and accounting issues relevant to the contract
- financial management of a contract including negotiating price variations during the contract
- organisational purchasing policies and practices
- performance management in terms of identifying and managing contract compliance
- procedures for acceptance of goods or services

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- procedures for operating electronic communications equipment
- procurement approval processes
- procurement negotiation practices, including legal aspects
- relevant sections of national and state/territory regulatory requirements and codes of practice related to procurement, including contract law, trade practices law and commercial law to a level sufficient to be able to manage the performance of a contractor
- requirements for completing relevant documentation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR5006 Develop, implement and review purchasing strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop, implement and review an organisation's purchasing strategies in various contexts within the transport and logistics industry.

It includes determining, developing, implementing and evaluating purchasing objectives and strategies, and implementing improvements.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine purchasing objectives	1.1 Industry benchmarks for purchasing are researched and analysed for organisational suitability
	1.2 Organisation's purchasing data and information are

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	analysed
	1.3 Consultations are undertaken with relevant stakeholders and personnel to inform development of purchasing objectives
	1.4 Purchasing objectives are drafted in line with organisational goals
	1.5 Approval is gained from relevant personnel for purchasing objectives
2 Develop purchasing strategies	2.1 Purchasing strategies are developed, taking into account legal requirements and purchasing objectives
	2.2 Five Rights are included in purchasing criteria
	2.3 Human resources, financial and other plans are developed to support the implementation of purchasing strategies
	2.4 Approval is gained to implement plans and purchasing strategies
	2.5 Changes resulting from approval processes are made to plans and strategies, as required
3 Implement purchasing strategies	3.1 Purchasing strategies are communicated to relevant personnel and stakeholders
	3.2 Resources needed to implement purchasing strategies are identified and accessed
	3.3 Support is provided to implement purchasing strategies
	3.4 Implementation of purchasing strategies by the organisation is monitored
	3.5 Problems and issues arising during implementation are identified and addressed
	3.6 Reports are provided to relevant personnel and stakeholders on implementation of purchasing strategies
4 Evaluate purchasing strategies and implement improvements	4.1 Implementation of purchasing strategies is reviewed
	4.2 Improvements to purchasing strategies are identified

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from review process

4.3 Approval is gained to implement improvements to purchasing strategies

4.4 Improvements are communicated to relevant stakeholders and support is provided to implement improvements

4.5 Implementation of improvements is monitored and reviewed to determine effectiveness of improvements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR5006A Develop, implement and review purchasing strategies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR5006 Develop, implement and review purchasing strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when developing, implementing and reviewing purchasing strategies, including consulting and negotiating with stakeholders, writing policies and procedures, and supporting staff to implement strategies
- developing human resources, financial and other plans when developing, implementing and reviewing purchasing strategies
- identifying and addressing problems relating to developing, implementing and reviewing purchasing strategies
- monitoring, reviewing and evaluating purchasing strategies
- planning and prioritising work activities, and researching and analysing data
- preparing reports appropriate to developing, implementing and reviewing purchasing strategies
- reading and interpreting instructions, procedures and information relevant to work activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- concept of the ‘Five Rights’:
  - right price
  - right quality
  - right quantity
  - right supplier
  - right time

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- information about industry benchmarks for purchasing, including information from peak bodies, industry associations and Australian standards
- organisational policies and procedures related to purchasing; contracting and tendering; business terms and conditions for purchasing, tendering and contracting; and ethical behaviour
- product knowledge related to goods and services required by the organisation
- relevant legislation, codes of practice, national and international standards, such as Trade Practices Act, contract law, sale of goods legislation, and legislation related to the import of goods and services.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR5007 Manage international purchasing

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage international purchasing of specific goods in accordance with workplace policies and procedures, and regulatory frameworks, in various contexts within the transport and logistics industry.

It includes developing, documenting and implementing regular and complex international purchasing strategies, determining payment strategies, arranging barter or counter trading and determining logistics strategies. It also includes evaluating international purchasing strategies and implementing identified improvements.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Develop and document strategies for international purchasing	1.1 Strategic implications for international purchasing are researched and analysed
	1.2 International market structures are researched
	1.3 Export requirements of supplier country are researched and analysed
	1.4 Strategies for international purchasing are drafted and submitted for approval
2 Implement international purchasing strategies	2.1 International purchasing strategies are communicated to relevant personnel and stakeholders
	2.2 Support is provided to stakeholders to implement international purchasing strategies
	2.3 Implementation of international purchasing strategies is monitored
	2.4 Problems and issues arising from implementation of international purchasing strategies are identified and addressed
3 Undertake more complex international purchasing	3.1 Export markets and cultural considerations having a potential impact on international purchasing are researched and appropriate markets are chosen
	3.2 International legal requirements on sale of goods and Australian regulatory controls applicable to imports into Australia are researched and applied as appropriate
	3.3 Relevant Incoterms and trade terms are applied
	3.4 Exception clauses to business conditions are drafted
	3.5 Discrepancies are clarified and resolved to the satisfaction of all parties
4 Determine payment strategies	4.1 Financial risk management is analysed and available controls are implemented
	4.2 Source and availability of funds for payment are identified
	4.3 Currency payment methods – hedging, letters of credit, and payment by cheque upon/after shipment

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	– are researched and analysed
	4.4 Currency payment methods appropriate to the situation are selected
	4.5 Expenditure phasing is planned and implemented
5 Arrange barter or countertrade	5.1 Strategic implications of arranging specific barter or countertrade are researched and analysed
	5.2 Suppliers willing to engage in international barter or countertrade are determined
	5.3 Commercial conditions for proposed barter or countertrade are negotiated, and agreement is reached with partners
	5.4 Draft contract is prepared and legal expertise is accessed to check legality of contract agreement
	5.5 Contracts are approved and issued
6 Determine logistics strategies	6.1 Requirements for pre-shipment inspection are ascertained and arrangements are made
	6.2 Shipping and other transport risks and facilities are researched and analysed
	6.3 Regulatory compliance requirements for importation into Australia are researched and analysed
	6.4 Logistics strategies for the organisation are developed to take account of appropriate transport, insurance and regulatory compliance requirements
	6.5 Approval is gained from relevant personnel for implementation of logistics strategies
7 Evaluate international purchasing strategies and implement identified improvements	7.1 Implementation of international purchasing strategies is reviewed
	7.2 Improvements to international purchasing strategies are identified from the review process
	7.3 Approval is gained to implement improvements to international purchasing strategies
	7.4 Changes are communicated to relevant stakeholders and support is provided to implement

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improvements

7.5 Implementation of changes is monitored and reviewed to determine effectiveness of improvements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR5007A Manage international purchasing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR5007 Manage international purchasing

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when managing international purchasing
- completing documentation related to work activities
- developing, implementing, managing and evaluating international purchasing strategies
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading and interpreting instructions, procedures, information and signs relevant to work activities
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements performance criteria and include knowledge of:

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- agencies involved in arranging importation such as customs brokers, freight forwarders, logistics and transport companies and consultants
- commonwealth/state/territory government procurement guidelines
- contracting requirements
- disposals considerations
- equal employment opportunity, equity and diversity principles and legislation
- ethical issues
- financial and accounting issues relevant to the contract
- Incoterms
- international markets and cultural considerations relevant to purchasing in supplier countries
- legal aspects of negotiation
- legal considerations
- legislation, codes of practice and national standards including the Trade Practices Act, contract law, commercial law, quarantine legislation
- methods of payment applicable to international purchasing including barter and countertrade
- organisational procurement policies and practices for international purchasing
- procedures for accepting goods or services
- procurement approval processes
- procurement negotiation practices
- relevant insurance brokers and types of policies to cover risks
- relevant sections of national and state/ territory regulatory requirements and codes of practice relating to restrictions and prohibitions on imports
- requirements for completing relevant documentation
- source of information and assistance external to the organisation such as regulatory authorities, customs brokers, Austrade, state/territory government departments or agencies, chambers of commerce
- whole-of-life considerations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIR5014 Manage suppliers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage suppliers in various contexts within the transport and logistics industry.

It includes assessing and building productive relationships with suppliers, and evaluating the delivery of goods/services against agreements. It also includes negotiating arrangements, resolving disagreements with suppliers and reviewing supplier performance.

The unit generally applies to those who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R - Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess suppliers and build productive relationships	1.1 Criteria to effectively evaluate supplier services are developed and documented
	1.2 Existing suppliers are assessed against criteria

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	1.3 Availability and suitability of alternate suppliers who can meet the service support requirements within legislative requirements are identified
	1.4 Terms and conditions of suppliers to achieve service requirements are established and communicated
	1.5 Cooperative relationships are developed with suppliers in accordance with organisational policies and procedures
2 Evaluate delivery of goods and/or services against agreements	2.1 Quality of goods and services supplied is assessed against criteria
	2.2 Non-compliance is identified, documented and corrective action is implemented within the terms of contractual arrangements
	2.3 Contingency plans are developed should suppliers fail to deliver
	2.4 Relationships with suppliers are managed to support effective delivery
3 Negotiate arrangements with suppliers	3.1 Arrangements with suppliers are negotiated and implemented in accordance with organisational policies and procedures
	3.2 Market factors that may affect the supply of goods and services are identified and communicated to relevant personnel
	3.3 Immediate corrective action is taken in consultation with suppliers where potential or actual problems are indicated
4 Resolve disagreements with suppliers	4.1 Disagreements with suppliers are investigated to identify validity and causes
	4.2 Disagreements are negotiated and resolved
	4.3 Amendments to agreements, as a consequence of the resolution of disagreements, are documented
	4.4 Approval is sought and obtained for amendments
	4.5 Approved amendments are communicated to suppliers and relevant personnel

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5 Review performance of suppliers	5.1 Suppliers are continuously reviewed for quality, profitability, service, delivery status and other relevant performance indicators
	5.2 Supplier performance is evaluated against purchasing agreement requirements
	5.3 Suppliers are informed of evaluation outcomes as required
	5.4 Recommendations about future use of suppliers are made to relevant personnel
	5.5 Suppliers are deleted from supplier shortlist according to criteria

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR5014A Manage suppliers.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR5014 Manage suppliers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when managing suppliers
- completing documentation related to work activities
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading and interpreting instructions, procedures, information and signs relevant to managing suppliers
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- sourcing, managing, evaluating and reviewing suppliers.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- code of practice for working collaboratively with others
- common use arrangements
- contract performance and dispute policies and procedures
- financial accountability requirements
- operation of recording, reporting and statistical analysis systems and resources
- organisational policies, procedures, plans, guidelines and code of conduct relevant to procurement and supply contracts
- organisational procedures for monitoring the performance of suppliers

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- probity requirements and ethical issues
- procedures for operating electronic communications equipment
- procedures for receipt and payment of goods and services
- procurement approval procedures
- relevant sections of national and state/territory regulatory requirements and codes of practice related to procurement
- requirements for completing relevant documentation
- steps involved in planning the work activities
- suppliers in the marketplace.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2004 Install and maintain rail bonding systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install and maintain all types of temporary and permanent bonds and bonding cables in use in the Australian rail system, in accordance with safeworking and regulatory requirements, and workplace procedures.

This includes planning the installation and maintenance, preparing the worksite, installing and maintaining the bonds and bonding cables, and conducting all required post-installation activities as a non-electrical rail safety worker.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice, rail industry standards and/or guidelines.

Work is performed under some supervision, generally within a team environment.

Rail bonding systems involve the application of routine operational principles and procedures when fixing cable across a break or joint in one rail, or between two rails to provide a path for traction return current or track-circuits, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan the installation and maintenance of the relevant bonding systems	1.1 Works order including drawings, plans and material lists is received/accessed, analysed and confirmed as required by site inspection
	1.2 Work is assessed and prioritised in accordance with works scheduled
	1.3 Site relevant electrical permits are accessed and/or obtained as required
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Resources including personnel, plant, equipment and tools are identified and scheduled
	1.6 Liaison and communication issues with other personnel, authorities, clients and landowners are resolved
2 Prepare the worksite	2.1 Personnel participating in the task, including plant operators and contractors, are fully briefed
	2.2 Site preparation is completed in accordance with works order
	2.3 Specialist testing and earth equipment is inspected as required and replaced if defective
	2.4 Road signs, barriers and warning devices are positioned as required
	2.5 Safeworking practices are observed on or about the running track/line
3 Install and maintain bonding system cables	3.1 Systems and circuits are isolated as required, proved safe to work on in accordance with work plan and electrical permits are issued/accepted/relinquished as required

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	3.2 Cable and surrounds, including rail and other surfaces, are prepared to appropriate specifications
	3.3 Bonds are attached in accordance with specifications
	3.4 Joint and termination procedures are carried out in accordance with authorised work procedures
	3.5 Continuity testing procedures are carried out as required
	3.6 System is commissioned following visual inspection and the completion of other testing
4 Conduct post-operational activities	4.1 Worksite is rehabilitated in accordance with workplace procedures
	4.2 Work is completed in an agreed time and with minimum waste
	4.3 Notifications, records and documentation for updating system data are completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2004A Install and maintain rail bonding systems.

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Links

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Assessment Requirements for TLIS2004 Install and maintain rail bonding systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least three** separate occasions and include:

- applying relevant safeworking and workplace procedures
- communicating effectively with others
- completing relevant documentation
- guiding operators of plant and equipment and using appropriate signals when installing and maintaining cables
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- organising activities in accordance with workplace procedures
- reading and interpreting relevant technical data, drawings, instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using relevant equipment and tools
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- characteristics, capabilities and uses of various types of cables
- circuits for signalling and communications systems awareness as a non-electrical rail safety worker
- current capacities, inductance and capacitance, protection systems and devices
- electrical hazard awareness including voltage and current transformation, voltage drop, cable and traction systems
- joint test and fault identification/location workplace procedures
- problems that may occur when installing and maintaining rail bonding systems and action that can be taken to report or resolve these problems
- rail industry standards for installing and maintaining rail bonding systems
- switching operation, isolation and access permit procedures
- testing and commissioning procedures, including testing and earth/rail connecting conductors
- traction earthing systems and bonding systems
- work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace documentation and records systems
- workplace procedures for installing and maintaining rail bonding systems for non-electrical rail safety workers.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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Links

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TLIS2012 Install and service rail lubrication equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install and service rail lubrication equipment in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes installing the lubrication equipment, servicing and monitoring the lubrication equipment, removing lubrication equipment and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when installing and servicing rail lubrication equipment, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Install lubricator	1.1 Work location is identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Rail is correctly prepared at lubrication site to enable correct fitting of lubricator
	1.4 Lubricator is installed and tested to ensure correct functionality in accordance with workplace procedures
2 Service and monitor lubricator	2.1 Lubricator is cleaned and correctly adjusted to ensure correct functionality
	2.2 Parts are replaced as required to ensure correct functionality
	2.3 Lubricator is filled with appropriate lubricant
	2.4 Lubricator is checked and adjusted to maintain correct functionality
3 Remove lubricator	3.1 Preparations for the removal of the lubricator are made in accordance with workplace procedures
	3.2 Lubricator is correctly removed and stowed in accordance with workplace procedures
4 Complete documentation	4.1 Required documentation procedures and processes are confirmed
	4.2 Documentation is filled in legibly and proofread
	4.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2012A Install and service rail lubrication equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2012 Install and service rail lubrication equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with workplace operating procedures
- adjusting the pump to supply optimum grease delivery or replacing a gasket set
- applying relevant workplace procedures
- checking compliance of work with job specifications
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and performing work in correct sequence
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant technical data, instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using relevant equipment and tools
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- characteristics of relevant equipment, materials, structures, hardware and components
- hazardous situations and related personal protection measures
- hazards that may exist when installing and servicing rail lubrication equipment, and ways of controlling the risks involved
- mechanical processes involved in installing and servicing rail lubrication equipment
- principles of rail lubrication and lubrication equipment
- problems that may occur when installing and servicing rail lubrication equipment, and action that can be taken to report or resolve these problems
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant rail industry standards, workplace technical manuals and instructions
- workplace procedures for installing and servicing rail lubrication equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including rail industry standards, workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2013 Install minor structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install minor non-track bearing structures and assemblies in rail industry contexts, in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes planning and preparing for installation, installing the structure in accordance with workplace requirements and cleaning up the site after installation.

People achieving competence in this unit will need to fulfil applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally in a team environment.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for work	1.1 Type of structure to be installed is identified and appropriate methods are planned in accordance with workplace procedures and specifications
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Structure and/or materials required for installation are identified, obtained and prepared in accordance with plans and specifications
2 Assemble and install structural elements	2.1 Excavation is conducted as required, in accordance with workplace standards, procedures and regulatory requirements
	2.2 Foundations are installed as required, in accordance with workplace procedures and specifications
	2.3 Components are assembled and installed using appropriate methods in accordance with specifications and/or plans
	2.4 Level/position of structure is adjusted to required standard to maintain correct track geometry/clearances
	2.5 Fasteners are installed and tightened in position using correct fastening method to ensure structural integrity
	2.6 Installed structure is checked against specified requirements and/or plans, and required adjustments are made
3 Maintain structures	3.1 Components requiring replacement are checked against standards and are measured for preparation of replacement components
	3.2 Materials required for job are identified and organised as required to enable appropriate replacement of components
	3.3 Replacement components are cut and shaped to required standard in accordance with workplace procedures
	3.4 Surfaces of components are treated using appropriate methods and materials as required
4 Finalise work	4.1 Site is cleaned up to remove unnecessary materials and is restored to environmentally sound and safe condition

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4.2 Work is executed and documentation is completed and processed as required in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2013C Install minor structures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2013 Install minor structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant workplace procedures
- checking compliance of work with job specifications
- cleaning up the site after installation
- following operational instructions and work sequences
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- installing the structure in accordance with workplace requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning and preparing for installation
- reading and interpreting relevant plans, specifications, instructions and manuals
- reporting and rectifying problems, faults and malfunctions that may occur when installing minor structures in accordance with workplace procedures
- selecting and using relevant equipment and tools.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- construction methods and techniques for minor structures
- functions of different types of minor structures
- hazards that may exist when installing minor structures, and ways of controlling the risks involved
- problems that may occur when installing minor structures and action that can be taken to

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report or resolve these problems
- relevant rail danger zones
- relevant recording and documentation procedures
- relevant rail industry standards for installing minor structures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedures and information on the use of epoxy and grouts for mortar pads
- workplace procedures for installing minor structures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, SDSs/MSDSs, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2020 Install overhead wiring structure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install overhead wiring structures in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes planning and preparing for installation, installing the required components to specification and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan installation	1.1 Work requirements are determined to identify scope of work and resources required
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Type of overhead wiring structure required for job is identified and organised
2 Prepare for installation	2.1 Footings are prepared and excavated in accordance with rail industry standards and workplace procedures
	2.2 Formwork is installed in accordance with rail industry standards and workplace procedures
	2.3 Concrete reinforcing is installed in accordance with rail industry standards and workplace procedures
	2.4 Concrete is mixed and placed in accordance with rail industry standards and workplace procedures
	2.5 Hold down plates/bolts are placed into concrete to correct dimensions to enable fitting of overhead wiring structure
3 Install components	3.1 Components are assembled onto bridge section as required in preparation for installation
	3.2 Masts and other components are positioned and installed as required in accordance with accepted workplace procedures
	3.3 Fastening systems are installed in accordance with rail industry standards to ensure the integrity of the overhead wiring structure
4 Complete documentation	4.1 Required documentation procedures and processes are confirmed
	4.2 Documentation is filled in legibly and proofread
	4.3 Documentation is processed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2020A Install overhead wiring structure.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2020 Install overhead wiring structure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- checking compliance of work with job specifications
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- installing overhead wiring structures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning own work including predicting consequences and identifying improvements
- reading and interpreting relevant technical data, drawings, instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements, rail industry standards and workplace procedures
- selecting and using relevant equipment and tools in accordance with workplace procedures
- using levelling equipment in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- characteristics and relevant information on overhead wiring structures
- characteristics of plant and equipment, materials, transport, structures, hardware and components used in work activities
- emergency management plan
- hazardous situations and related personal protection measures
- hazards that may exist when installing overhead wiring structures and ways of controlling the risks involved
- problems that may occur when installing overhead wiring structures and action that can be taken to report or resolve these problems
- relevant earthmoving equipment and methods
- relevant information in workplace technical manuals and instructions
- relevant rail danger zones
- relevant rail industry standards
- relevant recording and documentation procedures
- relevant safeworking system and workplace procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures for installing overhead wiring structures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice, rail industry standards and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2027 Install and maintain surface track drainage

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install and/or maintain surface track drainage manually and mechanically in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining the job requirements, carrying out the maintenance of track drainage in accordance with work orders and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when installing and maintaining surface track drainage maintenance, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Worksite is identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Underground services are identified as required and marked to protect services from excavation
	1.4 Work method and resources are selected to meet job requirements
2 Undertake track drainage work	2.1 Environmental protection requirements are implemented as required
	2.2 Drainage is cleaned to relevant standard by mechanical methods in accordance with workplace standards
	2.3 Drainage is cleaned, repaired or installed to relevant standard by manual methods in accordance with workplace standards
	2.4 Work is completed to meet drainage requirements
3 Complete documentation	3.1 Required documentation procedures and processes are confirmed
	3.2 Documentation is filled in legibly and proofread
	3.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2027A Install and maintain surface track drainage.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2027 Install and maintain surface track drainage

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- cleaning, repairing or installing drainage to relevant rail industry standard by manual and mechanical methods in accordance with workplace procedures
- following operational instructions and work sequences
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant plans
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using relevant equipment and tools
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes of defects such as erosion and water scouring
- drainage requirements of various types of earthworks
- environmental protection requirements
- functions and design principles of drainage
- hazards that may exist when installing and maintaining surface track drainage, and ways

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of controlling the risks involved
- hydrology and hydraulics rail industry standard
- problems that may occur when installing and maintaining surface track drainage, and action that can be taken to report or resolve these problems
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS), and environmental procedures and regulations
- required rail industry standards for materials and the methods involved in installing and maintaining surface track drainage
- workplace procedures for installing and maintaining surface track drainage.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2028 Install and replace transoms

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install and replace transoms on underbridges in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes preparing for work, installing/replacing transoms and completing documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when installing or replacing transoms, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	1.1 Worksite is identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Installation, replacement or repair method is selected to meet work requirements in accordance with workplace procedures
	1.4 Plant, equipment and other materials are prepared for work
	1.5 Transoms are prepared in accordance with job requirements using correct methods, including dressing and protective coatings
2 Install or replace transoms	2.1 Unserviceable transoms are extracted as required, using manual or mechanical methods in accordance with workplace procedures
	2.2 New transom is installed using manual or mechanical methods in accordance with workplace standards and procedures
	2.3 Transom is suitably supported by appropriate methods in accordance with workplace standards and procedures
	2.4 Transom bolts are replaced or tightened as required
	2.5 Work is completed to meet track geometry requirements in accordance with workplace standards and procedures
	2.6 Work is checked for compliance with acceptance standards for spacing, skew and geometry
3 Complete documentation	3.1 Required documentation procedures and processes are confirmed
	3.2 Documentation is filled in legibly and proofread
	3.3 Documentation is processed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2028A Install and replace transoms.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2028 Install and replace transoms

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying, selecting and using relevant tools and equipment
- implementing prepared contingency plans
- installing and replacing transoms on underbridges
- interpreting and following operational instructions and following scheduled work processes
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- preparing for work by selecting appropriate methods, materials and equipment for a variety of situations
- reading and interpreting relevant instructions, procedures, route information and signs
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- contents of relevant workplace technical manuals and instructions
- emergency management plan
- hazards that may exist when installing and replacing transoms, and ways of controlling the risks involved
- problems that may occur when installing and replacing transoms, and action that can be taken to report or resolve these problems
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track structure and geometry requirements
- transom condition and placement acceptance rail industry standards
- types of tools and equipment that may be used when installing and replacing railway transoms, and their applications
- workplace procedures for installing and replacing transoms.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2030 Carry out track ballasting

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out track ballasting manually and mechanically in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining the job requirements, carrying out the ballast activity in accordance with work orders, and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when carrying out track ballasting, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Worksite is identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Work method is selected to meet job requirements
	1.4 Resources are identified to meet the scope of the job and work methods selected
2 Undertake ballast activity	2.1 Ballast is removed from track using appropriate methods and equipment, in accordance with workplace procedures
	2.2 Ballast profile is established through repair of existing ballast and/or distribution of new ballast using appropriate methods and equipment, in accordance with workplace procedures
	2.3 Work is completed to meet ballast profile requirements to ensure safe operation of trains in accordance with workplace procedures
3 Complete documentation	3.1 Required documentation procedures and processes are confirmed
	3.2 Documentation is filled in legibly and proofread
	3.3 Documentation is processed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2030A Carry out track ballasting.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2030 Carry out track ballasting

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- distributing new ballast by manual and/or mechanical methods
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions including the correct work sequences
- modifying activities depending on operational contingencies, risk situations and environments
- performing work activities in terms of planned schedule
- reading and interpreting relevant instructions and manuals
- removing and distributing existing ballast by manual and/or mechanical methods
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using relevant equipment and tools
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ballast profile standards including ballast depth, resistance, shoulder, shoulder height and shoulder width
- functions of ballast
- hazards that may exist when carrying out of track ballasting and ways of controlling the risks involved
- materials and methods involved in restoring ballast profiles

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- problems that may occur when carrying out track ballasting and action that can be taken to report or resolve these problems
- relevant rail danger zones
- relevant rail industry standard for carrying out track ballasting
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures for carrying out track ballasting.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2031 Install railway sleepers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install railway sleepers manually or mechanically in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes preparing for work, restoring track gauge, installing or replacing sleepers and completing documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when installing railway sleepers, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	1.1 Worksite is identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Installation, replacement or repair method is selected to meet work requirements in accordance with worksite standards and procedures
	1.4 Plant, equipment and materials are prepared for work
2 Restore track gauge	2.1 Equipment and tools appropriate to task are selected and checked for correct operation in accordance with manufacturer instructions and workplace procedures
	2.2 Track gauge is restored as required, using appropriate methods in accordance with worksite standards and procedures
	2.3 Track gauge measurements are recorded in accordance with workplace procedures
3 Install or replace sleeper	3.1 Unserviceable sleepers are extracted as required, using manual or mechanical methods in accordance with worksite procedures
	3.2 New sleeper is installed using manual or mechanical methods in accordance with worksite procedures
	3.3 Sleeper plates are installed on relevant sleeper types in accordance with worksite procedures
	3.4 Sleeper is suitably packed or supported by appropriate methods in accordance with worksite procedures
	3.5 Work is completed to meet track geometry requirements in accordance with worksite procedures
	3.6 Work is checked for compliance with acceptance standards for spacing, skew and geometry
4 Complete	4.1 Required documentation procedures and processes are

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documentation	confirmed
	4.2 Documentation is filled in legibly and proofread
	4.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2031A Install railway sleepers.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2031 Install railway sleepers

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- installing or replacing sleepers
- interpreting and following operational instructions and following scheduled work processes
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- preparing for installation of railway sleepers
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- restoring track gauge and geometry
- selecting and using relevant tools and equipment
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- contents of relevant workplace technical manuals and instructions
- defects that can occur in sleepering tools and equipment, and related action that should be taken
- hazards that may exist when installing railway sleepers and ways of controlling the risks

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involved
- problems that may occur when installing railway sleepers and action that can be taken to report or resolve these problems
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- sleeper and bearer condition and placement rail industry standards
- sleeper and bearer specification and capacity
- track gauge measurements
- types of tools and equipment that may be used when installing railway sleepers, and their applications
- workplace procedures for installing railway sleepers and turnout bearers.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2033 Install and repair temporary track supports

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install and repair temporary track supports in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining job requirements, preparing and installing temporary support and completing documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when installing and repairing temporary track supports, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	1.1 Worksite is identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Plant, equipment and materials are organised to meet the scope of the job and installation type
2 Install or repair temporary support	2.1 Foundation is prepared as required, in accordance with site requirements and specifications
	2.2 Component surfaces are treated with appropriate coating as required to prevent degradation of components
	2.3 Temporary support is installed in accordance with workplace standards and procedures
	2.4 Level and alignment is adjusted to running surface to ensure correct geometry and profile
	2.5 Temporary support is adjusted/readjusted and secured as required, to ensure full bearing is achieved for integrity and safety of structure
3 Complete documentation	3.1 Required documentation procedures and processes are confirmed
	3.2 Documentation is filled in legibly and proofread
	3.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2033A Install and repair temporary track supports.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2033 Install and repair temporary track supports

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- checking compliance of work with job specifications
- completing relevant documentation
- determining job requirements
- following operational instructions and work sequences
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- installing and/or repairing a range of temporary supports
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- organising plant, materials and equipment for scope of the track support job
- planning work requirements in accordance with workplace procedures
- preparing and installing temporary supports
- reading and interpreting relevant plans, specifications, instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using relevant equipment and tools in accordance with workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management plan

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- hazards that may exist when installing and repairing temporary track supports, and ways of controlling the risks involved
- problems that may occur when installing and repairing temporary track supports, and action that can be taken to report or resolve these problems
- relevant rail industry standards
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track support equipment and material specification, and compliance with workplace safeworking procedures
- workplace procedures for installing and repairing temporary track supports.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2034 Install and repair rail fastening systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install and repair rail fastening systems in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes identifying work requirements, installing the fastening system, repairing the fastening system and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when installing and repairing rail fastening systems, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for work	1.1 Worksite is identified to confirm work requirements
	1.2 Appropriate fastening system is chosen to suit job requirements
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Appropriate tools and equipment are selected for job to facilitate the effective replacement/repair of components
2 Install fastening system	2.1 Required rail industry standards for installing fastening systems are confirmed
	2.2 Selected fastening systems are installed using appropriate tools and equipment in accordance with rail industry standards
	2.3 Tools and equipment are stored after use
3 Repair fastening system	3.1 Appropriate method is chosen to repair fastening system
	3.2 Required standards for repairing fastening systems are confirmed
	3.3 Fastening systems are repaired to maintain integrity of rail fastening systems in accordance with rail industry standards
	3.4 Tools and equipment are stored after use
4 Complete documentation	4.1 Required documentation procedures and processes are confirmed
	4.2 Documentation is filled in legibly and proofread
	4.3 Documentation is processed in accordance with workplace requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2034A Install and repair rail fastening systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2034 Install and repair rail fastening systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant system of safeworking and workplace procedures
- ensuring completed track complies with rail industry track standards for the relevant rail corridor
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- installing rail fastening systems on track using static and resilient fastenings used in the relevant rail corridors
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant technical plans, specifications, instructions and manuals
- repairing a section of anchored track to maintain integrity of rail fastening systems
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using relevant equipment and tools
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

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- characteristics and relevant information on rail fastening systems
- characteristics of plant and equipment, hardware and components used in work activities
- hazards that may exist when installing and repairing rail fastening systems, and ways of controlling the risks involved
- information in relevant manufacturer instructions, workplace technical manuals and instructions
- problems that may occur when installing and repairing rail fastening systems, and action that can be taken to report or resolve these problems
- relevant rail fastening and anchoring equipment and methods
- relevant rail danger zones
- relevant rail industry standards on rail fastening systems
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures for installing and repairing rail fastening systems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2035 Install and repair fences and gates

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install and repair fences and gates in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes selecting and preparing the materials, clearing and excavating the site, digging the required holes, installing the components, performing any required repairs and maintenance of the fences and/or gates, and completing required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when installing and repairing fences and gates, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Select and prepare materials	1.1 Work requirements are determined to identify scope of work and resources required
	1.2 Obstacles are identified and underground services are marked to avoid the vicinity of the fence line
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Materials required for job are selected in accordance with specifications
	1.5 Materials are prepared using appropriate methods and tools
2 Dig holes and excavate soil	2.1 Site is cleared and excavations are made as required to ensure access and safeworking conditions
	2.2 Holes are dug to requirements using appropriate methods and equipment to enable safe construction of fence
3 Install components	3.1 Poles/posts are concreted or compacted into position in accordance with job requirements
	3.2 Wire is strung and tensioned to standard as required
	3.3 Fencing is constructed to appropriate standards
4 Perform repairs and maintenance	4.1 Defective materials/components are removed and replaced as required to ensure correct operation and function of fence or gate
	4.2 Tools and equipment are stored securely, following safety guidelines
	4.3 Required documentation is confirmed, completed and processed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2035A Install and repair fences and gates.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2035 Install and repair fences and gates

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking system and workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- installing and repairing fences and gates in accordance with workplace procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using relevant tools and equipment
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of plant and equipment, hardware and components used in work activities
- contents of relevant workplace technical manuals and instructions
- hazards that may exist when installing and repairing fences and gates, and ways of controlling the risks involved
- problems that may occur when installing and repairing fences and gates, and action that can be taken to report or resolve these problems

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- relevant rail industry standards for installing and repairing fences and gates
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace documentation requirements
- workplace procedures for installing and repairing fences and gates.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2036 Use chemical repair products

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use chemical repair products in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining work requirements, applying a chemical repair method in accordance with manufacturer instructions and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when using chemical repair products, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine work requirements	1.1 Site is inspected thoroughly to establish best means of repair
	1.2 Work requirements are determined to identify scope of work and resources required
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Personal protective equipment is identified, selected and used as required
2 Apply repair method	2.1 Components and surfaces are cleaned and prepared in accordance with manufacturer instructions and workplace procedures to ensure maximum bond strength
	2.2 Chemical repair product is mixed and prepared in accordance with manufacturer instructions and workplace procedures to ensure maximum bond strength
	2.3 Chemical repair product is applied in accordance with manufacturer instructions and workplace procedures to minimise waste and maximise effectiveness
	2.4 Repair site is cleaned of excess repair product to ensure clean finish
	2.5 Repair is stabilised and supported using appropriate method until product is sufficiently cured to enable maximum bond strength
	2.6 Chemical repair product is used in a safe and environmentally sound manner to minimise health and safety risks to personnel
3 Complete documentation	3.1 Required documentation procedures and processes are confirmed
	3.2 Documentation is filled in legibly and proofread
	3.3 Documentation is processed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2036A Use chemical repair products.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2036 Use chemical repair products

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- checking compliance with work and job specifications
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- inspecting repair site and determining scope of work
- interpreting and following operational instructions and prioritising work when using chemical repair products
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- selecting and using relevant equipment and tools
- selecting and using the correct repair method in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and manufacturer instructions
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- characteristics of relevant plant and equipment, structures and chemical products used in work activities
- hazards that may exist when using chemical repair products and ways of controlling the risks involved
- information in relevant workplace technical manuals and instructions
- problems that may occur when using chemical repair products and action that can be taken to report or resolve these problems
- relevant recording and documentation procedures
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- safety data sheets (SDSs)/material safety data sheets (MSDSs) and manufacturer instructions
- workplace procedures for using chemical repair products.
-

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS2044 Carry out rail installation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install rail in accordance with safeworking and regulatory requirements, and organisational policies and procedures.

It includes identifying job requirements, preparing rail for installation, installing rail, joining rail ends, restoring track and completing documentation.

People achieving competence in this unit will need to fulfil applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under supervision, generally in a team environment. It involves the application of routine operational principles and procedures when installing rail, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify job requirements	1.1 Scope of work is determined and resources are arranged
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Replacement rail is checked for compliance with acceptance standards, in accordance with organisational procedures
2 Prepare rail for installation	2.1 Rails are loaded and unloaded using approved methods to minimise risk to health and safety, and damage to rail components
	2.2 Rails are cut to required length using an appropriate method to minimise delays and wastage
	2.3 Rails are bent, as required, to the correct curvature to ensure correct track geometry is maintained to rail industry standard
3 Position rail	3.1 Existing rail is unfastened and removed as required, using appropriate equipment or manual method
	3.2 New rail is lifted into place using appropriate equipment or manual method, maximising efficiency and minimising risk of injuries
4 Join rail ends	4.1 Rail joints are prepared for welding or are assembled and installed to specifications in accordance with organisational procedures
	4.2 Rail bonds or other track circuit connections are installed or restored as required in accordance with organisational procedures
5 Restore track	5.1 Track fastenings are restored in accordance with organisational procedures
	5.2 Track measurements are recorded in accordance with workplace procedures
	5.3 Equipment used to restore track is stored after use
6 Complete documentation	6.1 Documentation is completed in accordance with organisational procedures

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6.2 Documentation is processed in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS2044A Carry out rail installation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS2044 Carry out rail installation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- checking compliance of work with job specifications
- checking that replacement rails meet rail industry standards and workplace requirements
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying job requirements
- installing rail
- interpreting and following operational instructions and prioritising work
- joining rail ends
- measuring rail weight and dimensions
- modifying activities depending on operational contingencies, risk situations and environments
- preparing rail for installation
- reporting and rectifying problems, faults and malfunctions within limits of own role, in accordance with workplace procedures
- restoring track
- selecting and using relevant equipment and tools.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- characteristics of plant and equipment, transport, structures, hardware and components used in work activities
- hazards that may occur when loading and unloading rail, and when installing and replacing rail, and action that can be taken to report or resolve these hazards
- rail industry acceptance standards for re-use of rails
- rail industry installation standards
- relevant rail danger zones
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations applicable to the job role
- workplace procedures for hazardous manual tasks
- workplace procedures for installing and replacing rail.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS3005 Install mechanical infrastructure for signalling

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install mechanical infrastructure for signalling in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes assembling components, installing the equipment and components to specifications, and testing and adjusting the equipment to workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when installing mechanical infrastructure for signalling, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assemble components	1.1 Components are identified and selected correctly to comply with specifications
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Components are pre-assembled and positioned for installation and to identify any manufacturing fitting requirements
	1.4 Components/linkages are modified to allow for complete installation in accordance with job specifications
2 Install equipment and components	2.1 Components are fabricated to ensure compliance with job specifications
	2.2 Equipment/component layouts are checked to ensure positioning job specifications
	2.3 Hole/fastening positions are marked and drilled to allow for installation
	2.4 Equipment/components are assembled and secured in the correct sequence
	2.5 Interlinking components are attached and secured
	2.6 Operational power source is connected by appropriate personnel as required to allow for operational testing
3 Test and adjust equipment	3.1 Required authorisation for testing is confirmed to ensure safe train operations may continue
	3.2 Correct test equipment/procedures are identified
	3.3 Appropriate tests are correctly carried out in conjunction with other personnel to ensure operational compliance
	3.4 Required adjustments are carried out in conjunction with other personnel as required to ensure correct operational compliance
	3.5 Operational readiness is confirmed and required documentation/certification is correctly completed to allow for commissioning
	3.6 Equipment is locked and secured to ensure against

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unauthorised interference

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3005A Install mechanical infrastructure for signalling.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3005 Install mechanical infrastructure for signalling

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- adjusting and testing equipment for correct operation in accordance with manufacturer instructions and workplace procedures
- applying relevant workplace procedures
- assembling interlinking components
- checking and confirming compliance with operational specifications
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- installing equipment and components in accordance with manufacturer instructions and workplace procedures
- interpreting and following operational instructions and prioritising work
- measuring, aligning and assembling pre-made components
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant designs, instructions, procedures, information, technical data and drawings
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- testing and adjusting mechanical equipment in accordance with manufacturer instructions and workplace procedures
- using appropriate fabrication techniques
- using hand and power tools, portable electric generators and air compressors in accordance with manufacturer instructions and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- fault diagnosis, fault rectification and problem solving
- fault finding and testing procedures
- hazards that may exist when installing mechanical infrastructure for signalling, and ways of controlling the risks involved
- mechanical infrastructure components and characteristics
- mechanical signal adjusting techniques
- principles of signalling
- problems that may occur when installing mechanical infrastructure for signalling, and action that can be taken to report or resolve these problems
- relevant Rail Infrastructure Manager workplace policies and procedures for installing mechanical infrastructure for signalling
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant recording and documentation procedures
- safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedures
- track layout
- workplace rail industry standards and procedures for installing mechanical infrastructure for signalling.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations

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- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, SDSs/MSDSs, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS3009 Install mechanical signalling locking and interlocking devices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install mechanical signalling locking and interlocking devices in accordance with safeworking and regulatory requirements, and workplace procedures

It includes assembling components, installing equipment and components to specifications, and testing and adjusting equipment in accordance with workplace procedures.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when installing mechanical signalling locking and interlocking devices, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assemble components	1.1 Correct components are identified and selected to comply with job specifications
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Equipment and components are pre-assembled and positioned for installation in compliance with work orders and job specifications
2 Install equipment and components	2.1 Equipment/component layout is prepared and checked to ensure position matches job specifications
	2.2 All fastening positions are marked and drilled for installation
	2.3 Equipment and components are secured in correct sequence and position in compliance with job specifications
	2.4 Additional requirements or alterations to existing components are identified and appropriate follow-up action is taken
	2.5 Manufacturing of additional components is carried out to allow for complete installation
	2.6 Alterations to existing components are carried out to provide for the installation of new equipment
	2.7 All interlinking components are correctly attached and secured ready for testing in compliance with work specifications
3 Test and adjust equipment	3.1 Required authorisation for tests is confirmed to ensure safe train operations may continue
	3.2 Test procedures are coordinated and liaison with appropriate personnel is maintained to ensure overall safety
	3.3 Appropriate tests are carried out to ensure all operations are within specifications and appropriate adjustments are made to ensure smooth operation
	3.4 Testing is carried out to ensure functionality of all operations to the locking table

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3.5 Operational readiness is confirmed and required documentation/certification is correctly completed and processed to allow for commissioning

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3009A Install mechanical signalling locking and interlocking devices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3009 Install mechanical signalling locking and interlocking devices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant legislation and workplace procedures
- assembling interlinking components
- checking and confirming compliance with operational specifications
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information, technical data and drawings
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- testing and adjusting close tolerance mechanically operating equipment when installing mechanical signalling locking and interlocking devices
- using hand, portable, power and air tools in accordance with workplace procedures
- working collaboratively with others when installing mechanical signalling locking and interlocking devices
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- fault finding techniques
- hazards that may exist when installing mechanical signalling locking and interlocking devices, and ways of controlling the risks
- machining techniques
- safety data sheets (SDSs)/material safety data sheets (MSDSs)
- mechanical fitting techniques
- problems that may occur when installing mechanical signalling locking and interlocking devices and action that can be taken to report or resolve these problems
- rail industry standards for installing mechanical signalling locking and interlocking devices
- relevant mechanical theory and principles
- relevant rail danger zones
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant recording and documentation procedures
- workplace procedures for installing mechanical signalling locking and interlocking devices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment

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currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS3010 Test rail using ultrasonic equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to test plain rail and field welds using ultrasonic equipment in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes determining test requirements, conducting testing using hand directed equipment, conducting visual examination and measurement of welds, identifying and classifying defects, and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when testing rail using ultrasonic equipment, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine test requirements	1.1 Hazards are identified, risks are assessed and control measures are implemented
	1.2 Test site is identified and prepared using appropriate procedures and materials
	1.3 Preparation processes are carried out in accordance with relevant procedures, statutory and work health and safety (WHS)/occupational health and safety (OHS) requirements
2 Conduct testing using hand directed equipment	2.1 Most appropriate ultrasonic test for the application is selected
	2.2 Testing equipment is selected and prepared in accordance with rail industry standards and workplace procedures
	2.3 Ultrasonic test is carried out in accordance with relevant standards, specifications and WHS/OHS requirements
	2.4 Ultrasonic testing equipment is checked for proper function, maintained and stored in accordance with procedures, WHS/OHS requirements and manufacturer instructions
3 Conduct visual examination and measurement of rail and welds	3.1 Rail and welds are visually assessed for obvious defects
	3.2 New welds are assessed for alignment and adjustment tolerance in accordance with standards and/or procedures
	3.3 Weld repairs are assessed for alignment tolerance in accordance with standards and/or procedures
4 Identify and classify defects	4.1 Indications are assessed and defects detected in accordance with standards and/or procedures
	4.2 Defects are classified in accordance with standards and/or procedures
	4.3 Defective welds and weld repairs are marked in accordance with standards and/or procedures
5 Complete documentation	5.1 Test results are reported in accordance with standards and/or procedures

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5.2 Documentation requirements are confirmed, in accordance with workplace procedures

5.3 Documentation is filled in legibly and proofread

5.4 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3010A Test rail using ultrasonic equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3010 Test rail using ultrasonic equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least five** separate occasions and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant workplace procedures
- assessing inspection areas visually and identifying and classifying obvious discontinuities
- carrying out additional visual and geometry assessments for field welds
- classifying defects in accordance with workplace procedures
- completing documentation related to ultrasonic testing rail and welds
- conducting testing in accordance with rail industry standards and/or workplace procedures
- conducting visual examination and measurement of rail and welds
- determining test requirements
- identifying hazards associated with ultrasonic testing and taking required action to minimise, control or eliminate identified hazards
- identifying and preparing inspection areas for testing using appropriate procedures and materials
- identifying types of rail defects and classifications in accordance with standards and/or procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- interpreting screen indications in accordance with manufacturer instructions and workplace procedures
- locating, measuring and assessing defect size for all defect types
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information, technical data, standards and drawings
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and setting up probes to use to locate each type of defect

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- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- beam angles and probes required to locate various defect types
- fundamentals of rail and rail defects
- hazards that may exist when ultrasonic testing rail and welds, and ways of controlling the risks involved
- mechanical information relevant to ultrasonic testing rail and welds
- principles of ultrasonic testing
- problems that may occur when ultrasonic testing rail and welds, and action that can be taken to report or resolve these problems
- rail defects and rail defect classification
- relevant rail danger zones
- relevant recording and documentation procedures
- relevant safety, WHS/OHS and environmental procedures and regulations
- ultrasonic probes, beam, their characteristics and screen display
- workplace procedures when ultrasonic testing rail and welds.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in

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simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS3011 Test rail using nondestructive testing equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to test switches, crossings and other special components in turnouts using ultrasonic and other nondestructive testing equipment in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes determining test requirements, conducting ultrasonic testing using hand directed equipment, conducting nondestructive testing, classifying defects and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when testing turnouts using nondestructive testing equipment, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine test requirements	1.1 Location and type of test is identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Test site is prepared using appropriate procedures and materials
	1.4 Preparation processes are carried out in accordance with relevant procedures, statutory and work health and safety (WHS)/occupational health and safety (OHS) requirements
2 Conduct ultrasonic testing using hand directed equipment	2.1 Most appropriate ultrasonic test for the application is selected
	2.2 Testing equipment is selected and prepared in accordance with standards and/or workplace procedures
	2.3 Ultrasonic testing equipment is checked for proper function, maintained and stored in accordance with procedures, WHS/OHS requirements and manufacturer instructions
	2.4 Ultrasonic test is carried out in accordance with relevant standards, specifications and WHS/OHS requirements
3 Conduct nondestructive testing	3.1 Most appropriate test for the application is selected
	3.2 Testing equipment is selected and prepared in accordance with standards and/or procedures
	3.3 Nondestructive test is carried out in accordance with relevant standards, specifications and WHS/OHS requirements
	3.4 Nondestructive testing equipment is cleaned and stored in accordance with procedures, WHS/OHS requirements and manufacturer instructions
4 Identify and classify defects	4.1 Crossings and switches are visually assessed for defects in accordance with standards and/or procedures

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	4.2 Indications are assessed and defects are detected in accordance with standards and workplace procedures
	4.3 Defects are classified in accordance with standards and/or procedures
	4.4 Defective components are marked in accordance with standards and/or procedures
5 Complete documentation	5.1 Test results are reported in accordance with standards and/or procedures
	5.2 Documentation requirements are confirmed, in accordance with workplace requirements
	5.3 Documentation is filled in legibly and proofread
	5.4 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3011A Test rail using nondestructive testing equipment.

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Assessment Requirements for TLIS3011 Test rail using nondestructive testing equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least three** separate occasions and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant workplace procedures
- checking and maintaining nondestructive testing equipment
- checking turnouts for observable faults
- conducting visual examinations
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying types of rail defects in switches and crossings
- implementing contingency plans
- interpreting and following relevant operational instructions and prioritising work
- locating, measuring and assessing defect size for all defect types
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant technical data, drawings, instructions and manuals
- reporting and/or rectifying identified problems, test results, faults or malfunctions, in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- hazards that may exist when testing turnouts and rail using nondestructive testing equipment, and ways of controlling the risks involved
- problems that may occur when testing turnouts and rail using nondestructive testing equipment, and action that can be taken to report or resolve these problems
- relevant rail danger zones
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant workplace technical manuals and instructions required to test switches, crossings and other special components in turnouts using ultrasonic and other nondestructive testing equipment
- special inspection requirements for alloy hardened crossings
- types of rail defects found in turnouts and rail defect classification
- ultrasonic testing requirements for turnouts and special trackwork
- workplace procedures for testing turnouts and rail using nondestructive testing equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS3023 Erect and mount structures and housings for signalling equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to erect and mount structures and housings for signalling equipment in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes installing the foundations, assembling the components, and installing and mounting the structures and housings in accordance with specifications.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when carrying out general site maintenance, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Install foundations	1.1 Hazards are identified, risks are assessed and control measures are implemented
	1.2 Worksite is inspected and appropriate arrangements are made for safe access for heavy plant and equipment
	1.3 Foundations are poured/laid in the correct location, size and quality requirements in accordance with the work orders and job specifications
	1.4 Authorisation is confirmed as required to ensure safe train operations may continue
2 Assemble components	2.1 Components are correctly identified, prepared and laid out for assembly in accordance with work orders/assembly specifications
	2.2 Components are pre-assembled in the correct sequence and checked to ensure safe and efficient installation can commence
3 Install and mount structures and housings	3.1 Structures are positioned on foundations and checked for compliance to job specifications in preparation for securing
	3.2 Structures are secured and checked for compliance with safety requirements and job specifications
	3.3 Housings and other equipment/components are correctly positioned, installed and secured to comply with work orders and job specification requirements
	3.4 Housings and other equipment/components are secured to ensure correct orientation to track and to prevent unauthorised access
	3.5 Structures and housings are positioned to ensure they are clear of all other structures, obstructions and interference, including minimum structure gauge
	3.6 Equipment is locked and secured to maintain site safety and security

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3023A Erect and mount structures and housings for signalling equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3023 Erect and mount structures and housings for signalling equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- assembling and pre-assembling pre-made components
- checking compliance of work with job specifications
- completing relevant documentation
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- measuring and laying out plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning own work including predicting consequences and identifying improvements
- reading and interpreting relevant technical data, instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using relevant equipment and tools
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- characteristics of plant and equipment, transport, structures, hardware and components used in work activities
- hazardous materials and situations and related personal protection measures
- hazards that may exist when erecting and mounting structures and housings for signalling equipment and ways of controlling the risks involved
- impact on work activities of regulatory requirements
- information in workplace technical manuals and instructions
- problems that may occur when erecting and mounting structures and housings for signalling equipment and action that can be taken to report or resolve these problems
- rail operations and train movement
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant recording and documentation procedures
- safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedures
- track layout
- workplace documentation and records system management related to the work concerned
- workplace procedures for erecting and mounting structures and housings for signalling equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.

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Links

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TLIS3025 Implement ballast unloading

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement ballast unloading in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes determining the job requirements, carrying out the unloading activity in accordance with work orders, and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under limited supervision, generally within a team environment. It involves the application of routine operational principles and procedures when implementing ballast unloading, as part of workplace activities across a variety of operational context within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Work requirements are determined for new ballast work and/or repair of existing ballast
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Obstacles in work area are identified and removal or protection are organised as necessary to ensure smooth workflow in accordance with workplace procedures
	1.4 Resources are organised to meet the scope of the job and appropriate work methods are selected
	1.5 Ballast quantities are determined
2 Undertake ballast unloading	2.1 Site communications are established and agreed to ensure safe and efficient working conditions
	2.2 Ballast unloading operation is implemented to ensure appropriate flow rates and extent
	2.3 Ballast is distributed by manual and/or mechanical methods to allow safe operation of trains
	2.4 Ballast is removed from sensitive infrastructure to ensure safe operation of trains and safety of public
3 Complete documentation	3.1 Required documentation procedures and processes are confirmed
	3.2 Documentation is filled in legibly and proofread
	3.3 Documentation is processed in accordance with workplace requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3025A Implement ballast unloading.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3025 Implement ballast unloading

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- ensuring ballast is distributed so as to meet requirements for safe operation and in accordance with workplace procedures
- ensuring unloading operation is carried out correctly
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- negotiating communication methods and communicating effectively with others including train drivers and equipment operators
- operating communications equipment to required protocol
- reading and interpreting relevant technical plans, specifications, instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using relevant equipment and tools in accordance with workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ballast flow rates
- ballast hopper operation
- contents of workplace technical manuals relating to ballast unloading and profile
- functions of ballast
- hazards that may exist when implementing track ballast activities and ways of controlling the risks involved
- problems that may occur when implementing track ballast activities and action that can be taken to report or resolve these problems
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- required rail industry standard of materials and methods involved in implementing ballast unloading activities
- relevant rail danger zones
- workplace procedures for implementing ballast unloading activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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Links

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TLIS3026 Implement track maintenance and construction

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement track maintenance and construction activities in accordance with approved standards, safeworking and regulatory requirements, and workplace procedures.

It includes planning work, implementing construction or maintenance activities, dealing with maintenance and construction problems, and completing required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed generally in a team environment. It involves the application of routine operational principles and procedures when implementing track maintenance and/or construction, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Scope of work is confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Operational constraints are identified
	1.4 Information requirements are identified and accessed
	1.5 Method of work is selected and general operating sequence is determined
	1.6 Resources required for the work are arranged
2 Implement construction or maintenance activities	2.1 Competent personnel are allocated tasks in accordance with the work sequence
	2.2 Tasks are assessed as being in accordance with the predetermined sequence and appropriate for the work
	2.3 Work procedures are monitored and evaluated as being appropriate and in accordance with standards and procedures
	2.4 Human and other resources are assessed as being adequate for the work
3 Deal with maintenance and construction problems	3.1 Causes and effects of system faults and failures within the worksite are diagnosed
	3.2 Impact of work on track system integrity is assessed
	3.3 Appropriate action is taken to ensure track system integrity
	3.4 Scope of work is modified to include related tasks and/or interfaces
	3.5 Related faults and/or failures beyond the authorised scope of work are reported
4 Complete documentation	4.1 Required documentation procedures and processes are confirmed
	4.2 Documentation is filled in legibly and proofread

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4.3 Documentation is processed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3026B Implement track maintenance and construction.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3026 Implement track maintenance and construction

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least four** separate occasions and include:

- applying relevant system of safeworking and workplace procedures
- assessing impact of work on track system integrity
- diagnosing causes and effects of system faults and failures resulting from work activities
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- maintaining track geometry
- monitoring, sequencing and implementing work activities in terms of planned schedule and appropriateness, in accordance with rail industry standards and workplace procedures
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant technical data, drawings, instructions and manuals
- reporting and rectifying within limits of own role, problems, faults and malfunctions, in accordance with workplace procedures
- selecting appropriate equipment in accordance with workplace procedures
- selecting appropriate work techniques
- supervising designated maintenance activities such as track construction, track maintenance or track surfacing
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and record keeping workplace requirements
- fundamentals of rail infrastructure requirements to carry out track maintenance and/or construction
- hazards that may exist when maintaining and/or constructing track and ways of controlling the risks involved
- problems that may occur when maintaining and/or constructing track and action that can be taken to report or resolve these problems
- range of competencies required to carry out track maintenance and/or construction
- range of track maintenance and/or construction techniques and work processes
- relevant communications systems and procedures
- relevant rail industry standards, specifications and codes of practice
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track defects and required actions to ensure track system integrity
- track infrastructure and the interaction of all interfaces.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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TLIS3029 Implement structures maintenance and installation of minor structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement structures maintenance and installation of minor structures in accordance with approved standards, safeworking and regulatory requirements, and workplace procedures.

It includes planning work, implementing maintenance activities, dealing with maintenance and construction problems, and completing required documentation.

People achieving competence in this unit will need to fulfil applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally in a team environment. It involves the application of routine operational principles and procedures when implementing structures maintenance and installing minor structures, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work	1.1 Scope of work is confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Operational constraints are identified
	1.4 Information requirements are identified and accessed
	1.5 Method of work is selected and general operating sequence is determined
	1.6 Resources required for the work are arranged
2 Implement maintenance and construction activities	2.1 Competent personnel are allocated tasks in accordance with the work sequence
	2.2 Tasks are assessed as being in accordance with the predetermined sequence and appropriate for the work
	2.3 Work procedures are monitored and evaluated as being appropriate and in accordance with standards and procedures
	2.4 Human and other resources are assessed as being adequate for the work
3 Deal with maintenance and construction problems	3.1 Causes and effects of system faults and failures in the worksite are diagnosed
	3.2 Impact of work on structure integrity is assessed
	3.3 Impact of work on track system integrity is assessed
	3.4 Appropriate action is taken to ensure structure and track system integrity
	3.5 Scope of work is modified to include related tasks and/or interfaces
	3.6 Related faults and/or failures beyond the authorised scope of work are reported
4 Complete documentation	4.1 Required documentation procedures and processes are confirmed

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4.2 Documentation is filled in legibly and proofread

4.3 Documentation is processed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3029B Implement structures maintenance and installation of minor structures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3029 Implement structures maintenance and installation of minor structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least five** separate occasions and include:

- applying relevant workplace procedures
- assessing impact of work on structure integrity and on track system integrity
- communicating effectively with others
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- implementing structure maintenance and installation of minor structures in accordance with rail industry standards, safeworking system and workplace procedures
- implementing, monitoring and evaluating maintenance activities
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring, sequencing and implementing work activities in terms of planned schedule and appropriateness, in conformance with standards and procedures
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information, technical data, standards and drawings
- reporting and rectifying within limits of own role, problems, faults and malfunctions, in accordance with workplace procedures
- selecting appropriate equipment
- selecting appropriate safe work method for implementing structures maintenance and installing minor structures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and record keeping requirements
- fundamentals of rail infrastructure relevant to implementing structures maintenance and installing minor structures
- hazards that may exist when undertaking structure maintenance and minor construction, and ways of controlling the risks involved
- problems that may occur when undertaking structure maintenance and minor construction, and action that can be taken to report or resolve these problems
- range of competencies required to carry out structure maintenance and construction
- range of structure maintenance and construction techniques and work processes
- relevant rail industry standards, specifications and codes of practice
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- structure defects and action that can be taken to report or resolve them
- structure infrastructure and the interaction of all interfaces.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals
- exercises able to demonstrate competent performance in implementing five activities as listed below.

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Competence must be assessed in 2 designated activities, plus 1 specified activity, plus 2 remaining activities:

- designated activities (2):
  - installing transoms
  - installing minor structures
- specified activities (any 1):
  - repairing concrete/masonry structures
  - repairing timber structures
  - repairing steel structures
- remaining activities (any 2):
  - maintaining bridge bearings
  - carrying out routine maintenance of structures
  - installing temporary track support
  - mixing and applying chemical repair products.

Links

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TLIS3037 Install and repair rail earthworks

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install and repair rail earthworks in accordance with safeworking and regulatory requirements, and organisational procedures.

It includes determining job requirements, undertaking trenching, establishing track formation and minor trackside earthworks, and completing documentation in accordance with specifications.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and guidelines.

Work is performed under some supervision, generally in a team environment. It involves the application of routine operational principles and procedures when installing and repairing rail earthworks, as part of organisational activities across a variety of operational contexts within the Australian rail system.

Rail earthworks may include:

- accessing roads
- reconstructing track formation and capping
- rehabilitating waterways, including shaping channels and/or scour protection
- shaping shoulders (cesses)
- sub-surface drainage
- trackside or across track trenching (less than 1.5 m depth).

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

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Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Worksite is identified
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Underground services are identified as required and marked to protect services from excavation
	1.4 Work method is selected to meet job requirements
	1.5 Resources are organised to meet the scope of the job and selected work methods
2 Undertake trenching	2.1 Worksite is prepared for trenching
	2.2 Excavation is undertaken along or across track to accommodate services in accordance with design and organisational procedures
	2.3 Suitable materials and methods are used to backfill trench in accordance with design and organisational procedures
3 Establish track formation	3.1 Excavation is undertaken to establish base for formation in accordance with design
	3.2 Excavated material is removed from worksite
	3.3 Suitable materials and methods are used to construct new track formation in accordance with design and organisational procedures
4 Establish and maintain minor trackside	4.1 Trackside earthworks are constructed or repaired using appropriate equipment in accordance with workplace

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earthworks	procedures
	4.2 Grading and/or compaction are carried out using appropriate equipment, and care is taken to maintain correct drainage and to protect the environment, trackside installations, fences and underground cabling
5 Complete documentation	5.1 Required documentation procedures and processes are confirmed
	5.2 Documentation is filled in legibly and proofread
	5.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3037B Install and repair rail earthworks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3037 Install and repair rail earthworks

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- determining environmental protection requirements as required
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant plans
- repairing minor trackside earthworks including grading and compaction
- reporting and rectifying within limits of own role, identified problems, faults and malfunctions
- selecting and using relevant tools and equipment
- selecting appropriate safe work methods
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- causes of defects, such as erosion and water scouring
- characteristics of relevant plant and equipment, hardware and components used in earthwork activities
- environmental protection requirements relating to installing and repairing rail earthworks
- functions and design principles of track formation and earthworks
- hazardous situations and related personal protection measures
- hazards that may exist when installing and repairing rail earthworks, and ways of controlling the risks involved
- information in relevant workplace technical manuals and instructions
- problems that may occur when installing and repairing rail earthworks, and action that can be taken to report or resolve these problems
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- required rail industry standards for materials and the methods involved in installing and repairing rail earthworks
- workplace procedures for installing and repairing rail earthworks.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment must occur in appropriate range of situations in the rail corridor workplace.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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TLIS3039 Measure and mark track for resurfacing

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake measurement and marking of track for resurfacing operations in accordance with safe working and regulatory requirements, and workplace procedures.

It includes identifying and marking track obstructions, using appropriate measurement tools to measure the range of geometry elements, calculating recording and marking data for resurfacing operations, and recording and reporting results.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures when measuring and marking track for resurfacing across a variety of operational contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan for resurfacing	1.1 Scope of resurfacing work, including ramp-in and ramp-out points, mode of machine application and requirements for measurements are determined
	1.2 Appropriate survey documentation is selected
	1.3 Survey plaques and monuments are located and accurately interpreted as required
	1.4 Hazards are identified, risks are assessed and control measures are implemented
2 Mark or protect obstructions	2.1 Track obstructions are identified
	2.2 Track obstructions are marked or protected as required in accordance with workplace procedures
3 Measure geometry and record results	3.1 Equipment appropriate to task is selected and checked for correct operation in accordance with manufacturer instructions and workplace procedures
	3.2 Equipment is operated in accordance with manufacturer or work instructions to provide appropriate data for analysis
	3.3 Track geometry is measured in accordance with workplace procedures
	3.4 Measurements are recorded in accordance with workplace procedures
4 Mark track	4.1 Offsets and machine adjustment values are calculated as required and recorded in accordance with workplace procedures
	4.2 Track data is marked on track as required in accordance with workplace procedures
5 Use/report data	5.1 Data is compared to maintenance/construction tolerances in accordance with workplace procedures
	5.2 Results are reported in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3039A Measure and mark track for resurfacing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3039 Measure and mark track for resurfacing

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with workplace procedures
- applying relevant safeworking system and workplace procedures
- calculating, recording and marking data for resurfacing operations from information sources such as survey sheets, survey marks and curve compensation charts
- completing relevant documentation
- identifying and marking track obstructions
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying, selecting and using tools and equipment
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information, plans, drawings and specifications
- reading recorded track geometry data
- recording and reporting results
- reporting and/or rectifying identified problems, in accordance with workplace procedures
- using appropriate measurement tools to measure the range of geometry elements
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- details of safeworking system procedures
- hazards that may exist when measuring and marking track for resurfacing, and ways of controlling the risks involved
- methods of marking and protecting obstructions
- obstructions to resurfacing operations, including operation of tampers, ballast regulators and stabilisers
- problems that may occur when measuring and marking track for resurfacing operations, and action that can be taken to report or resolve these problems
- relevant rail danger zones
- relevant records procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track data requirements for resurfacing
- track geometry parameters associated with maintenance and/or construction such as alignment, top, line, twist, superelevation
- workplace procedures for recording and analysing track parameters.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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TLIS3040 Construct concrete or steel points and crossings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to construct points and crossings with concrete or steel bearers as part of a construction team, in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes preparing for construction work, carrying out relevant construction work, preparing points and crossings for transport, and completing required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit involves the application of routine operational principles and procedures when constructing points and crossings on concrete or steel bearers, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare points and crossings**	1.1 Work requirements are determined to identify scope of work and resources required
		1.2 Construction design or plan is obtained and interpreted
		1.3 Hazards are identified, risks are assessed and control measures are implemented
		1.4 Required resources are acquired
		1.5 Assembly area is prepared or identified in accordance with workplace procedures
		1.6 Delivered materials are checked for compliance with design
2	**Assemble points and crossings**	2.1 Construction design or plan is implemented in accordance with manufacturer instructions and workplace procedures
		2.2 Unsuitable points and crossings equipment replacements are sourced as required, in accordance with workplace procedures
		2.3 Dimensions, geometry and condition of points and crossings are checked for compliance with design
		2.4 Non compliances are repaired or replaced as required in accordance with workplace procedures
3	**Prepare points and crossings for transport**	3.1 Transport requirements are confirmed
		3.2 Transport requirements are followed in accordance with manufacturer instructions and workplace procedures
		3.3 Documentation is completed and processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3040A Construct concrete or steel points and crossings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3040 Construct concrete or steel points and crossings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least two** separate occasions and include:

- applying relevant safeworking system and workplace procedures
- assembling track layouts to plans, manufacturer instructions and specifications
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant technical data, standards and drawings
- using appropriate equipment to make accurate measurements of points and crossings
- using geometric and dimension principles to ensure compliance with design
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- appropriate hand tools, power tools and equipment required to complete activities
- clearances and tolerances
- documentation and record keeping workplace requirements
- features and principles of operation of points and crossings
- hazards that may exist when constructing points and crossings, and ways of controlling the risks involved
- measurement techniques
- point and crossing manufacturer instructions, rail industry standards and workplace procedures
- problems that may occur when constructing points and crossings, and action that can be taken to report or resolve these problems
- rail bending techniques applied to point and crossing components
- relevant safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- techniques for constructing points and crossings
- workplace procedures for constructing points and crossings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.

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Links

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TLIS3041 Construct timber or composite points and crossings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to construct points and crossings on timber or composite bearers in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes preparing for construction work, carrying out relevant construction work, preparing points and crossings for transport, and completing required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit involves the application of routine operational principles and procedures when constructing points and crossings on undrilled timber or composite bearers, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare points and crossings	1.1 Work requirements are established to identify scope of work and resources required
	1.2 Construction design or plan is obtained and interpreted
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Required resources are acquired
	1.5 Assembly area is prepared or identified in accordance with workplace procedures
	1.6 Delivered materials are checked for compliance with design
2 Fabricate points and crossings	2.1 Structure is fabricated according to design specification
	2.2 Bearers are selected for correct length, placed on assembly area and marked up, in accordance with specified design and workplace procedures
	2.3 Reference rail is selected, marked up and fixed to bearers, in accordance with specified design and workplace procedures
	2.4 Remaining steelwork is adjusted for correct geometry and is attached to bearers, in accordance with specified design and workplace procedure
	2.5 Dimensions, geometry and condition are checked for compliance with design
	2.6 Non compliances are repaired or replaced as required in accordance with workplace procedures
3 Prepare points and crossings for transport	3.1 Transport requirements are confirmed
	3.2 Transport requirements are followed in accordance with manufacturer instructions and workplace procedures
	3.3 Documentation is completed and processed in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS3041A Construct timber or composite points and crossings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS3041 Construct timber or composite points and crossings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least two** separate occasions and include:

- applying relevant safeworking system and workplace procedures
- assembling track layouts to plans and specifications
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant technical data, standards and drawings
- using appropriate equipment to make accurate measurements on points and crossings
- using geometric and dimension principles to ensure compliance with design
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- appropriate hand tools, power tools and equipment required to complete activities
- clearances and tolerances
- different types of timber or composite sleepers and bearers, and their individual characteristics
- documentation and record keeping requirements
- features and principles of points and crossings operation
- hazards that may exist when constructing timber or composite points and crossings, and ways of controlling the risks involved
- measurement techniques
- point and crossing manufacturer instructions, rail industry standards and workplace procedures
- problems that may occur when constructing timber or composite points and crossings, and action that can be taken to report or resolve these problems
- rail bending techniques applied to point and crossing components
- relevant safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- techniques for constructing timber or composite points and crossings
- workplace procedures for constructing timber or composite points and crossings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.

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TLIS3045 Install turnouts

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to install turnouts in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes installing points and crossings, and completing required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit involves the application of routine operational principles and procedures when installing points and crossings, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to install turnouts	1.1 Hazards are identified, risks are assessed and control measures are implemented
	1.2 Existing track work is removed from worksite
	1.3 Track bed is prepared for installation of points and crossings in accordance with workplace procedures
2 Install turnouts	2.1 New points and crossings are installed in accordance with specified design, manufacturer instructions and workplace procedures
	2.2 Dimensions, geometry, condition and operation are checked for compliance with rail industry standards in accordance with design, manufacturer instructions and workplace procedures
	2.3 Non compliances are repaired or replaced as required in accordance with workplace procedures
3 Complete installation process	3.1 Documentation is filled in legibly and proofread
	3.2 Documentation is completed in accordance with organisational procedures
	3.3 Appropriate personnel are informed that the installation has been completed, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIS3045A Install turnouts.

Links

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Assessment Requirements for TLIS3045 Install turnouts

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria by installing points and crossings on **at least two** separate occasions and include:

- applying relevant safeworking system and workplace procedures
- communicating effectively with others
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- installing points and crossings to plans and specifications
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant technical data, standards and drawings
- using appropriate equipment to make accurate measurements of points and crossings
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- clearances and tolerances
- documentation and record keeping requirements
- features and principles of operation of points and crossings
- hazards that may exist when installing points and crossings, and ways of controlling the risks involved
- measurement techniques
- point and crossing rail industry standards, manufacturer instructions and workplace procedures
- problems that may occur when installing points and crossings, and action that can be taken

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to report or resolve these problems
- relevant communications systems and procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- techniques for installing points and crossings
- workplace procedures for installing points and crossings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIS4007 Decommission mechanical signalling infrastructure and interlocking equipment from service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to decommission mechanical signalling infrastructure equipment and interlocking equipment from service in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes disconnecting mechanical/electromechanical equipment and components; modifying, testing and adjusting remaining equipment; and certifying and securing operational mechanical equipment in accordance with workplace requirements.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines as they apply to decommissioning mechanical signalling infrastructure and interlocking equipment from service.

Work is performed under minimal supervision, generally within a team environment.

It involves the application of routine operational principles and procedures when decommissioning mechanical signalling infrastructure equipment and interlocking equipment from service, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

S – Construction and Installation

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Disconnect mechanical/ interlocking equipment and components	1.1 Required authorisation is confirmed to ensure safe train operations may continue after mechanical/interlocking equipment components are disconnected
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Mechanical/interlocking equipment and components are prepared to enable ready removal
	1.4 Mechanical/interlocking equipment components are removed from operational area and area is made safe
2 Modify, test and adjust remaining equipment	2.1 Remaining equipment is modified as necessary to ensure compliance with job specifications
	2.2 Correct test equipment and procedures are identified
	2.3 Appropriate tests are correctly carried out in conjunction with other personnel to ensure operational compliance
3 Certify and secure operational equipment	3.1 Operational readiness is confirmed and required documentation/certification is correctly completed and processed to allow for commissioning
	3.2 Equipment is locked and secured to ensure against unauthorised interference

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIS4007A Decommission mechanical signalling infrastructure and interlocking equipment from service.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIS4007 Decommission mechanical signalling infrastructure and interlocking equipment from service

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant legislation and workplace procedures
- applying repair and testing practices and procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- modifying, adjusting and testing remaining equipment correctly
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information, technical data and drawings
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with regulatory requirements and workplace procedures
- using hand and power tools
- using test equipment and testing techniques
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- fault diagnosis, fault rectification and problem solving
- hazards that may exist when decommissioning mechanical signalling infrastructure equipment and interlocking equipment from service, and ways of controlling the risks involved
- limitations and characteristics of mechanically operated signalling equipment
- principles of signalling
- problems that may occur when decommissioning mechanical signalling infrastructure equipment and interlocking equipment from service, and action that can be taken to report or resolve these problems
- rail industry standards for decommissioning mechanical signalling infrastructure equipment and interlocking equipment from service
- relevant rail danger zones
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant recording and documentation procedures
- repair techniques
- testing and measuring procedures
- workplace procedures for decommissioning mechanical signalling infrastructure equipment and interlocking equipment from service.
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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations

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- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

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TLIU0001 Develop workplace policy and procedures for environmental sustainability

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and implement workplace environmental sustainability policy and procedures.

It includes developing, communicating and implementing a workplace environmental sustainability policy as well as reviewing and modifying this policy when circumstances change.

Environmental sustainably policy can involve an integrated approach to sustainability, which includes environmental, economic and social aspects, or a narrower one to focus on each aspect individually.

This unit applies to individuals who address the knowledge, processes and techniques necessary to develop approaches to environmental sustainability within workplaces, including the development and implementation of policy.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Develop workplace environmental sustainability policy	1.1 Scope of policy is defined
	1.2 Stakeholders are identified and consulted as a key component of the policy development process
	1.3 Strategies for minimising resource use, reducing toxic material and hazardous chemical use, and employing life cycle management approaches at all work stages are included in the policy
	1.4 Recommendations are made for policy options based on likely effectiveness, timeframes and cost
	1.5 Organisational commitment to environmental sustainability as an integral part of business planning and as a business opportunity is reflected in policy developed
	1.6 Appropriate methods of implementation are agreed
2 Communicate the policy	2.1 Policy, including its expected outcomes, is promoted to key stakeholders
	2.2 Those involved in implementing the policy are informed of outcomes expected and activities to be undertaken, and responsibilities are assigned accordingly
3 Implement the policy	3.1 Procedures to implement the policy are developed and communicated
	3.2 Resource efficiency continuous improvement strategies are implemented
	3.3 Provision for staff training to incorporate resource efficiency procedures is made
	3.4 Record systems for tracking continuous improvement in environmental sustainability approaches are established and responsibilities are assigned accordingly
4 Review policy implementation	4.1 Outcomes are documented and feedback is provided to key personnel and stakeholders
	4.2 Success or otherwise of policy is investigated
	4.3 Records are monitored to identify trends that may require remedial action and are used to promote continuous

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improvement of performance

4.4 Policy and/or procedures are modified as required to ensure required improvements are made

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIU4010A Develop workplace policy and procedures for sustainability.

Links

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Assessment Requirements for TLIU0001 Develop workplace policy and procedures for environmental sustainability

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying change management techniques
- applying quality assurance practices
- applying strategic and complex problem solving techniques
- communicating effectively verbally and in writing
- conducting feasibility studies
- developing strategies for eco driving and energy efficiency solutions
- developing, implementing, communicating and validating organisational environmental sustainability policy
- developing and applying diagnostic techniques
- developing performance measures for:
  - correct use of equipment and vehicles
  - minimising fuel consumption
  - equipment and vehicle maintenance and servicing
- reading and interpreting complex and formal documents
- researching, planning and evaluating environmental and energy efficiency requirements
- managing risk
- planning and organising work
- thinking strategically
- using emergency and personal protective equipment
- using information technology and a range of computer software programs to manage and store information
- working in a team
- writing precise and comprehensive reports for different audiences.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- environmental issues relating to:
  - life cycle of products: re-new, re-use and recycle
  - relevant environmental regulations
  - renewable energy
- environmental organisational policies, procedures and protocols
- environmental sustainability policy management strategy features:
  - contract requirements
  - energy efficiency systems and procedures
  - internal and external audits
  - training and monitoring of personnel performance following training
  - waste prevention and minimisation
  - environmental education
  - marketing principles and stakeholder identification strategies
  - recycling requirements
  - quality assurance systems and best practice models
  - reviewing effectiveness of new procedures and processes
  - targets for carbon emissions reduction, cleaner production and lean management
  - work and supply chain procedures
- policy development processes and practices
- relevant legislative and regulatory requirements, and codes of practice
- work health and safety (WHS)/occupational health and safety (OHS) requirements relating to:
  - dangerous goods and hazardous substances
  - WHS/OHS hierarchy of control.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in

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simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIU1009 Monitor plant and equipment in an environmentally sustainable manner

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor plant and equipment in an environmentally sustainable manner, in accordance with relevant state/territory environmental protection regulations, guidelines and workplace procedures.

It includes minimising the effects of pollution when operating and monitoring plant and equipment. It also includes transporting and handling environmentally hazardous materials safely.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Minimise pollution effects during operations	1.1 Precautions are taken to ensure spilt fuel, lubricants and chemicals do not pollute the environment
	1.2 Plant and equipment are operated efficiently to minimise air pollution through excessive exhaust emissions
	1.3 Running of plant and equipment is minimised to avoid unnecessary noise and air pollution
	1.4 Worksites are kept clean and tidy during work operations and waste is disposed of in accordance with environmental protection regulations and workplace procedures
2 Minimise pollution effects when monitoring plant and equipment	2.1 Routine checks are conducted or organised to ensure plant and equipment are operating correctly including emission controls where fitted
	2.2 Suitable precautions are taken when cleaning plant and equipment not to pollute the environment
	2.3 Care is taken during services and maintenance operations to implement housekeeping procedures and environmental protection precautions and procedures
	2.4 Rubbish is deposited in designated rubbish disposal bins
3 Transport/handle environmentally hazardous materials safely	3.1 Relevant documentation is completed in accordance with government regulations and workplace requirements
	3.2 Waste and effluent are disposed of in accordance with government regulations and workplace procedures
	3.3 Environmentally hazardous materials are handled and moved in accordance with relevant regulations, workplace procedures and guidelines aimed at minimising the risk of environmental pollution
	3.4 Routes for plant and equipment carrying hazardous and noxious loads are planned to minimise risk to the environment in an accident or spillage

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIU1009A Monitor plant and equipment in an environmentally sustainable manner.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIU1009 Monitor plant and equipment in an environmentally sustainable manner

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment and operating environment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- following routine service and maintenance procedures for equipment and vehicles
- identifying and correctly using equipment and vehicles in accordance with environmental protection regulations and guidelines
- identifying suitable disposal and transport methods of hazardous or noxious materials
- identifying suitable precautions to prevent plant and equipment from polluting the environment
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures and information
- recognising potential pollution risks and ways of minimising these risks
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of relevant environmental protection regulations and requirements
- emission control checking requirements for plant and equipment
- environmental hazards and toxicity of materials typically carried in loads
- environmental protection standards required in the workplace
- environmental risks when carrying out workplace operations, and related precautions to control the risk
- procedures and processes for waste and effluent regulation
- relevant environmental protection regulations
- service and maintenance procedures and checklists for equipment and vehicles
- site layout including location of rubbish disposal bins
- typical problems that can occur when caring for the environment, and appropriate action that can be taken to prevent or solve these problems
- workplace procedures and guidelines monitoring plant and equipment in an environmentally sustainable manner during workplace operations.
-

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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TLIU1013 Prepare for environmentally sustainable work practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for environmentally sustainable work practices in the transport and logistics industry.

It includes identifying industry environmental sustainability information and work practices, including applicable legislation, national standards, industry procedures and work health and safety (WHS)/occupational health and safety (OHS) requirements.

It entails developing an understanding of developed strategies, systems and plans pertaining to environmentally sustainable work practices.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify industry	1.1 Workplace environmental and resource efficiency issues

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environmentally sustainable information	are identified
	1.2 Range of issues relevant to employment in transport and logistics, including the application of legislation and national standards, industry procedures and WHS/OHS requirements, are assessed from an environmental sustainability point of view
2 Identify industry environmentally sustainable work practices	2.1 Reasons for environmental sustainability action are identified
	2.2 Appropriate transport and logistics environmentally sustainable work practices are listed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIU1013A Prepare for environmentally sustainable work practices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIU1013 Prepare for environmentally sustainable work practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- complying with work health and safety (WHS)/occupational health and safety (OHS) standards
- identifying reasons for environmentally sustainable work practices
- identifying transport and logistics environmentally sustainable work practices
- reading and interpreting work requirements or safety data sheets (SDSs)/material safety data sheets (MSDSs).

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

environmental issues relating to:

- life cycle of products: re-new, re-use and recycle
- workplace/site
- service requirements for transport and logistics, including:
  - company requirements and structure
  - legislation, regulations and codes of practice applicable to specific transport and logistics functions
  - selecting, operating, cleaning and maintaining equipment
  - resource efficiency processes
  - transport and logistics environmental options and best practices
  - supply chain procedures
  - relevant enterprise policies, procedures and protocols
  - duty of care
- sustainability management principles, practices, tools and techniques relevant to transport

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and logistics, such as:

- correct use of equipment according to environmental protection regulations and guidelines
- techniques for minimising fuel/materials consumption

- WHS/OHS requirements relating to the WHS/OHS hierarchy of control.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment, and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIU2008 Apply environmental procedures to rail infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to care for the environment during rail infrastructure maintenance and construction activities in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes minimising the effects of pollution during work, and transporting and handling hazardous materials safely in accordance with environmental protection regulations and guidelines.

Work must be carried out in accordance with relevant state/territory environmental protection regulations and workplace procedures.

Work is performed under some supervision generally within a team environment.

It involves the application of basic environmental protection principles and regulations when undertaking rail infrastructure maintenance and construction activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Minimise the effects of pollution during work	1.1 Precautions are taken to ensure spilt fuel, lubricants, chemicals and noxious plants do not pollute the environment
	1.2 Equipment and vehicles are operated efficiently to minimise air pollution through excessive exhaust emissions
	1.3 Unnecessary running of engines/equipment is avoided to minimise air pollution
	1.4 Worksites are kept clean and tidy during work operations and waste is disposed of in accordance with environmental regulations and workplace procedures
	1.5 Contaminants from worksites are contained by use of appropriate traps and barriers
	1.6 Noise pollution from work is minimised
2 Minimise the effects of pollution during maintenance	2.1 Housekeeping and environmental protection precautions and procedures are implemented during maintenance and construction activities
	2.2 Rubbish is deposited in designated rubbish disposal bins
3 Avoid environmental damage	3.1 Sensitive sites in the work vicinity are identified
	3.2 Suitable precautions are taken to avoid damage to identified sensitive sites
4 Transport/handle environmentally hazardous materials safely	4.1 Instructions contained in safety data sheets (SDSs)/material safety data sheets (MSDSs) for safe transportation requirements are followed in accordance with Australian Dangerous Goods Code and workplace requirements
	4.2 Contaminants are disposed of in accordance with relevant regulations, workplace procedures and guidelines
	4.3 Environmentally hazardous materials are handled and moved in accordance with relevant regulations, and workplace procedures and guidelines aimed at minimising the risk of environmental pollution

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5 Report environmental breaches	5.1 Environmental breaches are identified
	5.2 Workplace procedures for reporting environmental breaches are implemented
	5.3 Required documentation is completed and processed in accordance with relevant regulations and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIU2008A Apply environmental procedures to rail infrastructure.

Links

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Assessment Requirements for TLIU2008 Apply environmental procedures to rail infrastructure

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment and operating environment in accordance with operating procedures
- applying relevant workplace procedures
- disposing of waste and effluent in accordance with regulations and workplace procedures
- following relevant workplace procedures, safety data sheets (SDSs)/material safety data sheets (MSDSs) and regulatory requirements for handling and moving pollutants
- following routine service and maintenance procedures for equipment and vehicles
- identifying and correctly using equipment and vehicles in accordance with environmental protection regulations and guidelines
- identifying culturally sensitive sites
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying the pollution likely to affect the workplace and the effect on the job role
- implementing contingency plans
- interpreting and following operational instructions and performing work tasks in required sequence
- minimising the effects of a number of different pollutants during work in a variety of situations
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures and information
- recognising potential pollution risks and ways of minimising them
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- undertaking precautions to prevent polluting the environment within the workplace.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of relevant environmental protection regulations and requirements including site specific licence and trade waste requirements
- emission control checking requirements for vehicles and relevant equipment
- environmental hazards and toxicity of materials typically carried in loads
- environmental protection standards required when undertaking rail infrastructure maintenance and construction activities
- environmental risks when undertaking rail infrastructure maintenance and construction activities and related precautions to control the risk
- physical environment in which rail safety work is to be carried out, including climatic conditions, noise, vibration and fumes
- procedures and processes for waste and effluent regulation
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental protection regulations
- SDSs/MSDSs
- service and maintenance procedures
- site layout including location of rubbish disposal bins and run-off protection measures
- typical problems that can occur when caring for the environment, and appropriate action that can be taken to prevent or solve these problems
- workplace procedures and guidelines for caring for the environment during rail infrastructure maintenance and construction.
-

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment

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currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.

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TLIU2012 Participate in environmentally sustainable work practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to participate in environmentally sustainable work practices.

It includes identifying current resource usage, complying with environmental regulations and implementing performance improvement strategies to reduce negative environmental impacts of work practices.

This unit applies to individuals who work with others, often in a team environment and who participate in environmentally sustainable work practices.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify current resource	1.1 Workplace environmental and resource efficiency issues

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use	are identified
	1.2 Resources used in own work role are identified
	1.3 Current use of identified resources is documented in relation to identified workplace environmental and resource efficiency issues
2 Comply with environmental regulations	2.1 Workplace environmental hazards are identified and reported to appropriate personnel
	2.2 Organisational procedures are followed to ensure compliance with environmental regulations
	2.3 Environmental breaches or potential breaches are reported to appropriate personnel
3 Implement performance improvement strategies	3.1 Organisational plans to improve environmental practices and resource efficiency are followed
	3.2 Suggestions are made for improvements to workplace practices in own work area

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIU2012A Participate in environmentally sustainable work practices.

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Assessment Requirements for TLIU2012 Participate in environmentally sustainable work practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assisting with enterprise plans to improve resource efficiency
- communicating effectively with others when questioning, listening, liaising and imparting knowledge
- complying with environmental regulations
- identifying and measuring current resource use
- identifying and minimising hazards and risks
- organising work methodically and prioritising duties
- reading and interpreting job sheet, work requirements or safety data sheets (SDSs)/material safety data sheets (MSDSs)
- solving problems
- working in a team
- working safely and efficiently
- writing reports.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

environmental issues relating to:

- life cycle of products: re-new, re-use and recycle
- workplace/site
- features of an environmental management strategy:
  - contract requirements
  - energy efficiency systems and procedures
  - procedures and processes

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    - targets, such as:
        - carbon emissions reduction
        - cleaner production
        - lean management
- work health and safety (WHS)/occupational health and safety (OHS) requirements relating to:
    - dangerous goods and hazardous substances
    - WHS/OHS hierarchy of control
- sustainability management principles, practices, tools and techniques relevant to the transport and logistics industry context, such as:
    - the correct use of equipment and vehicles according to environmental protection regulations and guidelines
    - techniques for minimising fuel/materials consumption
- service requirements for transport and logistics, including:
    - selecting, operating, cleaning and maintaining equipment
    - company requirements and structure
    - duty of care
    - legislation, regulations and codes of practice applicable to specific transport and logistics functions
    - relevant enterprise policies, procedures and protocols
    - relevant competency
    - resource efficiency processes
    - stakeholder identification
    - supply chain procedures
    - transport and logistics environmental options and best practices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIU3011 Implement and monitor environmentally sustainable work practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement improvements and to monitor sustainable work practices, including developing processes and tools.

It includes investigating current practices in relation to resource usage, setting target improvements, implementing performance improvement strategies and monitoring performance.

It applies to those who have responsibility for a specific area of work or who lead a work group or team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Investigate current practices in relation to resource usage	1.1 Environmental regulations applying to the organisation are identified
	1.2 Procedures for assessing compliance with environmental regulations are assessed
	1.3 Information on environmental and resource efficiency systems and procedures is collected and is provided to work group as required
	1.4 Current resource usage of work group members and organisation within own area of responsibility, is measured and documented
	1.5 Current purchasing strategies are analysed and documented
	1.6 Current work processes are analysed to access information and data and assist in identifying areas for improvement
2 Set target improvements	2.1 Input is sought from stakeholders, relevant personnel and specialists
	2.2 External sources of information and data are accessed as required
3 Implement performance improvement strategies	3.1 Techniques/tools are sourced to assist in achieving targets
	3.2 Continuous improvement strategies are applied to own work area of responsibility, and ideas and possible solutions are communicated to work group and management
	3.3 Work group environmental and resource efficiency improvement plans are integrated with other operational activities and implemented
	3.4 Work group members are trained in new procedures to facilitate environmental and resource efficiency improvements as required
	3.5 Suggestions and ideas about environmental and resource efficiency management are sought from stakeholders and acted upon where appropriate
	3.6 Costing strategies are implemented to fully value environmental assets

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4 Monitor performance	4.1 Outcomes are documented and feedback is provided to relevant personnel and stakeholders
	4.2 Strategies are evaluated
	4.3 New targets are set, and new tools and strategies are investigated and applied
	4.4 Successful strategies are promoted and, where possible, participants are rewarded

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIU3011A Implement and monitor environmentally sustainable work practices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIU3011 Implement and monitor environmentally sustainable work practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing effectiveness of approaches taken
- applying change management techniques
- applying quality assurance practices
- communicating effectively when questioning, listening and liaising with others
- identifying and minimising hazard and risks
- identifying and measuring current resource use
- implementing and monitoring organisational strategies to improve environmental practices and resource efficiency
- organising work practices safely and efficiently
- reading and interpreting organisational policy and environmental and energy efficiency requirements
- setting targets to improve environmental practices and resource efficiency
- solving complex problems
- using emergency and personal protective equipment appropriately
- using information technology and computer software to complete tasks
- working in a team to consult on and validate policy
- writing reports for a range of audiences that use precise expression, clear language and a logical structure.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- environmental issues relating to
- life cycle of products: re-new, re-use and recycle

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- relevant environmental regulations
- renewable energy
- workplace/site
- features required for an environmental management strategy:
- contract requirements
- energy efficiency systems and procedures
- training outline
- waste minimisation
- waste prevention
- work procedures
- environmental education
- past and future reviews and audits relating to environmental management
- recycling requirements
- internal and external audit
- monitoring personnel performance following training
- quality control checks relating to environmental management
- review of effectiveness of new procedures and processes
- targets, such as carbon emissions reduction, cleaner production, lean management
- how to adjust communication to suit different audiences
- how to work with different points of view and dissenting stakeholders
- principles, practices and available sustainability management tools and techniques relevant to the transport and logistics industry context, such as
- correct use of equipment and vehicles, in accordance with environmental protection regulations and guidelines
- minimising fuel consumption
- maintenance and servicing
- service requirements for transport and logistics, including
- organisational requirements and structure, including workplace communications channels and procedures
- training staff
- legislation, regulations and codes of practice applicable to specific transport and logistics management functions
- quality assurance systems relevant to transport
- transport and logistics options and best practices
- supply chain procedures
- relevant organisational policies, procedures and protocols
- material recovery opportunities and market availability
- market principles
- stakeholder identification
- planning and related approval processes

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- resource recovery infrastructure needs
- relevant competency
- duty of care.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIU3014 Operate vehicle in an environmentally sustainable manner

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to effectively operate a vehicle in an environmentally sustainable manner.

Operation of a vehicle in an environmentally sustainable manner is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare to operate a vehicle in an environmentally sustainable manner**	1.1	Environmental regulations for operating vehicles are identified and clarified as required
		1.2	Workplace environmentally sustainable practices for operating vehicles are identified and clarified as required
		1.3	Potential environmental factors that may impact on operating vehicles are identified
2	**Operate a vehicle in an environmentally sustainable manner**	2.1	Environmental regulations for operating vehicles in an environmentally sustainable manner are complied with
		2.2	Environmental factors are considered when operating vehicles
3	**Follow environmentally sustainable operating procedures**	3.1	Vehicle maintenance efficiencies are identified to ensure vehicle is operating at optimum levels
		3.2	Vehicle performance is monitored and appropriate action is taken in response to inefficient performance, including basic maintenance
		3.3	Performance inefficiencies are reported to appropriate personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIU3014A Operate vehicle in an environmentally sustainable manner.

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Assessment Requirements for TLIU3014 Operate vehicle in an environmentally sustainable manner

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying techniques for operating a vehicle in an environmentally sustainable manner
- interpreting and following operational instructions and prioritising work
- monitoring performance of a vehicle, and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with workplace procedures
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques and environmental driving considerations, including factors than can affect the environment if not operating a vehicle in an environmentally sustainable manner
- factors that may cause traffic delays and diversions and related action that can be taken by a driver
- relevant legislation and workplace procedures for operating vehicles in an environmentally sustainable manner
- relevant state/territory road traffic authority road rules, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations for operating a vehicle in an environmentally sustainable manner
- workplace documentation
- workplace driving and operational instructions.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Final assessment is to take place in a commercial vehicle typical of that used in industry

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

A simulator is not suitable for final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIU3015 Identify wastes and hazards in the waste management industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify a range of wastes and potential hazards that may be present in the work environment, to assess risks associated with identified hazards and to mitigate those risks effectively.

It includes following directions, implementing systems and plans for risk control measures, as well as recognising the need for expert advice and/or implementing emergency procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify waste	1.1 Waste characteristics are identified

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	1.2 Types of wastes are differentiated by waste stream or waste categories in accordance with state/territory regulatory requirements
	1.3 Hazardous and dangerous waste, and non-conforming waste are detailed
	1.4 Contaminants present in waste are noted
	1.5 Further information on waste is obtained by questioning appropriate personnel to ensure correct identification in accordance with state/territory regulatory requirements
2 Identify hazards and assess risk	2.1 Potential hazards present in work environment are identified and recorded in accordance with workplace policies and state/territory regulatory requirements
	2.2 Based on hazards identified, risks are assessed and reported in accordance with workplace policies and state/territory regulatory requirements
	2.3 Supervisor and team members are accurately informed of job requirements, identified hazards and risk assessment
	2.4 Safe work practices that prevent risk behaviour are outlined to supervisor in accordance with workplace policies and procedures
3 Implement and evaluate risk controls	3.1 Appropriate risk controls are discussed with supervisor and team members
	3.2 Appropriate risk controls are implemented in accordance with workplace policies and procedures
	3.3 Risk controls implemented are evaluated for effectiveness and modified as required in accordance with workplace policies and procedures
4 Implement emergency procedures	4.1 Emergency procedures are identified and confirmed with supervisor
	4.2 Emergency procedures are practised with team members and implemented as required in accordance with workplace policies and procedures, and state/territory regulatory requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIU3015A Identify wastes and hazards in the waste management industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIU3015 Identify wastes and hazards in the waste management industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively verbally and in writing
- conducting work practices safely and efficiently by observing work health and safety (WHS)/occupational health and safety (OHS) requirements
- documenting and keeping records
- identifying a range of potential hazards present in the workplace and assessing risk
- identifying a range of waste streams, hazardous wastes and waste contaminants
- identifying waste types and waste non-conformances
- listing potential hazards and risks
- reading and interpreting:
- emergency requirements
- hazard advice
- job sheets
- work requirements and safety data sheets (SDSs)/material safety data sheets (MSDSs)
- segregating valuable resources in composite materials
- segregating waste types, including potentially hazardous waste.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- emergency response procedures relating to:
  - coding systems
  - working in confined space
  - duty of care
  - environmental agencies
  - identification of work areas, including location of:
    - alarms
    - communications equipment
    - emergency equipment
  - reporting requirements
  - signalling techniques
  - state/territory environmental regulations
  - waste containment methods and isolation of emergencies
  - waste management hierarchy
- identification of waste:
  - contaminants
  - disposal and recovery routes
  - management options
  - monitoring procedures
  - non-conformances
  - non-conformance handling procedures
  - storage requirements
  - types
- potential hazards and risks relating to:
  - dangerous goods
  - potential incidents
- procedures for containing segregated waste types, including containment and isolation of hazardous waste
- WHS/ OHS requirements relating to:
  - chemical storage and decanting
  - dangerous goods and hazardous substances
  - first aid appropriate for likely hazards and risks in work environment
  - hierarchy of risk control.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIU4001 Implement and monitor environmental protection policies and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor environmental protection policies and procedures.

It includes accessing relevant information concerning environmental protection regulations and procedures as well as implementing and monitoring environmental hazard procedures, related control procedures, environmental training arrangements and required records and documentation.

People achieving competence in this unit will need to comply with relevant national, state/territory legislative and regulatory requirements and codes of practice.

Work is generally performed within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Access information about environmental protection regulations and procedures	1.1 Relevant provisions of environmental legislation and codes of practice are accurately followed 1.2 Information on workplace environmental policies, procedures and programs is stored in a readily accessible location, in accordance with workplace procedures 1.3 Information is accurately and clearly explained to the work team and updated in accordance with workplace policy changes 1.4 Information about the outcomes of environmental risk identification and control procedures is provided to appropriate personnel
2 Implement and monitor environmental hazard procedures	2.1 Existing and potential environmental hazards in the workplace are identified and reported 2.2 Identified hazards are assessed in relation to relevant environmental protection policies 2.3 Workplace procedures for dealing with hazardous events are implemented to ensure that prompt control action is taken 2.4 Hazardous events are investigated to identify causes, and control measures are implemented to prevent recurrence and minimise risks of such events
3 Implement and monitor environmental control procedures	3.1 Existing environmental protection measures are implemented, monitored and reviewed 3.2 Environmental protection procedures are implemented and work group adherence to them is monitored 3.3 Required improvements to existing control measures are identified, including required resources for implementation, and reported to appropriate personnel

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIU4001A Implement and monitor environmental protection policies and procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIU4001 Implement and monitor environmental protection policies and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- carrying out training needs analysis relevant to workplace requirements
- communicating and working effectively with others orally and in writing when implementing and monitoring environmental protection procedures
- completing documentation related to implementing and monitoring environmental protection procedures
- counselling, advising and informing others on environmental protection matters
- identifying and correctly using equipment and vehicles in accordance with environmental protection regulations and guidelines
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- providing leadership and working collaboratively with others when implementing and monitoring environmental protection procedures
- reading and interpreting instructions, procedures, information and signs relevant to implementing and monitoring environmental protection procedures
- recognising potential environmental risks and ways of minimising them
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment, conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- equipment and resources required when implementing and monitoring environmental protection, and instructions for their use
- hierarchy of control principles for environmental risks (including preferred models for risk elimination, engineering controls, administrative controls and specific environmental protection techniques)
- problems that can occur when implementing and monitoring environmental protection procedures
- relevant management systems and procedures for environmental management
- relevant national, state/territory legislative and regulatory requirements and codes of practice
- significance of equal employment opportunity (EEO) principles and practice for environmental management
- workplace environmental hazards and related hazard control measures
- workplace environmental operational risks and related precautions to control these risks
- workplace environmental protection standards
- workplace procedures and guidelines for implementing and monitoring environmental protection
- workplace reporting and recording processes and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIU4011 Apply environmental procedures to rail operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to care for the environment during rail operations in accordance with rail industry standards, safeworking and regulatory requirements, and organisational procedures.

It includes minimising the effects of pollution during work, reporting environmental breaches and completing documentation, in accordance with environmental protection regulations and guidelines.

Work must be carried out in accordance with relevant state/territory environmental protection regulations and organisational procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Minimise effects of pollution during work	1.1 Precautions are taken to ensure spilt fuel, lubricants, chemicals and noxious plants do not pollute the environment
	1.2 Equipment and vehicles are operated efficiently to minimise air pollution through excessive exhaust emissions
	1.3 Unnecessary running of engines/equipment is avoided to minimise air pollution
	1.4 Workplaces are kept clean and tidy during work operations and waste is disposed of in accordance with environmental regulations and organisational procedures
	1.5 Noise pollution from work is minimised
2 Respond to environmental incidents	2.1 Hazards are identified and extent of potential impact is determined
	2.2 Appropriate personal protective equipment is identified, selected and worn/used as required
	2.3 Hazards are managed or isolated as required or as instructed
	2.4 Actions are taken to minimise environmental impact
	2.5 Incident is reported to relevant personnel in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIU4011A Apply environmental procedures to rail operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIU4011 Apply environmental procedures to rail operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment and operating environment in accordance with operating procedures
- completing relevant documentation/communications
- identifying and correctly using equipment and vehicles in accordance with environmental protection regulations and guidelines, and workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures and information
- recognising potential pollution risks and ways of minimising them
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and organisational procedures
- selecting and using required personal protective equipment conforming to industry, work health and safety (WHS)/occupational health and safety (OHS) and environmental codes of practice.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable state/territory legislated rail safety requirements, relevant codes of practice and/or guidelines
- environmental hazards and toxicity of materials typically carried in loads
- environmental protection standards required for rail operation activities
- environmental risks when undertaking rail operations and related precautions to control

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these risks
- geographical location of waterways and environmentally sensitive areas
- how to use correct containment tools
- relevant information/documents
- relevant safety, WHS/OHS and environmental protection regulations
- relevant workplace housekeeping procedures and instructions
- service and maintenance procedures
- site layouts including location of waste disposal bins and spill kits
- typical problems or incidents that can occur when caring for the environment while undertaking rail operations, and appropriate action that can be taken to prevent or solve these problems.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIU5006 Conduct environmental audits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct an environmental audit in accordance with relevant environmental protection regulatory requirements, standards, codes of practice and workplace procedures.

It includes preparing and conducting an environmental audit, scheduling an internal audit, documenting the findings and reporting on the results.

Work is carried out under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for environmental audit	1.1 Relevant legislation, authority and enterprise requirements pertinent to workplace operations are identified and followed
	1.2 Practices and facilities required to be audited are identified and implications of non-conformance are established
	1.3 Technical and/or calibration requirements for audits are noted and appropriate support personnel are identified as required
	1.4 Work schedules are investigated to identify appropriate schedule for audit
2 Schedule environmental internal audit	2.1 Audit timings are planned to ensure relevant procedures are conducted within workplace agreed time intervals and timeframes
	2.2 Audit frequency is adjusted to ensure minimal disruption to the workplace
	2.3 Contact is made with appropriate personnel and audit appointments are made
3 Conduct environmental audit and document findings	3.1 Operational procedures and assessment methods for the environmental audit are confirmed with personnel concerned
	3.2 Observations and interviews are conducted with approved third party as required
	3.3 Documentation of observations and interview responses is completed
4 Report environmental audit results	4.1 Outcomes of the audit process are compared to workplace procedures
	4.2 Audit results are discussed with relevant personnel
	4.3 Reports of non-compliance are documented and options for system improvements are recommended
	4.4 Reports are forwarded to appropriate personnel for action

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIU5006A Conduct environmental audits.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIU5006 Conduct environmental audits

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating effectively with others when conducting an environmental audit
- completing documentation related to conducting an environmental audit
- interpreting and following operational instructions and prioritising work
- modifying activities to cater for variations in workplace contexts and environment
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning and organising environmental audit activities
- providing leadership and working collaboratively with others when conducting an environmental audit
- reading and interpreting instructions, technical data, regulatory requirements and workplace policies and procedures relevant to conducting an environmental audit
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- application of relevant Australian standards and associated certification requirements
- audit procedures and compliance implementation strategies
- environmental risk management and control procedures
- environmental safety regulatory and guidance material
- equipment applications, capacities, configurations, safety hazards and control
- hazards that may exist when conducting an environmental audit and ways of controlling the risks involved
- operation of workplace in relation to potential environmental risks and control/prevention measures
- problems that may occur when conducting an environmental audit and action to be taken to report or resolve these problems
- relevant work health and safety(WHS)/occupational health and safety (OHS) and environmental protection procedures and regulations, including the Australian Dangerous Goods (ADG) Code where applicable
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- workplace business policies and plans including procedures for identifying non-compliance and best practice
- workplace processes for conducting an environmental audit.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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TLIW0036 Apply electric welding process to rail

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to weld rails, crossings and switches using an electric welding process in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes using non-destructive testing to locate defects; preparing rails, crossings or switches for welding; gouging or grinding; setting up welding equipment; performing welding operations; checking weld conformance; and completing required documentation. These processes are used to repair rail surface defects and restore rail profile to plain rail, crossings and switches.

People achieving competence in this unit will need to fulfil applicable state/territory legislated rail safety requirements and to comply with rail industry standards, codes of practice and/or guidelines.

Work is performed under some supervision, generally in a team environment. It involves the application of routine operational principles and procedures when welding rail using an electric welding process, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare rails, crossings or switches for welding	1.1 Weld repair area is identified and assessed in accordance with standards and procedures
	1.2 Welding equipment and consumables are prepared and checked for serviceability
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Weld repair area is prepared for welding in accordance with workplace standards and procedures
	1.5 Track components are assembled or aligned to specification as required
2 Use non-destructive testing	2.1 Appropriate non-destructive testing method is selected in accordance with workplace requirements
	2.2 Non-destructive testing method is used to identify and locate defects in accordance with rail industry standards and organisational procedures
3 Assemble and set up welding equipment	3.1 Welding equipment is set up and adjusted to meet welding process requirements
	3.2 Accessories and consumables are selected for use
4 Assemble and set up gouging and grinding equipment	4.1 Gouging and grinding equipment is assembled and set up
	4.2 Equipment settings are adjusted to meet process requirements
	4.3 Accessories and consumables are selected for use
5 Remove defects	5.1 Appropriate method to be used to remove defect is identified in accordance with organisational standards

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	and procedures
	5.2 Defect is removed using identified method in accordance with organisational standards and procedures
6 Perform welding operation	6.1 Weld metal is applied to repair area to meet specifications in accordance with standards and procedures
	6.2 Welded area is cleaned in preparation for grinding
	6.3 Welded area is ground in accordance with organisational standards and procedures
7 Check weld conformance	7.1 Finished ground weld area is visually inspected for surface finish and defects
	7.2 Finished ground weld area is checked for conformance to rail, crossing or switch profile acceptance standards
8 Complete post-operative checks and documentation	8.1 Equipment is checked for serviceability
	8.2 Defective equipment is replaced and reported for servicing or repair in accordance with organisational policies and procedures
	8.3 Documentation on work undertaken is completed and processed in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIW0036A Apply electric welding process to rail.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW0036 Apply electric welding process to rail

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least five** separate occasions and include:

- applying relevant workplace procedures
- ensuring weld conformance to organisational requirements
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work when welding rail using an electric welding process
- modify activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- performing welding, grinding, gouging and testing operations on rails, crossings and switches in accordance with rail industry standards and/or workplace requirements
- preparing items for welding in accordance with workplace requirements
- reading and interpreting relevant technical data, drawings, instructions and manuals
- reporting and rectifying problems, faults and malfunctions within limits of own role, in accordance with organisational procedures
- selecting and using hand tools, power tools and equipment
- selecting and using required personal protective equipment
- using non-destructive (liquid penetrant or magnetic particle) testing equipment, gouging equipment and hand grinding equipment in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs), manufacturer instructions and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- authorisation/approval processes and procedures
- documentation and record keeping requirements
- fundamentals of track and components
- hazards that may exist when welding rail using an electric welding process and ways of controlling the risks involved
- problems that may occur when welding rail using an electric welding process and action that can be taken to report or resolve these problems
- rail industry acceptance standards for weld repairs on rail
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track industry standards for rail, crossing and switch condition and surface profile
- workplace procedures, safety data sheets (SDSs)/material safety data sheets (MSDSs) and manufacturer instructions for non-destructive (liquid penetrant or magnetic particle) testing of rail
- workplace procedures for removing defects by gouging, grinding and welding rail using an electric welding process.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.

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TLIW0044 Weld rail on tram/light rail systems using submerged ARC welding process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to weld rail on tram/light rail systems using a submerged arc welding process.

It covers preparing materials, selecting and setting up welding equipment, carrying out submerged arc welding, inspecting for and correcting defects, and maintaining weld records.

Welds would mainly involve building up or pad welding on longer lengths of rail on tram/light rail systems. It covers welding both the rail head and the check rail.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for welding	1.1 Weld requirements are identified from specifications and/or technical drawings
	1.2 Rail surface is correctly prepared using tools and techniques appropriate to the material and process
	1.3 Materials are assembled/aligned to specifications as required
	1.4 Track is measured prior to commencement of welding
	1.5 Welding machine settings and consumables are identified from job requirements, welding procedures, specifications and/or technical drawings
	1.6 Hazards are identified, risks are assessed and control measures are implemented
2 Assemble and set up equipment	2.1 Welding equipment is assembled and set up safely and correctly in accordance with operating procedures
	2.2 Defective equipment is tagged and replaced in accordance with organisational and manufacturer specifications
3 Weld rail using submerged arc process	3.1 Pad, butt and fillet welds are deposited correctly in flat and fillet welds in horizontal position in accordance with specifications
	3.2 Joints are cleaned to specifications using techniques and tools appropriate to the defect, material and process
4 Inspect welds and correct faults	4.1 Weld joints are visually inspected against specifications
	4.2 Track is measured to ensure welded track is within accepted tolerances
	4.3 Weld defects are identified and remedial action is taken, where required
	4.4 Defects are removed with minimum loss of sound metal using techniques and tools appropriate to the defect, material and process
5 Maintain weld records	5.1 Weld records are filled in legibly and proofread
	5.2 Weld records are processed in accordance with organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW0044A Weld rail on tram/light rail systems using submerged arc welding process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW0044 Weld rail on tram/light rail systems using submerged ARC welding process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least five** separate occasions and include:

- applying relevant legislation and workplace procedures
- assembling and setting up welding equipment and preparing consumables in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs), manufacturer instructions and workplace procedures
- ensuring weld conforms to organisational requirements
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- preparing items for welding in accordance with workplace requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- authorisation/approval processes and procedures
- documentation and record keeping requirements
- hazards that may exist when welding rail using submerged welding process and ways of controlling the risks involved
- problems that may occur when welding rail using submerged welding process and action that can be taken to report or resolve these problems
- rail industry acceptance standards for weld repairs on tram/light rail track
- relevant rail danger zones
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and

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environmental procedures and regulations
- SDSs/MSDSs and manufacturer instructions
- workplace procedures for welding rail on tram/light rail systems using submerged arc welding process
- track industry standards for rail condition and surface profile.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate tram/light rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2001 Operate under track protection rules

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate under track protection rules in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes accessing and interpreting information about track protection requirements, carrying out assigned protection and/or work activities, and responding appropriately to safety incidents and abnormal situations.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment.

It involves the application of relevant track protection rules and requirements to assigned track work activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret information about track protection requirements	1.1 Information about track protection requirements relevant to work activities is sought and obtained/received in accordance with workplace procedures and the requirements of the relevant safeworking system
	1.2 Information about relevant track protection requirements is interpreted and applied to work activities in accordance with workplace instructions
2 Carry out assigned protection and/or work activities	2.1 Assigned protection and/or work activities are carried out with others in accordance with safeworking rules and workplace procedures
	2.2 Protection system and equipment is constantly reviewed in accordance with workplace procedures to ensure ongoing protection
	2.3 Liaison is maintained with relevant authority/personnel to ensure maximum protection is maintained
	2.4 Documentation and records required under safeworking rules are completed and processed/filed in accordance with workplace procedures
3 Respond appropriately to abnormal situations	3.1 Abnormal situations, safety incidents and emergencies are identified in accordance with safeworking rules and workplace procedures
	3.2 Identified abnormal situations, safety incidents and emergencies are promptly reported to relevant personnel and action is taken within limits of responsibility, in accordance with workplace procedures
	3.3 Reports and records of identified abnormal situations, safety incidents and emergencies together with related action taken, are completed and processed/filed in accordance with safeworking rules and workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2001A Operate under track protection rules.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2001 Operate under track protection rules

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking rules and workplace procedures
- communicating effectively with others
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant safeworking rules, workplace procedures and terminology, as defined by the Rail Infrastructure Manager
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- rail terminology as defined in the applicable Rail Infrastructure Manager safeworking rules
- relevant state/territory legislated rail safety requirements, codes of practice, rules and/or guidelines
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- safeworking rules and workplace procedures as they relate to the work activities

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concerned.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace rail operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment, and personal protective equipment currently used in rail industry
- applicable documentation with terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2012 Grind rails

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to grind rail and welds in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes determining job requirements, grinding weld and/or weld repair, grinding rail to repair surface defects, and completing all required documentation. This competency relates to the grinding of new welds and weld repairs, wheel burns, rail batter and overflow in plain track.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when grinding rail and welds, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 New welds and weld repairs are located
	1.2 Defects relating to wheel burns, rail battering and rail overflow are identified
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Appropriate equipment is selected
	1.5 Appropriate repair method and/or profile is selected to ensure completed work will meet specifications
	1.6 Site is cleared of obstructions and combustible material
2 Grind weld and/or weld repair	2.1 Rail is ground to profile using approved equipment in accordance with workplace procedures
	2.2 Grinding equipment is operated safely in accordance with work health and safety (WHS)/occupational health and safety (OHS) and environmental requirements
	2.3 Rail gauge face is ground to match adjacent rail in curves, in accordance with standards and procedures
	2.4 Rail profile and vertical and horizontal alignment are measured to ensure compliance with acceptance standards
	2.5 Rail surface condition is assessed for compliance with acceptance standards
3 Grind rail to repair surface defects	3.1 Rail is ground using approved equipment in accordance with workplace procedures
	3.2 Grinding equipment is operated safely in accordance with WHS/OHS and environmental requirements
	3.3 Finished surface is checked to ensure compliance with specification
4 Complete documentation	4.1 Required documentation procedures and processes are confirmed
	4.2 Documentation is filled in legibly and proofread

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4.3 Documentation is processed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2012A Grind rails.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2012 Grind rails

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least three** separate occasions and include:

- applying grinding techniques to achieve rail profile and surface condition to meet requirements of rail industry standards and procedures
- applying relevant safeworking system and workplace procedures
- grinding welds and weld repairs using appropriate grinding wheel speed and rate of metal removal
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying job requirements
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating grinding equipment safely
- reading and interpreting relevant technical data, drawings, instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using hand tools, power tools and equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- accepted rail industry standards for rail profile and surface condition
- documentation and record keeping requirements
- grinding methods and results
- hazards that may exist when grinding rail and welds, and ways of controlling the risks involved
- manufacturer instructions and workplace procedures for operating grinding equipment
- problems that may occur when grinding rail and welds, and action that can be taken to report or resolve these problems
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant safeworking systems and operational procedures
- workplace procedures for grinding rail and welds.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2017 Cut and join materials

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to cut and join materials for pallet manufacture in accordance with workplace requirements in the transport and logistics industry.

It includes planning, undertaking and completing the cutting/joining process.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan cutting/joining	1.1 Process and materials to be used are identified

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process	1.2 Manufacturer instructions and workplace procedures for cutting/joining task are read and followed in the planning process
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Safety precautions for self, equipment and work areas appropriate for tasks are identified
	1.5 Work sequence is planned, noting appropriate curing/cooling times, efficient work sequence and quality specification requirements
	1.6 Allowances for wastage and/or joining overlaps are checked in workplace documentation and manufacturer instructions
2 Undertake cutting/joining process	2.1 Equipment and consumables are assembled
	2.2 Equipment and site are checked for safety
	2.3 Adjustments and settings are made to suit materials, manufacturer instructions and workplace procedures
	2.4 Materials to be cut or joined are positioned and secured
	2.5 Cutting/joining process is undertaken in accordance with selected method of operation
	2.6 Finished materials are checked for conformity to quality/workplace standards
	2.7 Faults/problems with materials or componentry are identified and action is undertaken in accordance with workplace procedures
3 Complete cutting/joining process	3.1 Finished materials are directed to storage area or next production stage
	3.2 Waste materials are directed for disposal or recovery
	3.3 Equipment is maintained and stored in designated area
	3.4 Workplace documentation and records are completed as required

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2017A Cut and join materials.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2017 Cut and join materials

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in materials and equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- identifying, selecting and using relevant materials and equipment efficiently and effectively
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record requirements
- equipment used for cutting and joining materials as part of pallet production and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for cutting and joining materials as part of pallet production
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant to cutting and joining materials as part of pallet production including requirements of relevant Australian Standards
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for cutting and joining materials as part of pallet production.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2018 Operate hand held air/power equipment for pallet production processes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate hand held air/power equipment for pallet production processes in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes identifying equipment and power requirements, setting up equipment, completing pre-use checks, operating hand held air and/or power equipment, and storing equipment appropriately after use.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify equipment and power requirements	1.1 Equipment for drilling, cutting and grinding is identified and matched to work applications
	1.2 Power and air supplies are identified for voltage, amperage, air pressure, lubrication and water separation
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Emergency shut-down procedures are identified and followed as required
	1.5 Appropriate workplace procedures and personal protective equipment are identified and used
2 Set up equipment and complete pre-use checks	2.1 Equipment settings, accessories and consumables are checked for appropriate condition
	2.2 Manufacturer or workplace instructions for equipment are read and used to inform work practices
	2.3 Equipment is set up for required production process
	2.4 Equipment is checked through full operating range required for task
3 Operate hand held air/power equipment	3.1 Equipment is operated in accordance with manufacturer and/or workplace instructions
	3.2 Appropriate consumables including cooling and lubricating fluids are used as required
	3.3 Provision is made to deal with waste, off-cuts and other by-products
	3.4 Production techniques appropriate to task are followed to meet required outcome
	3.5 Finished materials are checked for conformity to quality/workplace standards
	3.6 Faults/problems with materials or equipment are identified and appropriate action is taken in accordance with workplace procedures
4 Store equipment appropriately	4.1 Finished materials are directed to storage area or next production stage

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4.2 Equipment is cleaned prior to storage

4.3 Equipment that is damaged, unserviceable or requiring service is tagged and appropriate steps are taken to arrange repair

4.4 Storage areas are maintained appropriately

4.5 Workplace documentation and records are completed as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2018A Operate hand held air/power equipment for production processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2018 Operate hand held air/power equipment for pallet production processes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- carrying out visual inspection of board quality to relevant Australian Standards
- communicating and working effectively with others
- identifying, selecting and using air and power equipment efficiently and effectively
- maintaining air and power equipment
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant operational instructions, procedures and information
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for operating hand held air and power equipment as part of pallet manufacturing processes
- problems that may occur and appropriate action that can be taken to resolve these problems
- production workflow during pallet production
- regulations relevant for operating hand held air and power equipment as part of pallet manufacturing processes
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- types of hand held air and power equipment used in pallet manufacturing processes and the precautions and procedures that should be followed in their use
- workplace procedures and policies for operating hand held air and power equipment as part of pallet manufacturing processes.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIW2019 Apply surface coatings using a spray gun

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to use a spray gun to apply surface coatings as part of pallet manufacturing processes, in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes planning the surface coating process, undertaking surface preparation, applying the surface coating and completing workplace operations.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan surface coating process	1.1 Equipment, accessories and consumables are assembled and checked for applicability to the surface coating task/s

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	1.2 Safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or product application and safety information are read and used to inform work practices
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Surface coating spray gun process techniques, time and safety requirements are noted and used to inform work planning
	1.5 Personal protective equipment is used/worn as required
2 Undertake surface preparation	2.1 Characteristics of uncoated/raw material and required surface coating materials are identified and appropriate action is taken to rectify problem/s
	2.2 Workplace instructions on surface preparation of materials are followed
	2.3 Surface preparation is checked for conformity with required workplace standards
3 Apply surface coating	3.1 Sequence of work is identified maximising potential of applied finish for the production operation
	3.2 Equipment and accessories are used in accordance with manufacturer and workplace instructions
	3.3 Trial applications of surface materials are made to check spray patterns, equipment operations, materials consistency and specified surface finish
	3.4 Surface coating depth and coverage is checked for conformity with specifications
	3.5 Surfaces are kept free of contamination
	3.6 Faults/problems are identified and appropriate action is undertaken in accordance with workplace procedures
4 Complete workplace operations	4.1 Products are located to storage area or next production stage as required
	4.2 Equipment is cleaned prior to storage
	4.3 Equipment that is damaged, unserviceable or requiring service is tagged and appropriate steps are taken to arrange repair
	4.4 Workplace documentation and records are completed as

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required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2019A Apply surface coatings using a spray gun.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2019 Apply surface coatings using a spray gun

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- identifying and correctly using relevant equipment
- maintaining spray gun equipment to manufacturer specifications
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- application of relevant hydraulic, mechanical and pneumatic principles to the spray process
- characteristics of the materials in terms of toxicity, reactivity, flammability, required viscosity and re-coatability
- effects of fumes, heat and other radiations
- features and hazards of spray gun equipment for pallet production and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- methods for preventing contamination of surfaces during and after surface coating
- operational work systems, equipment, management and site operating systems for applying surface coatings using a spray gun as part of pallet production
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for applying surface coatings using spray gun equipment
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for applying surface coatings using spray gun equipment as part of pallet production.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLIW2020 Undertake pallet repairs

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake pallet repairs in accordance with regulatory requirements and workplace procedures in the transport and logistics industry.

It includes inspecting and assessing pallet condition, repairing non-conforming pallets and completing operations in accordance with requirements relevant to pallet manufacturing processes.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Inspect and assess	1.1 Pallet inspection method/s is determined in compliance with

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pallet condition	work health and safety (WHS)/occupational health and safety (OHS) requirements and workplace procedures
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Appropriate equipment is selected and used to inspect pallet
	1.4 Visual and manual check of pallet condition is carried out in accordance with workplace standard operating procedure
	1.5 Level of pallet damage is identified, and repair method is determined and recorded in accordance with workplace procedures
2 Repair non-conforming pallets	2.1 Lifting devices and equipment are selected and checked for safe working operation
	2.2 Pallet is positioned and secured
	2.3 Repair to decks and bearers is undertaken in accordance with selected repair method, and WHS/OHS and workplace safe operating requirements
	2.4 Pallet is inspected for conformity to workplace specifications
3 Complete operations	3.1 Pallet is relocated to holding area without damage to pallet, personnel or equipment
	3.2 Lifting devices and equipment are checked and returned to storage area
	3.3 Documentation is completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2020A Undertake pallet repairs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2020 Undertake pallet repairs

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- identifying, selecting and using relevant materials and equipment efficiently and effectively
- maintaining required tools and machinery
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record requirements
- equipment used for repairing pallets and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for repairing pallets
- problems that may occur and appropriate action that can be taken to resolve these problems
- relevant regulations and Australian Standards for repairing pallets
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for the repair of pallets.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2021 Clean and inspect pallets

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to clean and inspect pallets in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes identifying workplace procedures, resources and job specifications for cleaning pallets; inspecting and cleaning pallets; and monitoring and maintaining cleanliness and tidiness of pallet cleaning and storage areas relevant to pallet manufacturing processes.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify workplace	1.1 Workplace operating procedures, including work

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procedures, resources and requirements for cleaning pallets	health and safety (WHS)/occupational health and safety (OHS) requirements for pallet cleaning, are identified and read
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Equipment, including appropriate engineering controls and personal protective equipment, and consumables are selected in accordance with work area requirements
	1.4 Specific requirements for pallet inspection and cleaning are identified and used in planning of work activities
	1.5 Requirements for organisation of pallet storage before and after cleaning are identified to meet workplace requirements
2 Inspect and clean pallets	2.1 Information on serviceability requirements of pallets for required purposes is accessed and read
	2.2 Pallet design features are noted and pallet types are identified for particular purposes
	2.3 Pallets are inspected prior to, and during, cleaning to ensure that condition is appropriate for required use
	2.4 Damaged pallets are tagged for repair or recycling
	2.5 Pallets are cleaned following workplace procedures
	2.6 Pallets are sorted and stacked in appropriate storage areas
	2.7 Work is carried out in accordance with workplace practices and safe work procedures
3 Monitor and maintain cleanliness and tidiness of pallet cleaning and storage areas	3.1 Initiative is used to continuously monitor cleanliness, safety and tidiness of pallet cleaning and storage area
	3.2 Housekeeping issues are raised with designated personnel in accordance with workplace procedures
	3.3 Cleaning equipment and supplies are maintained and stored
4 Complete assigned pallet cleaning and inspection	4.1 Assigned pallet cleaning and inspection duties are conducted in accordance with workplace requirements

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duties	4.2 Documentation concerning cleaning operations is completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2021A Clean and inspect pallets.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2021 Clean and inspect pallets

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- carrying out inspection of pallets to workplace standards
- communicating effectively with others
- identifying, selecting and using relevant equipment
- maintaining cleaning tools and equipment
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record requirements
- equipment used for cleaning and inspecting pallets and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for cleaning and inspecting pallets
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for cleaning and inspecting pallets
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for cleaning and inspecting pallets including test methods for pallet strength and integrity.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2022 Manufacture pallets using automated methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manufacture pallets using automated methods in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes planning the production of pallets, setting up pallet production equipment, operating an automated pallet manufacturing plant and completing operations in accordance with workplace requirements.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan pallet production	1.1 Job requirements are identified from order form, workplace instructions and/or job specifications
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Appropriate safety and shut-down procedures are followed
	1.4 Automated equipment is organised to produce required pallets in accordance with job specifications
	1.5 Communication with supervisor and other workers is maintained to ensure efficient work flow
2 Set up pallet production	2.1 Start-up checks are completed in accordance with workplace and manufacturer guidelines
	2.2 Appropriate workplace, work health and safety (WHS)/occupational health and safety (OHS) and other regulatory procedures are followed
	2.3 Bearers and boards are inspected for compliance with workplace quality standards
3 Operate automated pallet manufacturing equipment	3.1 Bearers and boards are loaded into stack trays in accordance with correct quantity/sequence
	3.2 Feed systems are maintained and monitored for correct work flow
	3.3 Machine componentry is monitored to ensure appropriate speed and operation
	3.4 Faults/problems with materials or componentry are identified and appropriate action is taken in accordance with workplace procedures
	3.5 Pallet quality is checked prior to removal from stacker
4 Complete operations	4.1 Machine shut-down is conducted in accordance with workplace and manufacturer guidelines
	4.2 Waste materials are directed for disposal or recovery
	4.3 Production records are completed in accordance with workplace procedures
	4.4 Maintenance program is completed and recorded as

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required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2022A Manufacture pallets using automated methods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2022 Manufacture pallets using automated methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in materials and equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- carrying out visual inspection of board quality in accordance with relevant Australian Standards
- communicating and working effectively with others
- identifying and correctly using relevant equipment
- maintaining automated pallet manufacturing machinery
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and record requirements
- equipment used for manufacturing pallets using automated methods and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for manufacturing pallets using automated methods
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for manufacturing pallets using automated methods
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for manufacturing pallets using automated methods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIW2023 Manufacture pallets using manual methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manufacture pallets using manual methods, in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes planning the production of pallets, setting up manual pallet production processes, undertaking manual production of pallets and completing operations.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan pallet	1.1 Pallet design is identified from order in accordance with

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production		workplace procedures
	1.2	Components are identified from drawings or instructions
	1.3	Number of components and quantity of timber necessary to complete order are calculated
	1.4	Arrangements are made for supply and cutting of boards and components
	1.5	Pallet assembly jig is selected to suit pallet design
	1.6	Brand requirements are identified from drawings or instructions and suitable stencils are selected
	1.7	Hazards are identified, risks are assessed and control measures are implemented
	1.8	Communication with supervisor and other workers is maintained to ensure efficient workflow
2 Set up pallet production	2.1	Appropriate work health and safety (WHS)/occupational health and safety (OHS) and other regulatory procedures are followed
	2.2	Personal protective equipment is selected and worn
	2.3	Equipment and components are brought to assembly area
	2.4	Components are inspected for compliance with workplace quality standards
	2.5	Paint and painting equipment is prepared and tested
3 Undertake manual pallet production	3.1	Components are checked for fit to assembly jig and a trial pallet is constructed to specifications in accordance with workplace procedures
	3.2	Trial pallet is checked for conformity in accordance with workplace quality standards
	3.3	Required number of pallets is constructed in accordance with workplace procedures
	3.4	Faults/problems with equipment or components are identified and appropriate action is taken
	3.5	Pallets are painted and stencilled to order in accordance with work specifications
4 Complete	4.1	Pallets are inspected and located to holding area without

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operations	damage to pallet, personnel or equipment
	4.2 Off-cuts, rejected boards and waste materials are directed for waste or recovery in accordance with workplace policy and procedures
	4.3 Equipment is maintained and stored in designated areas
	4.4 Documentation is completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2023A Manufacture pallets using manual methods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2023 Manufacture pallets using manual methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in materials and equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- carrying out visual inspection of board quality in accordance with relevant Australian Standards
- communicating and working effectively with others
- identifying and correctly using relevant equipment
- maintaining tools and equipment used in the manufacture of pallets using manual methods
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS) /occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and record requirements
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for manufacturing pallets using manual methods
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for manufacturing pallets using manual methods
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- tools and equipment used for manufacturing pallets using manual methods and the precautions and procedures that should be followed in their use
- workplace procedures and policies for manufacturing pallets using manual methods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIW2024 Dock boards using computer programmed machinery

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to dock boards using computer programmed machinery, in accordance with regulations and workplace procedures and specifications as part of pallet manufacturing processes in the transport and logistics industry.

It includes preparing and operating computer-programmed machinery to dock boards to specifications, monitoring and rectifying processing operations as required, and completing operations in accordance with workplace requirements.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare computer programmed machinery to dock boards	1.1 Appropriate work health and safety (WHS)/occupational health and safety (OHS) and other regulatory procedures are followed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Job requirements regarding sizes and lengths are obtained from standards
	1.4 Start-up checks are completed in accordance with workplace procedures
	1.5 General cross-section, length and condition of boards on conveyor are visually assessed in accordance with workplace quality standards
	1.6 Program to cut requirements is selected from a range of available programs
	1.7 Program is loaded and machine cycle is checked
	1.8 Need for new programs is identified and reported to supervisor
	1.9 Communication with supervisor and other workers is maintained to ensure efficient workflow
2 Operate programmed machinery to dock boards	2.1 Trial boards are cut to check process and output
	2.2 Machinery is operated to dock timber to specification
	2.3 Reject boards are identified and directed for disposal or recovery
	2.4 Faults/problems with materials or componentry are identified and appropriate action is taken in accordance with workplace procedures
3 Monitor and rectify processing operations as required	3.1 Dimensions and finish of cut boards are regularly checked in accordance with workplace standard procedures
	3.2 Sawing process is adjusted to maintain accurate sizing
	3.3 Feed systems are regularly monitored for material flow problems
	3.4 Minor feed problems are cleared in accordance with equipment manufacturer instructions

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	3.5 Characteristics of blunt and damaged saws are recognised and appropriate action is taken to rectify identified problem/s in accordance with workplace procedures
	3.6 Saw blades are removed and replaced in accordance with workplace procedures
	3.7 Work area is regularly cleaned in accordance with workplace procedures
4 Complete operations	4.1 Machine shut down is conducted in accordance with workplace and manufacturer guidelines
	4.2 Boards are relocated to holding area without damage to boards, personnel or equipment
	4.3 Waste materials are directed for disposal or recovery
	4.4 Production records are completed in accordance with workplace procedures
	4.5 Maintenance program is completed as required and recorded in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2024A Dock boards using computer programmed machinery.

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Links

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Assessment Requirements for TLIW2024 Dock boards using computer programmed machinery

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- implementing contingency plans
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record requirements
- equipment used for docking boards using computer programmed machinery and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for docking boards using computer programmed machinery
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations and Australian Standards relevant for docking boards using computer programmed machinery
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for docking boards using computer programmed machinery.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2025 Dock boards on mechanical feeds

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to dock boards using mechanical feed systems in accordance with regulations and workplace procedures as part of pallet manufacturing processes in the transport and logistics industry.

It includes preparing for docking with a mechanical feed, cutting boards on mechanical feed, monitoring and rectifying processing operations and completing operations.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for docking	1.1 Appropriate work health and safety (WHS)/occupational

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with mechanical feed	health and safety (OHS) and other regulatory procedures are followed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Job requirements regarding sizes and lengths acceptable for further processing are identified from order forms/workplace standards
	1.4 Start-up checks are completed in accordance with workplace procedures
	1.5 General cross-section, length and condition of boards on conveyor is visually assessed in accordance with workplace quality standards
	1.6 Typical docking/cutting patterns are identified
	1.7 Communication with supervisor and other workers is maintained to ensure efficient workflow
2 Cut boards on mechanical feed	2.1 Individual boards are assessed and optimal docking/cutting pattern is identified
	2.2 Boards are positioned and saw/s are operated to produce selected cutting pattern
	2.3 Swollen ends of boards are removed
	2.4 Cuts are made to required lengths
	2.5 Cuts are made to required grade
	2.6 Faults/problems with materials or componentry are identified and appropriate action is taken in accordance with workplace procedures
	2.7 Reject boards are identified and marked or removed
3 Monitor and correct processing	3.1 Feed systems are regularly monitored for material flow problems
	3.2 Dimensions and finish of cut boards are regularly checked in accordance with workplace standards
	3.3 Characteristics of blunt and damaged saws are recognised
	3.4 Saw blades are removed and replaced in accordance with workplace standard procedures

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	3.5 Area around saw is regularly cleaned in accordance with workplace procedure
4 Complete operations	4.1 Machine shut down is conducted in accordance with workplace and manufacturer guidelines
	4.2 Boards are relocated to holding area without damage to boards, personnel or equipment
	4.3 Waste materials are directed for disposal or recovery
	4.4 Production records are completed in accordance with workplace procedures
	4.5 Maintenance program is completed as required and recorded

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2025A Dock boards on mechanical feeds.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2025 Dock boards on mechanical feeds

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in materials and equipment in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- carrying out visual inspection of board quality to relevant Australian Standards
- communicating and working effectively with others
- identifying and correctly using relevant equipment
- maintaining machinery including saw blade quality and sharpness
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and record requirements
- equipment used for docking boards using mechanical feed processes and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for docking boards using mechanical feed processes
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations and Australian Standards relevant for docking boards using mechanical feed processes
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for docking boards using mechanical feed processes.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2028 Identify the principles of ballast cleaning operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify the principles of ballast cleaning operations.

It includes determining components and work stations of ballast cleaning machines, identifying ballast cleaning functions, and identifying hazards and risks associated with ballast cleaning operations.

The unit provides an introduction to ballast cleaning and is not to be used for their operation, which must be covered by individual certification for the particular machine.

Operators of ballast cleaning machines must have undertaken training and hold the relevant licence, permit or certificate and be recognised as competent for each type of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine components and work stations of ballast cleaning machines	1.1 Ballast cleaning machine components and individual work stations are identified
	1.2 Purpose of identified components and individual work stations is explained
	1.3 Associated hazards of each component and appropriate control methods are identified
2 Identify ballast cleaning functions	2.1 Purposes of ballast cleaning are identified
	2.2 Method is identified by which the machine completes ballast cleaning operations in accordance with network owner's standards
3 Identify hazards and risks associated with ballast cleaning operations	3.1 Environmental hazards are identified
	3.2 Potential risks to the rail infrastructure are identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2028A Identify the principles of ballast cleaning operations.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2028 Identify the principles of ballast cleaning operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating appropriate numeric functions for using a ballast cleaner
- anticipating problems, faults and malfunctions that may occur, in accordance with organisational procedures
- applying relevant workplace procedures
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- working systematically with required attention to detail without injury to self or others, or damage to equipment in accordance with organisational procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ballast profile rail industry standards
- functions of ballast
- hazards that may exist when cleaning ballast and ways of controlling the risks involved
- problems that may occur when cleaning ballast and action that can be taken to resolve and report them
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures for using a ballast cleaning machine.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2029 Identify the principles of ballast regulator operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify the principles of ballast regulator operations.

It includes determining components and work stations of ballast regulators, identifying ballast regulator functions, and identifying hazards and risks associated with ballast regulator operations.

The unit provides an introduction only and is not to be used for the operation of ballast regulators, which must be covered by individual certification for the particular machine.

Operators of ballast regulators must have undertaken training and hold the relevant licence, permit or certificate and be recognised as competent for each type of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine components and work stations of ballast regulators	1.1 Ballast regulator components and individual work stations are identified
	1.2 Purpose of the identified components and individual work stations is explained
	1.3 Associated hazards of each component and appropriate control methods for each are identified
2 Identify ballast regulator functions	2.1 Purposes of the regulator are identified
	2.2 Methods by which the regulator profiles the ballast to meet network owner's rail industry standards are identified
3 Identify hazards and risks associated with ballast regulator operations	3.1 Environmental hazards are identified
	3.2 Potential risks to the rail infrastructure are identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIW2029A Identify the principles of ballast regulator operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2029 Identify the principles of ballast regulator operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating problems, faults and malfunctions, in accordance with regulatory requirements and workplace procedures
- applying relevant workplace procedures
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- working systematically with required attention to detail without injury to self or others, or damage to equipment in accordance with organisational procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ballast profile rail industry standards
- functions of ballast
- hazards that may exist when using a ballast regulator and ways of controlling the risks involved
- problems that may occur when using a ballast regulator and action that can be taken to resolve and report these problems
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures for carrying out track ballasting using a ballast regulator.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2030 Identify the principles of dynamic track stabaliser operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify the principles of dynamic track stabaliser operations.

It includes determining components and work station of dynamic track stabalisers, identifying dynamic track stabaliser functions, and identifying hazards and risks associated with dynamic track stabaliser operations.

The unit provides an introduction to dynamic track stabalisers and is not to be used for their operation, which must be covered by individual certification for the particular machine.

Components may include:

- chart recorders
- clamps
- lifting and lining systems
- ploughs
- stabaliser unit
- trolleys.

Work stations may include:

- data input
- drive station
- external work station
- main operator station.

Operators of dynamic track stabalisers must have undertaken training and hold the relevant licence, permit or certificate and be recognised as competent for each type of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine components and work stations of dynamic track stabalisers	1.1 Dynamic track stabaliser components and individual work stations are identified
	1.2 Purpose of the identified components and individual work stations is explained
	1.3 Associated hazards of each component and appropriate control methods for each are identified
2 Identify dynamic track stabaliser functions	2.1 Purposes of the dynamic track stabaliser are identified
	2.2 Methods by which the dynamic track stabaliser consolidates the ballast to meet network owner's rail industry standards are identified
3 Identify hazards and risks associated with dynamic track stabaliser operations	3.1 Environmental hazards are identified
	3.2 Potential risks to the rail infrastructure are identified

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2030A Identify the principles of dynamic track stabaliser operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2030 Identify the principles of dynamic track stabaliser operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating problems, faults and malfunctions, in accordance with regulatory requirements and workplace procedures
- applying relevant workplace procedures
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- working systematically with required attention to detail without injury to self or others, or damage to equipment in accordance with organisational procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ballast profile rail industry standards
- components and work stations of dynamic track stabalisers
- hazards that may exist when using a dynamic track stabaliser and ways of controlling the risks involved
- problems that may occur when using a dynamic track stabaliser and action that can be taken to resolve and report these problems
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track geometry and terminology
- workplace procedures for using dynamic track stabalisers.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2031 Identify the principles of self-propelled rail grinder operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify the principles of self-propelled rail grinder operations.

It includes determining components and work stations of self-propelled rail grinders, identifying self-propelled rail grinder functions, and identifying hazards and risks associated with self-propelled rail grinder operations.

The unit provides an introduction to self-propelled rail grinders and is not to be used for their operation, which must be covered by individual certification for the particular machine.

Components may include:

- computer systems
- firefighting equipment
- global positioning systems (GPSs)
- grinding stones
- grinding units
- lasers
- recorders
- trolleys
- waste extraction systems.

Work stations may include:

- data input
- drive station
- external work station
- main operator station.

Operators of self-propelled rail grinders must have undertaken training and hold the relevant licence, permit or certificate and be recognised as competent for each type of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine components and work stations of self-propelled rail grinders	1.1 Self-propelled rail grinder components and individual work stations are identified
	1.2 Purpose of identified components and individual work stations is explained
	1.3 Associated hazards of each component and appropriate control methods are identified
2 Identify self-propelled rail grinder functions	2.1 Purposes of self-propelled rail grinders are identified
	2.2 Methods by which the self-propelled rail grinder profiles the rail to meet network owner's rail industry standards are identified
3 Identify hazards and risks associated with self-propelled rail grinder operations	3.1 Environmental hazards are identified
	3.2 Potential risks to the rail infrastructure are identified

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2031A Identify the principles of self-propelled rail grinder operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2031 Identify the principles of self-propelled rail grinder operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating problems, faults and malfunctions that may occur when using a self-propelled rail grinder, in accordance with workplace procedures
- applying relevant and workplace procedures
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- working systematically with required attention to detail without injury to self or others, or damage to equipment in accordance with organisational procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic interface between the rail and wheels
- components and work stations of self-propelled rail grinders
- hazards that may exist when using a self-propelled rail grinder and ways of controlling the risks involved
- problems that may occur when using a self-propelled rail grinder and action that can be taken to resolve and report these problems
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track terminology
- workplace procedures for using self-propelled rail grinders.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2032 Identify the principles of tamping machine operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify the principles of tamping machine operations for plain track and turnouts.

It includes determining components and work stations of tamping machines, identifying tamping machine functions, and identifying hazards and risks associated with tamping machine operations.

The unit provides an introduction to tamping machines and is not to be used for their operation, which must be covered by individual certification for the particular machine.

Components may include:

- clamps
- lasers
- lifting and lining systems
- lifting units, including third arm
- ploughs
- rail sweeps
- satellites
- tamping tools and work heads
- trolleys.

Work stations may include:

- data input
- drive station
- external work station and ground person
- front tower
- laser operation station
- main operator station.

Operators of tamping machines must have undertaken training and hold the relevant licence, permit or certificate and be recognised as competent for each type of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine components and work stations of tamping machines	1.1 Tamping machine components and individual work stations are identified
	1.2 Purpose of identified components and individual work stations is explained
	1.3 Associated hazards of each component and appropriate control methods are identified
2 Identify tamping machine functions	2.1 Purposes of tamping machine are identified
	2.2 Methods by which the tamping machine constructs or maintains the track to the required track geometry in accordance with network owner's standards, are identified
3 Identify hazards and risks associated with tamping machine operations	3.1 Environmental hazards are identified
	3.2 Potential risks to the rail infrastructure are identified

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2032A Identify the principles of tamping machine operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2032 Identify the principles of tamping machine operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating problems, faults and malfunctions that may occur when using a tamping machine, in accordance with workplace procedures
- applying relevant and workplace procedures
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- working systematically with required attention to detail without injury to self or others, or damage to equipment in accordance with organisational procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- ballast profile rail industry standards
- components and work stations of tamping machines
- hazards that may exist when using a tamping machine and ways of controlling the risks involved
- problems that may occur when using a tamping machine and action that can be taken to resolve and report these problems
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track geometry and terminology
- workplace procedures for the use of tamping machines.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2033 Identify the principles of mechanised track laying operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify the principles of mechanised track laying operations.

It includes identifying components and work stations of mechanised track laying machines, identifying mechanised track laying functions, and identifying hazards and risks associated with mechanised track laying operations.

The unit provides an introduction to mechanised track laying machines and is not to be used for their operation, which must be covered by individual certification for the particular machine or individual work stations.

Components may include:

- ballast conveyor
- control panels
- cutter bar and chain
- front liner
- gantry crane
- laying frame
    - new sleeper laying base
- old sleeper pick-up
- plough
- rail clamps
- rail feeders
- rear liner
- sleeper table
- steering.

Work stations may include:

- chain operator station
- deflection operator station
- drive station
- gantry crane operator station
    - jewellery wagon

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- main operator station
- pad layer station
- rail feeder station.

Operators of mechanised track laying machines must have undertaken training and hold the relevant licence, permit or certificate and be recognised as competent for each type of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify components and work stations of mechanised track laying machines	1.1 Mechanised track laying machine components and individual work stations are identified
	1.2 Purpose of identified components and work stations is explained
	1.3 Associated hazards of each component and work station and appropriate control methods are identified
2 Identify mechanised track laying functions	2.1 Purposes of mechanised track laying are identified
	2.2 Methods by which the mechanised track laying machine constructs or refurbishes track to meet

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	network owner's rail industry standards, are identified
3 Identify hazards and risks associated with mechanised track laying operations	3.1 Environmental hazards are identified
	3.2 Potential risks to the rail infrastructure are identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2033A Identify the principles of mechanised track laying operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2033 Identify the principles of mechanised track laying operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating problems, faults and malfunctions that may occur, in accordance with organisational procedures
- applying relevant workplace procedures
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- working systematically with required attention to detail without injury to self or others, or damage to equipment in accordance with organisational procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- components and work stations of mechanised track laying machines
- hazards that may exist when track laying and ways of controlling the risks involved
- problems that may occur when track laying and action that can be taken to resolve and report these problems
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures for using a mechanised track laying machine.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2037 Clip and secure points

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to clip and unclip points in accordance with safeworking and workplace requirements.

It includes applying network owner procedures and protocols for clipping points within the rail network to protect a worksite or to confirm a route prior to moving a rail vehicle over points. It also includes unclipping points after activities are completed.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Clip and secure points	1.1 Location and identification of points to be clipped and secured is confirmed

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	1.2 Normal or reversed position for points to be clipped in is confirmed
	1.3 Equipment to be used to clip points is checked for availability and suitability for the task
	1.4 Points are placed in correct position as required, in accordance with network owner procedures
	1.5 Points clips are fitted in correct position and locked and/or tagged as required, in accordance with network owner procedures
	1.6 Relevant personnel are notified points are clipped and secured, as required
2 Remove points clip	2.1 Advice is confirmed as to location and identification of points to be unclipped
	2.2 Relevant personnel are contacted and informed as required, in accordance with network owner procedures
	2.3 Equipment is removed from track, secured and stowed appropriately
	2.4 Points are restored to correct position as required, in accordance with network owners procedures
	2.5 Relevant personnel are notified as required that clip and where used, lock/tag has been removed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIW2037B Clip and secure points.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2037 Clip and secure points

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with individuals and/or groups
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying position of points and adjusting them in accordance with workplace requirements
- placing points clip in accordance with workplace procedures
- reading and interpreting relevant organisational and/or network owner procedures for placing and removing points, clips and safety devices
- removing points clip in accordance with workplace procedures
- restoring points to correct position in accordance with workplace procedures
- working within timeframes typically expected for the work function and industrial environment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational and/or network owner procedures for placing and removing points clips and lock/tag
- relevant rail danger zones
- relevant sections of applicable state/territory legislated rail safety requirements, codes of practice and/or guidelines.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation with terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2038 Place and remove temporary speed restriction equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to place and remove temporary speed restriction (TSR) equipment in accordance with legislative and regulatory requirements.

This unit involves applying the network owner's policies, procedures and protocols when placing and removing TSR equipment in the rail corridor.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Activities are performed using established safeworking procedures, with duty of care accountability and responsibility for self and others in achieving the prescribed outcomes within the limits of own responsibility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Place temporary speed restriction equipment	1.1 Location, type and required speed of restriction to be placed is confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Relevant Network Control Officer is contacted and informed, in accordance with network owner's policies and procedures
	1.4 Equipment is checked for availability and suitability to perform job in accordance with network owner's policies and procedures
	1.5 TSR equipment is placed in accordance with network owner's standards
	1.6 Relevant personnel are notified that TSR equipment has been placed
2 Remove temporary speed restriction equipment	2.1 Location, type and speed of restriction to be removed is confirmed
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Relevant Network Control Officer is contacted and informed as required, in accordance with network owner's policies and procedures
	2.4 Equipment is removed from track, and secured and stowed appropriately
	2.5 Relevant personnel are notified that TSR equipment has been removed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2038A Place and remove temporary speed restriction equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2038 Place and remove temporary speed restriction equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking system and workplace procedures in a suitable rail corridor context
- communicating effectively with individuals and groups
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- reading and interpreting Rail Infrastructure Manager procedures for placing and removing temporary speed restriction (TSR) equipment
- using TSR equipment in accordance with required Rail Infrastructure Manager standards
- working within the available timeframes for the work function and in accordance with workplace safeworking procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Rail Infrastructure Manager workplace procedures for placing and removing TSR equipment
- relevant rail danger zones
- terminology as defined by the relevant Rail Infrastructure Manager safeworking system.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation and terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rail industry standards, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2039 Place and remove permanent way stop boards

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to place and remove permanent way stop boards, in accordance with legislative and regulatory requirements.

This unit involves applying the network owner's policies, procedures and protocols when placing and removing track protection signage used to protect one or more worksites in the rail corridor.

Track protection signage may include:

- in-field protection
- permanent way stop boards
- track protection stop signs.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Activities are performed using established safeworking procedures, with duty of care accountability and responsibility for self and others in achieving the prescribed outcomes within the limits of own responsibility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Place track protection signage	1.1 Location advice for track protection signage is confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented
	1.3 Relevant Network Control Officer is contacted and informed as required in accordance with network owner's policies and procedures
	1.4 Equipment is checked for availability and suitability to perform job in accordance with network owner's policies and procedures
	1.5 Equipment is placed in accordance with network owner's rail industry standards
	1.6 Relevant personnel are notified that track protection signage has been placed
2 Remove track protection signage	2.1 Location advice for removal of track protection signage is confirmed
	2.2 Hazards are identified, risks are assessed and control measures are implemented
	2.3 Relevant Network Control Officer is contacted and informed, in accordance with network owner's policies and procedures
	2.4 Equipment is removed from track, and secured and stowed appropriately
	2.5 Relevant personnel are notified that track protection signage has been removed

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2039A Place and remove permanent way stop boards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2039 Place and remove permanent way stop boards

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking systems and workplace procedures
- communicating effectively with individuals and groups
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- reading and interpreting Rail Infrastructure Manager procedures for placing and removing track protection signage
- using track protection signage in accordance with required Rail Infrastructure Manager rail industry standards
- working within the available timeframes for the work function in accordance with workplace safeworking procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- hazards that can exist when placing and removing track protection signage
- Rail Infrastructure Manager/network owner’s procedures for placing and removing track protection signage
- relevant rail danger zones.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Performance is demonstrated in a suitable rail corridor context.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW2041 Clip points and apply rail safety equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to clip points and to apply rail safety equipment in accordance with legislative and regulatory requirements.

This unit involves the application of network owner policies and procedures for clipping points and applying rail safety equipment within the rail network.

All activities are performed under established procedures, with accountability and responsibility for self and others in achieving the prescribed outcomes within the limits of rail safety worker duty of care responsibilities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Clip and secure points	1.1 Advice is confirmed as to the location and identification of points to be clipped and secured
	1.2 Position that points are to be clipped in is confirmed
	1.3 Relevant yard personnel are contacted and informed as required, in accordance with network owner policies and procedures
	1.4 Equipment is checked for availability and suitability to perform job in accordance with network owner policies and procedures
	1.5 Points are placed in correct position as required, accordance with network owner policies and procedures
	1.6 Points clips are fitted in correct position and locked as required, in accordance with network owner policies and procedures
	1.7 Relevant yard personnel are notified that points are clipped and secured
2 Remove points clip	2.1 Advice is confirmed as to location and identification of points to be unclipped
	2.2 Relevant yard personnel are contacted and informed as required, in accordance with network owner policies and procedures
	2.3 Equipment is removed from track, secured and stowed appropriately
	2.4 Points are restored to correct position as required, in accordance with network owner policies and procedures
	2.5 Relevant yard personnel are notified that clip and where used, lock has been removed
3 Apply safety devices	3.1 Advice is confirmed as to location and identification of safety device/s to be applied
	3.2 Position safety device/s are to be placed in is confirmed
	3.3 Equipment is checked for integrity in accordance with network owner policies and procedures
	3.4 Safety device/s are placed in correct position and locked as required, in accordance with network owner policies and procedures

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	3.5 Relevant yard personnel are notified that safety device/s are applied and secured
4 Remove safety devices	4.1 Advice is confirmed as to location and identification of safety device/s to be removed
	4.2 Safety device/s are removed from track, secured and stowed appropriately
	4.3 Relevant yard personnel are notified that safety device/s and where used, lock, has been removed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW2041A Clip points and apply rail safety equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW2041 Clip points and apply rail safety equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- clipping and unclipping points correctly
- communicating effectively with individuals and/or groups
- determining location of points to be clipped in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- measuring distances accurately
- reading and interpreting organisational and/or network owner procedures for placing and removing points, clips and safety devices.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational and/or network owner policies and procedures for placing and removing points, clips and safety devices
- relevant rail danger zones
- relevant sections of applicable state/territory legislative and regulatory rail safety requirements, codes of practice and/or guidelines
- relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment, gloves and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW3006 Operate computerised mail and parcels sorting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate computerised mail and parcels sorting equipment in accordance with regulations and workplace requirements.

It includes setting up and operating mail and parcels sorting equipment, and completing the sorting process for mail and parcels as required.

The process includes containerising processed mail and parcels for transfer to the next processing or distribution point.

Work is normally performed under general supervision, usually in a team or outstation environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Set up mail and parcels sorting equipment for operation	1.1 Individual and work team priorities and responsibilities are identified and confirmed
	1.2 Relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and requirements for mail and parcels sorting equipment are identified, accessed and applied
	1.3 Availability of mail and parcels to be sorted is identified and confirmed
	1.4 Appropriate equipment configuration and sort plan is identified, accessed and applied
	1.5 Mail and parcels to be sorted are transferred to sorting point
	1.6 Labels for identifying the destination of mail are created and affixed to trays
2 Operate mail and parcels sorting equipment	2.1 Internal operating procedures and equipment operating procedures are applied
	2.2 Mail and parcels are sorted accurately and correctly in compliance with priority for sorting
	2.3 Mail and parcels are handled safely to minimise risk of injury to people and damage to mail, parcels and processing equipment
	2.4 Mail and parcels incorrectly classified and non-conforming items are identified, separated and re-processed
	2.5 Mail and parcels sorted to their correct destination are placed in appropriate mail container for distribution
3 Complete sorting process for mail and parcels	3.1 Mail and parcels stackers/containers/bags are cleared down, sealed and labelled in accordance with workplace procedures
	3.2 Mail and parcels are transferred to next sorting point using appropriate shifting equipment, and labels are scanned as required
	3.3 Information required to complete records of mail and parcels processed is confirmed and recorded
	3.4 Excess equipment is removed and work area is prepared for next activity/shift

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW3006A Operate computerised mail and parcels sorting equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW3006 Operate computerised mail and parcels sorting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- interpreting and applying relevant agreements, codes of practice and other legislative requirements
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- planning and monitoring work schedule, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian and international codes and regulations relevant to mail operations
- hazards that may occur when operating computerised mail and parcels sorting equipment and ways of controlling the risks involved
- operational work systems, equipment, management and site operating systems for operating computerised mail and parcels sorting equipment
- problems that may occur and appropriate action that can be taken to resolve/avoid these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant personal protective equipment and procedures for its use
- requirements of automated mail processing systems, operations and relevant equipment
- site layout
- workplace procedures and policies for operating computerised mail and parcels sorting equipment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW3007 Code and coordinate video-coding operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to code and coordinate video-coding operations in accordance with regulations and workplace requirements.

It includes preparing and undertaking video-coding of mail, resolving problems with video-coding and completing video-coding process as required.

Work is normally performed under general supervision, usually in a team or outstation environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to	1.1 Individual work priorities and responsibilities are identified

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video-code mail	and confirmed
	1.2 Work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and requirements for the workplace are identified, accessed and applied
	1.3 Work station equipment is located, accessed and adjusted to meet ergonomic requirements
	1.4 Access to video-coding system is obtained and online status is achieved
2 Video-code mail	2.1 Access and ensure mail images are being received from a multiline optical character reader (MLOCR)
	2.2 Liaise with MLOCR operators to ensure correct mail mix is being provided by MLOCR
	2.3 Processing of mail images from MLOCR is processed or directed using keyboard and data provided in specific coding modes
	2.4 Performance is monitored and issues or requirements are addressed
3 Resolve problems with video-coding process	3.1 Problems with MLOCR inputs and/or software are identified, assessed and resolved
	3.2 Advice is provided to appropriate personnel regarding MLOCR malfunctions
4 Complete video-coding process	4.1 Access to video-coding system is terminated and log-off procedures are completed
	4.2 Extended term shut-down procedures are applied

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW3007A Code and coordinate video-coding operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW3007 Code and coordinate video-coding operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- interpreting and applying relevant agreements, codes of practice and other legislative requirements
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to mail operations

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- operational work systems, equipment, management and site operating systems for video-coding and coordinating video-coding operations
- hazards that may occur during video-coding operations and ways of controlling the risks involved
- problems that may occur and appropriate action that can be taken to resolve/avoid these problems
- relevant personal protective equipment and procedures for its use
- requirements of automated mail processing systems, operations and relevant equipment
- site layout
- workplace procedures and policies for conducting video-coding and coordinating video-coding operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW3008 Carry out culler facer canceller operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out culler facer canceller (CFC) operations in accordance with regulations and workplace requirements relating to processing mail and parcels.

It includes preparing to use the CFC machine and completing all CFC operations to attain and maintain optimum performance of the culling, facing and cancelling processes.

Work is normally performed under general supervision, usually in a team or outstation environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare to use CFC machine	1.1 Individual and work team priorities and responsibilities are identified and confirmed
	1.2 Work health and safety (WHS)/occupational health and safety (OHS) and workplace environmental protection procedures and requirements, including housekeeping, are identified, accessed and applied
	1.3 Mail to be processed is transferred to processing point and is culled as necessary
	1.4 Mail is handled and machinery/equipment is operated safely to minimise risk of injury to people and damage to mail or machinery
2 Complete CFC operations	2.1 Culled mail is loaded into CFC in accordance with workplace procedures
	2.2 Reject mail from CFC process is processed manually by sorting or hand stamping
	2.3 Cancelled mail is transferred to next process point
	2.4 Information required to complete records of mail processed is provided and recorded at times specified in workplace procedures
	2.5 Machine is checked and loose letters are removed at conclusion of process
	2.6 Excess equipment is removed and work area is prepared for next activity/shift

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIW3008A Carry out culler facer canceller (CFC) operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW3008 Carry out culler facer canceller operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying, and correctly using relevant equipment
- interpreting and applying relevant agreements, codes of practice and other legislative requirements
- interpreting and following relevant operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian and international codes and regulations relevant to mail operations
- hazards that may occur when carrying out culler facer canceller (CFC) operations and ways of controlling the risks involved
- operational work systems, equipment, management and site operating systems for conducting CFC operations
- problems that may occur and appropriate action that can be taken to resolve/avoid these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant personal protective equipment and procedures for its use
- requirements of automated mail processing systems, operations and relevant equipment
- site layout
- workplace procedures and policies for conducting CFC operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW3013 Grind switches and crossings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to grind switches and crossings in accordance with rail industry standards, safeworking and regulatory requirements, and workplace procedures.

It includes determining job requirements, grinding weld and/or weld repair, grinding switches and crossings to repair surface defects, and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when grinding switches and crossings, as part of workplace activities across a variety of operational contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine job requirements	1.1 Weld repairs are located
	1.2 Defects relating to rail surface profile and condition in switches and crossings are identified
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Appropriate equipment is selected
	1.5 Appropriate repair method and/or profile is selected to ensure completed work will meet specifications
	1.6 Site is cleared of obstructions and combustible material
2 Grind weld repair	2.1 Switch or crossing is ground to nominated profile after installation or welded repair using approved equipment in accordance with workplace procedures
	2.2 Grinding equipment is operated safely in accordance with work health and safety (WHS)/occupational health and safety (OHS) and environmental requirements
	2.3 Switch or crossing profile and alignment are measured to ensure compliance with acceptance standards
	2.4 Rail surface condition is assessed for compliance with acceptance standards
3 Grind switch or crossing to repair surface defects	3.1 Switch or crossing is ground using approved equipment in accordance with workplace procedures
	3.2 Grinding equipment is operated safely in accordance with WHS/OHS and environmental requirements
	3.3 Finished surface is checked to ensure compliance with acceptance standards
4 Complete documentation	4.1 Required documentation procedures and processes are confirmed
	4.2 Documentation is filled in legibly and proofread
	4.3 Documentation is processed in accordance with workplace requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW3013A Grind switches and crossings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW3013 Grind switches and crossings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least five** separate occasions and include:

- applying grinding techniques to achieve switch and crossing profile and surface condition to meet required rail industry standards and workplace procedures
- applying relevant safeworking system and workplace procedures
- grinding weld repairs using appropriate grinding wheel speed and rate of metal removal in accordance with workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- operating grinding equipment safely
- reading and interpreting relevant technical data, drawings, instructions and manuals
- reporting and/or rectifying identified problems, in accordance with workplace procedures
- selecting and using hand tools, power tools and equipment in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- grinding methods and results
- hazards that may exist when grinding switches and crossings, and ways of controlling the risks involved
- problems that may occur when grinding switches and crossings, and action that can be taken to report or resolve these problems
- relevant rail industry standards for switch or crossing profile and surface condition
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures for grinding switches and crossings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW3015 Weld rail using aluminothermic welding process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to weld rail using the aluminothermic welding process in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes preparing and planning the welding method, preparing the rail for aluminothermic welding, carrying out the welding process, checking weld conformance and completing required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when welding rail using the aluminothermic welding technique, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and plan welding method	1.1 Work requirements are determined to identify scope of work and resources required
	1.2 Welding equipment and consumables are prepared and checked for serviceability
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Site is cleared of obstructions and combustible material to minimise risk of accidents and fire
	1.5 Firefighting and other safety equipment is organised, checked and located in accordance with required regulations
	1.6 Personnel are briefed about safety precautions specific to aluminothermic welding as required to minimise risk of injury
2 Prepare rail for welding	2.1 Location of weld is identified and assessed in accordance with standards and procedures
	2.2 Track is prepared for welding in accordance with workplace standards and procedures
	2.3 Rail is prepared for welding in accordance with workplace standards and procedures
3 Carry out welding process	3.1 Moulds are fitted and luted to standard to prevent leakage of the molten reaction
	3.2 Rails are pre-heated to standard to prevent heat loss
	3.3 Rails are welded using aluminothermic method in accordance with approved procedures
	3.4 Welding equipment is removed according to approved procedures

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	3.5 Excess material is removed from weld in accordance with workplace procedures
	3.6 Rail profile is restored to standard using rail profile grinder in accordance with workplace procedures
	3.7 Arrangements are made for track to be restored
4 Check weld conformance	4.1 Finish ground weld area is visually inspected for surface finish and defects
	4.2 Finish ground weld area is checked for conformance to rail profile and geometry acceptance standards
5 Complete documentation	5.1 Required documentation and/or record keeping procedures and processes are confirmed
	5.2 Documentation and/or records are filled in legibly and proofread
	5.3 Documentation and/or records are processed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW3015A Weld rail using aluminothermic welding process.

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Links

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Assessment Requirements for TLIW3015 Weld rail using aluminothermic welding process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least ten** separate occasions and include:

- applying relevant safeworking system and workplace procedures
- carrying out required welding operations
- checking compliance of work with job specifications
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing fire control workplace procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with manufacturer specifications and operating procedures
- performing pre-operational and post-operational equipment checks in accordance with manufacturer specifications
- planning and preparing for welding method
- preparing rail for welding in accordance with workplace procedures
- reading and interpreting relevant technical data, drawings, instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using required personal protective equipment (PPE)
- using appropriate type or types of welding processes
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of plant and equipment, hardware and components used in welding activities
- contents of relevant workplace technical manuals and instructions
- hazards that may exist when welding rail and ways of controlling the risks involved
- impact of other work activities on welding integrity
- materials identification, handling and storage safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions
- problems that may occur when welding rail using the aluminothermic technique, and action that can be taken to report or resolve these problems
- relevant rail industry standards
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- site inspection techniques
- workplace documentation and/or record keeping requirements
- workplace procedures for welding rail using the aluminothermic technique.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment of **ten (10) successful rail welds** using the aluminothermic method in an appropriate range of situations in the rail corridor workplace is required.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice, SDSs/MSDSs and operation manuals.

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TLIW3016 Weld rail using flashbutt welding process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to weld rail using the flashbutt welding process in accordance with safeworking and regulatory requirements, and workplace procedures.

It includes performing pre-operational and post-operational equipment checks, preparing rail for welding, carrying out flashbutt welding, checking weld conformance and completing all required documentation.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Work is performed under some supervision, generally within a team environment. It involves the application of routine operational principles and procedures when welding rail using the flashbutt welding process, as part of workplace activities across a variety of operational contexts within the Australian rail system.

Operators of mechanised equipment must have undertaken training and, where appropriate, hold the relevant licence, permit or certificate and be recognised as competent for the class of machinery being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Perform pre-operational equipment checks**	1.1 Detailed pre-operational equipment checks are conducted in accordance with manufacturer specifications and/or local maintenance schedules
		1.2 Deficiencies with equipment are identified and rectified in accordance with workplace procedures
		1.3 Relevant persons are notified of problems and documentation is completed
2	**Prepare rail for welding**	2.1 Weld location is checked to confirm suitability for welding in accordance with workplace standards
		2.2 Track preparation for welding is arranged as required in accordance with workplace procedures and standards
		2.3 Rail ends are prepared for welding in accordance with workplace procedures and standards
3	**Carry out flashbutt welding**	3.1 Flashbutt welding equipment is prepared for use
		3.2 Flashbutt welding unit is clamped to rail ensuring accurate alignment
		3.3 Equipment is operated in accordance with machine operation instructions and workplace procedures to achieve appropriate quality standard
		3.4 Warning systems are monitored and appropriately responded to during operation to maintain correct functionality of equipment
		3.5 Track restoration is arranged as required in accordance with workplace procedures and standards
		3.6 Weld is profile-ground to ensure smooth running surface in accordance with workplace procedures and standards
4	**Check weld**	4.1 Finished ground weld area is visually inspected for surface

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	conformance		finish and defects
		4.2	Finished ground weld area is checked for conformance to rail profile and geometry acceptance standards
5	**Perform post-operational equipment checks**	5.1	Post-operational equipment checks are conducted to identify defects and maintenance requirements, in accordance with manufacturer specifications or local maintenance schedules
		5.2	Deficiencies with equipment are identified and rectified in an appropriate manner to maintain correct functionality of equipment
		5.3	Relevant persons are notified of problems and/or documentation is completed in accordance with instructions and relevant codes of practice
6	**Complete documentation**	6.1	Required documentation and/or record keeping procedures and processes are confirmed
		6.2	Documentation and/or records are filled in legibly and proofread
		6.3	Documentation and/or records are processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW3016A Weld rail using flashbutt welding process.

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Assessment Requirements for TLIW3016 Weld rail using flashbutt welding process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least 25** separate occasions and include:

- applying relevant safeworking and workplace procedures
- carrying out required welding operations
- checking compliance of work with job specifications
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- implementing required fire control workplace procedures
- interpreting and following operational instructions and following scheduled work process
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating flashbutt welding equipment in accordance with workplace procedures
- planning scheduled work including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, route information and signs
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using required personal protective equipment
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of relevant plant and equipment, transport, structures, hardware and components used in work activities
- emergency management plan
- hazardous situations and related personal protection measures
- hazards that may exist when welding rail using the flashbutt welding process, and ways of controlling the risks involved
- materials identification, handling and storage safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions
- problems that may occur when using the flashbutt welding process and equipment, and action that can be taken to report or resolve these problems
- rail welding industry standards
- relevant recording and documentation procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- technical knowledge relevant to flashbutt welding
- workplace procedures for operating flashbutt welding equipment
- workplace procedures for welding rail using the flashbutt welding process.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisation*s current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical assessment of **twenty five (25) successful flashbutt welds** in an appropriate range of situations in the rail corridor workplace is required.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.

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TLIW3026 Operate stand alone signalling/point control equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate stand alone signalling/point control equipment on a rail network in accordance with Rail Infrastructure Manager requirements.

It includes using and restoring stand alone signalling/point control equipment.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

The unit includes the application of Rail Infrastructure Manager rules, procedures and protocols for rail safety but does not include the implementation of worksite protection.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Use stand alone signalling control equipment	1.1 Signalling/point control equipment is identified and confirmed with network control officer, as required
	1.2 Authority to operate signalling/point control equipment is obtained from network control officer
	1.3 Appropriate personal protective equipment (PPE) is worn in accordance with Rail Infrastructure Manager and organisational requirements
	1.4 Track environment is accessed safely in accordance with workplace procedures
	1.5 Changed local conditions are identified
	1.6 Stand alone signalling/point control equipment is operated safely in accordance with local instructions
	1.7 Route is set and confirmed as correct to facilitate safe rail vehicle movement
	1.8 Communication with network control officer is maintained using appropriate communications protocols and systems in accordance with workplace procedures
	1.9 Unsafe situations and/or emergencies are identified and appropriate action is taken in accordance with workplace procedures
2 Restore stand alone signalling control equipment	2.1 Network Control Officer is informed when rail vehicle/s are clear of fouling points
	2.2 Stand alone signalling/point control equipment is restored to correct position
	2.3 Restoration is confirmed with Network Control Officer
	2.4 Signalling/point control equipment is locked and secured as required, in accordance with workplace procedures
	2.5 Identified equipment faults are reported in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW3026B Operate stand alone signalling/points control equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW3026 Operate stand alone signalling/point control equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- communicating effectively with individuals and work groups
- following workplace policies, procedures and protocols
- identifying unsafe situations and emergencies
- operating stand alone signalling/point control equipment in accordance with workplace procedures
- restoring stand alone signalling/point control equipment in accordance with workplace procedures
- using appropriate personal protective equipment (PPE) conforming to Rail Infrastructure Manager requirements.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational communications protocols and systems
- Rail Infrastructure Manager policies, procedures and protocols for identified unsafe situations or emergencies within duty of care workplace role
- Rail Infrastructure Manager rules and workplace procedures
- rail terminology as defined by the applicable Rail Infrastructure Manager
- recognition of points, signals and location features
- relevant rail danger zones.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation with terminology as defined by the relevant Rail Infrastructure Manager safeworking system including workplace procedures, regulations, rail industry standards, rules and codes of practice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW3027 Operate minor track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate minor track equipment as part of workplace activities across a variety of rail operational contexts.

It includes performing pre-operational equipment checks; obtaining approval to place on track; preparing, operating and monitoring minor equipment on track; removing equipment from track; performing post operation equipment procedures; and completing documentation.

The unit covers equipment that can be manually lifted on or off track, including equipment that can be moved and operated on trolleys. Minor track equipment may include:

- ballast scarifiers
- dog pullers
- dog screw setters/drivers
- joint lifters
- multi-spindle borers
- power track jacks
- rail-mounted compressor
- small sleeper spacers
- spike drivers
- various fastening applicators.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines.

Operators of minor track equipment must have undertaken training and, where appropriate, hold the relevant licence, permit and/or certification and be recognised as competent for the requirements for the type of equipment being used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Perform pre-operational equipment checks	1.1 Detailed pre-operational equipment checks are conducted in accordance with manufacturer specifications and organisational procedures
	1.2 Logbooks are checked and completed in accordance with organisational requirements and manufacturer specifications
	1.3 Problems with equipment are identified and rectified in accordance with workplace procedures
	1.4 Identified problems are reported and documented in accordance with organisational procedures
2 Obtain approval to place on track	2.1 Protection officer is identified
	2.2 Protection officer or person in charge of work (PICOW) is contacted to obtain approval to place minor equipment on track, and to move to designated track at nominated location in accordance with organisational procedures
3 Prepare, operate and monitor minor equipment on track	3.1 Equipment is travelled to worksite or nominated signal/yard location
	3.2 Equipment is prepared for work
	3.3 Equipment is operated in a safe and efficient manner in accordance with relevant codes of practice, safeworking

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	systems, and manufacturer and organisational procedures
	3.4 Equipment is operated in accordance with organisational standards and specifications
	3.5 Warning systems are monitored and responded to appropriately during operation
4 Remove equipment from track	4.1 Approval is requested from the protection officer or PICOW to direct when and where to off track equipment
	4.2 Equipment is propelled to nominated off-track location
	4.3 Protection officer or PICOW is contacted and informed that all equipment is off-tracked
	4.4 Equipment is left stored in appropriate manner and location to ensure its security and protection
5 Perform post-operational equipment procedures	5.1 Post-operational equipment checks are conducted to identify defects and maintenance requirements in accordance with manufacturer specifications and organisational procedures
	5.2 Identified problems are reported in accordance with organisational procedures
	5.3 Post-operating service schedule is performed in accordance with organisational procedures
6 Complete documentation	6.1 Logbooks are checked and completed accurately
	6.2 Documentation is completed accurately in accordance with organisational procedures
	6.3 Documentation is processed in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW3027A Operate minor track equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW3027 Operate minor track equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant safeworking system and workplace procedures
- communicating effectively with others
- completing relevant documentation
- following operational instructions
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- obtaining approval to place on track; preparing
- operating and monitoring minor equipment on track
- performing post operation equipment procedures
- performing pre-operational equipment checks
- removing equipment from track
- reporting and rectifying identified problems, faults and malfunctions, in accordance with workplace procedures
- working with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- hazards that may exist when operating minor track equipment and ways of controlling the risks involved
- organisational emergency management plan procedures for operating minor track equipment
- organisational procedures and manufacturer specifications for operating minor track equipment
- problems that can occur on minor track equipment and related action that should be taken
- problems that may occur when operating minor track equipment and action that can be taken to report or resolve these problems
- relevant state/territory rail safety requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- work on-track safeworking system rules and regulations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW3034 Apply protective coating systems to structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply protective coating systems to structures using manual or mechanical methods in accordance with organisational requirements.

It includes planning, preparing the surface, applying surface coatings and completing required documentation.

People achieving competence in this unit will need to fulfil any legislated work health and safety (WHS)/occupational health and safety (OHS) requirements and applicable state/territory rail safety requirements, and to comply with relevant codes of practice and/or guidelines.

Work involves applying routine operational principles and procedures when applying protective coating systems to structures, as part of workplace activities across a variety of contexts within the Australian rail system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan surface coating process	1.1 Equipment, accessories and consumables are assembled and checked for applicability to the surface coating tasks
	1.2 Safety data sheets (SDSs)/material safety data sheets (MSDSs), product application and safety information are read and used to inform work practices
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Particular process techniques, time and safety requirements are noted and used to inform work planning
2 Undertake surface preparation	2.1 Characteristics of uncoated surfaces and problems to be rectified are identified
	2.2 Appropriate surface preparation is carried out in accordance with identified problems and organisational standards
	2.3 Surface preparation is checked for compliance with required organisational standards
3 Apply surface coating	3.1 Required surface coating materials and methods to be used are identified and appropriate tools, equipment and materials are selected
	3.2 Sequence of work is identified, maximising potential of the applied finish
	3.3 Equipment and accessories are used in line with manufacturer and organisational specifications
	3.4 Surface coating depth and coverage are checked for compliance with specifications
	3.5 Surfaces are kept free of contamination
	3.6 Faults and problems are identified and action is taken to rectify them in accordance with manufacturer specifications and organisational procedures
4 Complete workplace operations	4.1 Tools and equipment are cleaned prior to storage
	4.2 Tools, equipment and unused materials are relocated to storage or next operational location as required

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4.3 Waste materials are disposed of correctly following organisational and environmental policies and procedures

4.4 Documentation and records are completed in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW3034A Apply protective coating systems to structures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW3034 Apply protective coating systems to structures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying a protective coating to component using manual or mechanical methods in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedures
- applying relevant safeworking system and workplace procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying problems and faults
- identifying required resources
- interpreting and following operational instructions and prioritising work
- maintaining and checking equipment to manufacturer specifications and workplace procedures
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning own work, including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and labels
- reporting and rectifying problems, faults and malfunctions within limits of own role, in accordance with workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- hazards that may occur when applying surface coatings, and ways of controlling the risks involved
- housekeeping standards and procedures
- methods for preventing contamination of surfaces during and after surface coating
- organisational procedures and policies for applying surface coatings to structures
- problems that may occur when applying surface coatings and action that can be taken to resolve these problems
- relevant rail danger zones
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- SDSs/MSDSs, manufacturer instructions and workplace procedures
- workplace procedures relating to applying surface coatings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, SDSs/MSDSs, rail industry standards, codes of practice and operation manuals.

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Links

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TLIW3035 Heat and cut materials using oxy-LPG equipment for the rail industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to heat and cut materials for the rail industry using oxy-LPG equipment.

It includes planning and preparing for work, setting up and testing the equipment, heating and cutting materials, shutting down equipment and completing clean-up activities.

People achieving competence in this unit will need to fulfil applicable state/territory legislated work health and safety (WHS)/occupational health and safety (OHS) requirements and rail safety requirements, and to comply with relevant codes of practice and/or guidelines.

Work involves heating and cutting steel and includes cutting up waste for salvage; cutting steel, rails and bolts; and cutting holes in plate (with the exception of structural steel members). Heating activities include steel and bolts (excluding structural steel members).

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for work	1.1 Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied to the scope of work to be performed
	1.2 Safety and WHS/OHS requirements are followed in accordance with safety plans and organisational policies
	1.3 Signage and barricade requirements are identified and implemented as required
	1.4 Plant, tools and equipment consistent with the requirements of the job are selected, checked for serviceability, and faults are rectified or reported prior to commencement
	1.5 Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use
	1.6 Environmental requirements are identified and work is carried out in accordance with environmental plans, and statutory and legislative authority obligations
2 Set up and test equipment	2.1 Appropriate type of fire extinguisher is selected and located to be readily accessible prior to and during operations
	2.2 Regulators are attached to oxy-LPG bottles in accordance with manufacturer specifications and WHS/OHS regulations
	2.3 Lines are purged to manufacturer recommendations prior to lighting up
	2.4 Equipment is tested for leaks and corrective action is undertaken or faults are reported
	2.5 Correct pressures and cutting tips are selected in accordance with material to be heated or cut and manufacturer specifications
3 Heat and cut material	3.1 Material is accurately marked and secured or clamped ready for cutting
	3.2 Torch is lit correctly and safely in accordance with manufacturer specifications
	3.3 Setting of flame is adjusted for cutting in accordance with manufacturer recommendations

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	3.4 Heat is applied to specified material and weakening effects of the heating process are minimised
	3.5 Correct cutting position is adopted during cutting to set out mark
	3.6 Material is correctly cooled
4 Shut down equipment and clean up	4.1 Torch is switched off in accordance with manufacturer specifications
	4.2 Gas supply is shut off in accordance with manufacturer specifications
	4.3 Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification
	4.4 Plant, tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and organisational policies and procedures
5 Complete documentation	5.1 Required documentation procedures and processes are confirmed
	5.2 Documentation is filled in legibly and proofread
	5.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIW3035A Heat and cut materials using oxy-LPG equipment for the rail industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW3035 Heat and cut materials using oxy-LPG equipment for the rail industry

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with operating procedures
- applying relevant safeworking system and workplace procedures
- complying with organisational policies and procedures, including quality requirements
- complying with site safety plan and work health and safety (WHS)/occupational health and safety (OHS) legislation, regulations and codes of practice applicable to workplace operations
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- identifying, selecting and effectively using relevant materials and equipment in accordance with safety data sheets (SDSs)/material safety data sheets (MSDSs) and/or manufacturer instructions and workplace procedures
- interpreting and following operational instructions and prioritise work
- locating, interpreting and applying relevant information, standards and specifications
- maintaining equipment to manufacturer specifications
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning own work, including predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and documentation
- reporting and rectifying problems, faults and malfunctions that may occur, in accordance with workplace procedures
- using oxy-LPG equipment to heat and cut materials to manufacturer specification and workplace procedures
- using tools, plant and equipment safely and effectively
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics from SDSs/MSDSs and workplace procedures
- correct storage of materials and environmentally friendly waste management
- hazards that may occur and ways of controlling the risks involved
- job safety analysis (JSA) and safe work method statements
- LPG heating and cutting equipment types, characteristics, uses and limitations
- oxy-LPG heating and cutting equipment set-up and operating techniques
- problems that may occur and action that can be taken to resolve these problems
- rail stresses
- regulations relating to heating and cutting materials for the rail industry using oxy-LPG equipment
- relevant rail danger zones
- relevant WHS/OHS and environmental protection procedures and guidelines.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW3042 Grind rail on tram/light rail systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to grind rail welds and faults on tram or light rail systems in accordance with approved standards, safeworking and regulatory requirements, and organisational procedures.

It includes determining job requirements, grinding weld and/or weld repair, grinding rail to repair surface defects and completing required documentation.

This competency relates to grinding new welds and welded repairs on the rail and check rail, grinding out corrugations and re-profiling the rail.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Determine job requirements	1.1 New welds and weld repairs are located
	1.2 Corrugations on the rail are identified
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Appropriate equipment is selected
	1.5 Appropriate repair method and/or profile is selected to ensure completed work will meet specifications
	1.6 Site is cleared of obstructions and combustible material
2 Grind weld repair	2.1 Rail and check rail are ground to profile using approved equipment in accordance with workplace procedures
	2.2 Grinding equipment is operated safely in accordance with work health and safety (WHS)/occupational health and safety (OHS) and environmental requirements
	2.3 Rail profile and vertical and horizontal alignment are measured to ensure compliance with acceptance standards
	2.4 Rail surface condition is assessed for compliance with rail industry standards
3 Grind rail to repair corrugations	3.1 Rail is ground using approved equipment in accordance with workplace procedures
	3.2 Grinding equipment is operated safely in accordance with WHS/OHS and environmental requirements
	3.3 Finished surface is checked to ensure compliance with specifications
4 Re-profile rail	4.1 Rail is re-profiled using approved equipment in accordance with workplace procedures
	4.2 Equipment is operated safely in accordance with WHS/OHS and environmental requirements
	4.3 Finished surface is checked to ensure ground profile complies with organisational requirements and specifications
5 Complete documentation	5.1 Required documentation procedures and processes are confirmed
	5.2 Documentation is filled in legibly and proofread

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5.3 Documentation is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW3042A Grind rail on tram/light rail systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW3042 Grind rail on tram/light rail systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least five** separate occasions and include:

- applying relevant safeworking system and workplace procedures
- grinding rail on tram or light rail system in accordance with workplace specifications and procedures
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant technical data, drawings, instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with workplace procedures
- selecting and using hand tools, power tools and equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and record keeping requirements
- grinding methods and results
- hazards that may exist when grinding rail and welds, and ways of controlling the risks

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involved
- problems that may occur when grinding rail and welds, and action that can be taken to report or resolve these problems
- rail industry standards for rail profile and surface condition
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace procedures for grinding rail and welds.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate tram or light rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW3043 Weld rail on tram/light rail systems using electric welding process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to weld rail, crossings or switches on tram or light rail systems using an electric welding process, in accordance with rail industry standards, safeworking and regulatory requirements, and organisational procedures.

It includes preparing rails, crossings or switches for welding; gouging or grinding; setting up welding equipment; performing the welding operation; checking weld conformance; and completing required documentation.

This unit covers the processes used to repair rail surface defects and restore rail profile to plain rail, crossings and switches.

Welding equipment may include:

- electric welders
- electrode holder
- generators
- robotic welder
- wirefeed welding unit.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare rails, crossings or switches for welding	1.1 Weld repair area is identified and assessed in accordance with standards and procedures
	1.2 Welding equipment and consumables are prepared and checked for serviceability
	1.3 Hazards are identified, risks are assessed and control measures are implemented
	1.4 Weld repair area is prepared for welding in accordance with workplace standards and procedures
	1.5 Track components are assembled/aligned to specification as required
2 Assemble and set up welding equipment	2.1 Welding equipment is set up and adjusted to meet welding process requirements
	2.2 Accessories and consumables are selected for use
3 Assemble and set up gouging and grinding equipment	3.1 Gouging and grinding equipment is assembled and set up
	3.2 Equipment settings are adjusted to meet process requirements
	3.3 Accessories and consumables are selected for use
4 Remove defect	4.1 Appropriate method to be used to remove the defect is identified in accordance with organisational standards and procedures
	4.2 Defect is removed using identified method in accordance with organisational standards and procedures
5 Perform welding operation	5.1 Weld metal is applied to repair area to meet specifications in accordance with standards and procedures

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	5.2 Welded area is cleaned in preparation for grinding
	5.3 Welded area is ground in accordance with organisational standards and procedures
6 Check weld conformance	6.1 Finished ground weld area is visually inspected for surface finish and defects
	6.2 Finished ground weld area is checked for conformance to rail/crossing/switch profile rail industry standards
7 Complete post-operative checks and documentation	7.1 Equipment is checked for serviceability
	7.2 Defective equipment is replaced and/or reported for servicing/repair in accordance with organisational policies and procedures
	7.3 Documentation is completed and processed in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW3043A Weld rail on tram/light rail systems using electric welding process.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW3043 Weld rail on tram/light rail systems using electric welding process

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on **at least five** separate occasions and include:

- applying relevant safeworking and workplace procedures
- ensuring weld conforms to organisational requirements
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- performing welding grinding, gouging and testing operations on rails, crossings or switches systems using electric welding processes in accordance with workplace procedures
- preparing items for welding according to workplace requirements
- reading and interpreting relevant technical data, drawings, instructions and manuals
- reporting and/or rectifying identified problems, faults or malfunctions, in accordance with organisational procedures
- selecting and using hand tools, power tools and equipment
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation and record keeping requirements
- fundamentals of tram track and components
- hazards that may exist when welding rail using an electric welding process and ways of controlling the risks involved
- problems that may occur when welding rail using an electric welding process and action that can be taken to report or resolve these problems
- rail industry standards for weld repairs on rail
- relevant rail danger zones
- relevant safety data sheets (SDSs)/material safety data sheets (MSDSs) workplace procedures
- relevant safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- track standards for tram rail, crossing and switch condition and surface profile
- workplace procedures for removing defects by gouging, grinding and welding rail using an electric welding process.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate tram or light rail corridor workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, SDSs/MSDSs, codes of practice and operation manuals.

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TLIW5001 Apply rail communications systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves applying rail communications systems, in accordance with workplace procedures and regulatory requirements.

It includes preparing to apply rail communications systems, recording and logging communications, and ensuring safeworking systems are incorporated into communications systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to apply rail communications systems	1.1 Communications systems used in the rail industry are outlined

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	1.2 Main components of fixed and mobile communications systems are identified and explained
	1.3 Functions of the different types of communications systems used in the rail industry are explained
	1.4 Effectiveness of different types of communications systems are compared
	1.5 Communications system/s appropriate to a situation are selected in accordance with organisational policies and procedures
	1.6 Hazards are identified, risks are assessed and control measures are implemented
	1.7 Working order of selected communications system/s is ensured in accordance with organisational policies and procedures
2 Record and log communications	2.1 Purpose of recording and logging communications is identified
	2.2 Methods by which communications are recorded and logged are identified and explained
	2.3 Effectiveness of different types of communications recording and logging processes are outlined
	2.4 Communications recording and logging processes most appropriate to a situation are selected in accordance with organisational policies and procedure
	2.5 Relevant communications systems plans are identified, explained and implemented in accordance with organisational policies and procedures
3 Ensure safeworking systems are incorporated into communications systems	3.1 Different methods of safeworking are identified and communications used for each type are outlined
	3.2 Potential problems that can occur with different communications systems are identified and explained
	3.3 Methods to overcome identified problems are developed and implemented

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW5001A Apply rail communications systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIW5001 Apply rail communications systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail industry standards and safety management systems (SMSs)
- applying relevant safeworking and workplace procedures
- communicating effectively with others and interpreting complex information related to rail operations
- ensuring safeworking systems are incorporated into communications systems
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- preparing to apply rail communications systems
- recording and logging communications
- researching relevant information
- reviewing regulatory information changes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- emergency management plan
- key concepts and definitions relating to rail communications systems
- key principles and practices associated with railway operations
- key rail industry regulatory requirements and standards
- rail industry terminology, including terminology used in rail industry standards and codes of practice
- rail regulatory framework
- rail SMSs
- relevance of national and international standards to the rail industry.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW5002 Manage rail assets and interfaces

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage rail assets and interfaces, in accordance with workplace procedures and regulatory requirements.

It includes managing rail infrastructure fixed assets and maintenance regimes; managing rail operation fixed assets and management regimes; applying reliability, availability, maintainability and safety of rail infrastructure; and managing wheel rail interface.

This unit involves knowledge of rail assets in general terms. It covers the different rail infrastructure and operational components and can be applied to freight, heavy haul or passenger rail systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Manage rail infrastructure fixed assets and maintenance regimes	1.1 Components and functions of track and track bed are identified and explained
	1.2 Electrical infrastructure components and functions are identified are explained
	1.3 Other fixed assets and their functions are identified and explained
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Organisational track inspection methodologies are identified, analysed and recommendations for improvement are made to management as required
	1.6 Inspection and maintenance regimes for other assets are identified, analysed and recommendations for improvement are made to management as required
2 Manage rail operation fixed assets and management regimes	2.1 Rail operation assets and their individual life cycles are identified and explained
	2.2 Asset maintenance plans are identified, accessed and implemented
	2.3 Processes to monitor asset utilisation and their effectiveness in meeting operational needs are identified and followed
	2.4 Potential conflict between operational asset utilisation and maintenance requirements are identified, explained and managed
	2.5 Organisational technologies and processes that could enhance asset utilisation are identified, analysed and recommended to management
	2.6 Inspection and maintenance regimes for other assets are identified and analysed
3 Apply reliability, availability, maintainability and safety of rail infrastructure	3.1 Concepts related to rail infrastructure reliability, availability, maintainability and safety (RAMS) are identified and explained
	3.2 Risk assessment is undertaken in relation to rail infrastructure RAMS

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	3.3 Programs are developed and implemented to ensure rail infrastructure RAMS are applied
	3.4 Impacts of safety requirements on rail network are identified, explained and taken into consideration
4 Manage wheel rail interface	4.1 Wheel rail interface is identified and explained
	4.2 Defects and problems related to wheel rail interface are anticipated and rectified, and preventative programs are developed and implemented
	4.3 Impacts of poor management of wheel rail interface are identified and explained
	4.4 Damage that can be caused by poor wheel rail interface is identified and explained
	4.5 Methods for measuring and maintaining rail profiles are identified and applied
	4.6 Methods for maintaining rolling stock wheels are identified and applied

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIW5002A Manage rail assets and interfaces.

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Links

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Assessment Requirements for TLIW5002 Manage rail assets and interfaces

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail safety industry standards
- applying relevant safeworking and workplace procedures
- communicating effectively with others and interpreting complex information relating to rail operations
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- managing rail infrastructure fixed assets and maintenance regimes to ensure reliability, availability, maintainability and safety (RAMS) of rail infrastructure assets
- managing rail operation fixed assets and maintenance regimes to ensure RAMS of rail operations assets
- managing wheel rail data and interface.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- asset management policy and processes that address all phases of the asset life cycle of the rail infrastructure or operations
- duty holders and their duties under rail safety legislation
- key concepts and definitions relating to rail assets and interfaces
- key principles and practices associated with railway operations
- key rail industry regulatory requirements and standards
- rail industry and rail industry terminology, including terminology used in rail industry standards
- rail infrastructure reliability, availability, maintainability and safety (RAMS) concepts

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- rail regulatory framework
- rail safety management systems (SMSs)
- relevance of standards to the rail industry
- relevant information to manage rail assets and interfaces.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW5003 Manage rail network control systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage rail network control systems, in accordance with workplace procedures and regulatory requirements.

It includes identifying network control and train control systems and their functions.

This unit involves rail network control systems and applications. It can be applied to networks supporting heavy haul, freight or passenger rail services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Manage network control	1.1 Purpose of network control systems and their functions

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systems and their components	are identified and explained
	1.2 Different types of network control systems are identified and discussed
	1.3 Components of each type of network control system are identified and explained
	1.4 Principles and major components of interlocking systems are identified, explained and used as the foundation for decision making
	1.5 Safety implications associated with different types of signalling and interlocking systems are identified and used to guide decision making
2 Manage operation of train control systems	2.1 Functions of train control systems are identified and explained
	2.2 Main components of a train control system and their purpose are identified and explained
	2.3 Interaction of train control systems with rail operations is identified, explained and used as the basis for decision making
	2.4 Hazards are identified, risks are assessed and control measures are implemented
	2.5 Possible impact train control systems can have on rail operations are identified, explained and taken into consideration in decision making

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIW5003A Manage rail network control systems.

Links

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Assessment Requirements for TLIW5003 Manage rail network control systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail industry standards and safety management systems (SMSs)
- applying relevant safeworking and workplace procedures
- communicating effectively with others and interpreting complex information relating to rail operations
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- managing rail network control and train control systems and their functions
- researching relevant information
- reviewing regulatory information changes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- duty holders and their duties under rail safety legislation
- information to manage rail network control systems
- key concepts and definitions relating to rail assets and interfaces
- key principles and practices associated with railway operations
- key rail industry regulatory requirements and standards
- rail industry and rail industry terminology, including terminology used in rail industry standards
- rail regulatory framework
- rail safety operating principles
- rail system interoperability
- rail SMSs.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail network control workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIW5004 Manage train planning

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage train planning, in accordance with workplace procedures and regulatory requirements.

It includes preparing to manage train planning, and developing and implementing strategies to optimise train planning.

This unit provides an awareness of rail train planning and strategies for optimising performance. It can be applied to freight, heavy haul or metropolitan and regional passenger rail systems.

In applying this unit, the following rail safety operating principles may be involved:

- ensuring emergencies and incidents are properly managed
- ensuring interfaces between different organisations are properly defined and managed
- identifying and managing risk
- protecting persons from injury
- protecting property from damage
- track access
- train separation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

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Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to manage train planning	1.1 Goals of train planning are identified and explained
	1.2 Principal factors involved in train planning are identified and outlined
	1.3 Resources required for train planning are identified, explained and obtained
	1.4 Methods by which train planning performance can be measured are identified and implemented
2 Develop and implement strategies to optimise train planning	2.1 Factors that contribute to optimal train planning are identified and explained
	2.2 Strategies for ensuring optimal train planning is maintained are developed and implemented
	2.3 Methods by which optimal train planning performance can be measured are developed and applied
	2.4 Strategies are communicated to relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIW5004A Manage train planning.

Links

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Assessment Requirements for TLIW5004 Manage train planning

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and using rail industry standards and codes of practice
- applying relevant legislation and workplace procedures
- developing and implementing strategies to optimise train planning
- identifying job hazards and required action to minimise, control or eliminate identified hazards
- researching relevant information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capacity of network
- changes in rail industry operations and technology with implications for rail planning
- key concepts and definitions relating to rail operations
- key principles and practices associated with railway operations
- key rail industry regulatory requirements and standards
- rail industry and rail industry terminology, including terminology used in rail industry standards
- rail regulatory framework
- rail safety operating principles
- relevant duty holders
- relevant information to manage train planning
- relevant rail industry standards and codes of practice
- relevant rail safety, work health and safety (WHS)/occupational health and safety (OHS) and environmental legislation related to train planning and running
- train planning and management systems.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX0001 Determine tariff classification of goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to determine the customs tariff classification of goods.

This unit applies to individuals working as a customs broker. Work must be carried out in compliance with the current Australian Customs Tariff Act and related legislation, and workplace requirements concerning customs commodity classification functions.

Work is undertaken in a range of environments including small to large worksites in the customs broking and international freight forwarding industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Establish the framework for determining the tariff classification of goods	1.1 Role and purpose of the World Customs Organization (WCO) Harmonized Commodity Description and Coding System is explained
	1.2 Structure and purpose of the Customs Tariff Act is reviewed and explained
	1.3 Structure and content of Customs Tariff Act Schedules and their application are analysed and used to guide classification practices
2 Prepare to determine tariff classification of goods	2.1 Resources and documentation required to classify goods are determined and obtained
	2.2 Customs Tariff Act Schedule 2 is explained
	2.3 Customs Tariff Act Schedule 3, and section and chapter notes are explained
	2.4 Dash system for classifying goods is explained and applied
	2.5 Interpretive rules (IRs) are examined in relation to their critical role in determining the correct headings and sub-headings
	2.6 Effect of section and chapter notes on the use of headings in Schedule 3 is explained
3 Apply identification principles to goods	3.1 Illustrative descriptive material (IDM) and other supporting information is obtained as required
	3.2 Goods are identified in accordance with classification principles
	3.3 Alternative classifications are identified as required
	3.4 Section and chapter notes are reviewed and applied
	3.5 Existing tariff classification precedent***s*** that apply to goods are determined and are applied as required
	3.6 Principles of statutory construction in the context of particular tariff headings and words are applied
4 Select and justify headings	4.1 Headings are interpreted in hierarchical order
	4.2 Comparison and rejection of headings are justified by

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	reference to principles of statutory construction, the IRs and legal notes
	4.3 Classification at heading level is determined in accordance with the IRs
5 Locate and justify sub-headings	5.1 Sub-heading notes are interpreted in accordance with the IRs
	5.2 Client and other resources are consulted to obtain further details of characteristics of goods to be classified, as required
	5.3 Preliminary classification of goods at both heading and sub-heading levels is made
	5.4 Correct statistical code is identified and applied
6 Complete post classification requirements	6.1 Preliminary classification is checked with manager, supervisor or more senior personnel prior to customs import declaration being lodged, as required
	6.2 Completed documentation is retained by relevant personnel in accordance with customs requirements and related legislative requirements, and workplace procedures
	6.3 Pre- or post-classification potential areas of dispute are anticipated and discussed and action to clarify decisions is taken in accordance with workplace procedures
	6.4 Tariff advice request is prepared as required, in response to identified problems

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is **not** equivalent to TLIX5051A Determine tariff classification of goods.

Links

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Assessment Requirements for TLIX0001 Determine tariff classification of goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information
- anticipating areas of potential dispute
- applying customs tariff classifications to a range of goods
- applying information to guide classification practices
- consulting with clients
- examining and interpreting legal notes and understanding their application
- identifying sources of information
- interpreting information
- justifying decisions made
- making decisions.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- how to correctly determine the identification of commodities for tariff classification purposes
- use and application of:
  - the Australian Working Tariff
  - the Harmonised System Explanatory Notes (HSEN)
  - the Interpretive Rules
  - use of legal notes, including Section and Chapter Notes
  - relevant case law
  - customs policy and precedents
- use and application of relevant legislation and regulations:

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- World Customs Organization (WCO) and Harmonised Commodity Description and Coding System for import and export activities
- the Australian Harmonized Export Classification Book
- Customs Tariff Act and its Schedules
- other customs and related legislation
- other legislation related to importing and exporting goods.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX0002 Initiate cargo border procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for border clearance of cargo in accordance with relevant legislative requirements and workplace procedures.

Work is performed under some supervision generally within a team environment. Work is undertaken in a range of environments including small to large worksites in the customs broking and freight forwarding industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Outline the framework for Australia's international trade involvement	1.1 Australia's role and position in international trade are explained
	1.2 Australia's role and involvement in international trade in relation to customs broking activities and the import and export of cargo are explained
	1.3 Role and function of World Customs Organization (WCO) is explained
	1.4 International custom broking activities and/or agreements to which Australia is a signatory, are explained
2 Apply Incoterms to the movement of cargo	2.1 Purpose of and different types of Incoterms are interpreted
	2.2 Current Incoterms are applied as required
	2.3 Impact of Incoterms on related documentation and task requirements is assessed and accommodated in activities
3 Apply international trade payment methods	3.1 Cash or open account payment methods are identified and their implications are documented
	3.2 Bills of exchange are identified and analysed, and their implications are documented
	3.3 Letters of credit are identified and analysed, and their implications for cargo movement and customs broking activities are documented
	3.4 Currency exchange protection and basic foreign exchange transactions are interpreted in relation to customs broking activities
4 Enable cargo movement	4.1 Parties involved in international trade and international movement of cargo are identified
	4.2 Documents required for international trade are identified and completed
	4.3 Bills of lading, waybills and air waybills are accessed, analysed and completed to facilitate cargo movement
	4.4 Documentation for importing cargo is correctly identified in accordance with legislative and operative requirements, and workplace policies and procedures

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	4.5 Documentation for exporting cargo is correctly identified in accordance with legislative and operative requirements, and workplace policies and procedures
	4.6 Basic freight concepts such as volumetric versus actual weight calculations are applied as required
	4.7 Differences between short landed, short shipped and over carried cargo are explained
	4.8 Basic marine insurance concepts are explained, including general average, procedures to handle pillage, damage and/or loss and are implemented as required
5 Prepare documentation for customs clearance and reporting	5.1 Relevant documents are collated
	5.2 Each document element is checked for completion in accordance with required information to ensure completion of customs clearance requirements
	5.3 Documents related to transport safety requirements are checked for correctness and availability
	5.4 Problems arising in completing required documents are identified and assistance is sought to resolve identified problems in accordance with workplace procedures
	5.5 Workplace procedures for authorisations are followed
	5.6 Relevant documents are collated and submitted for customs clearance or reporting

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces but is **not** equivalent to TLIX5057A Prepare documents for customs clearance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX0002 Initiate cargo border procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accurately conveying requirements to clients and other stakeholders in writing and verbally
- completing and checking documentation and records to meet relevant customs legislation and related legislative and workplace requirements
- completing and/or assessing accuracy of import and export documentation
- identifying and using documentation for cargo movement and customs clearance
- reading and interpreting relevant instructions and procedures
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment when completing import and export documentation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable regulations and legislation:
  - Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
  - biosecurity legislation and procedures
  - relevant customs and related legislation and codes for importing/exporting cargo
- Australia’s international treaties and agreements
- familiarisation with Australia’s role and position in international trade
- focus of operation of work systems and site operating systems for assisting in completing

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customs clearances
- impact of the following when preparing information for border clearance:
  - basic freight concepts such as volumetric versus actual weight calculations
  - basic marine insurance concepts, including general average and procedures to handle pillage and loss
  - importance and role of commercial documentation, including bills of lading, waybills and air waybills in moving cargo
  - possible impact the choice of Incoterms and/or transport terminology has on preparing documentation for cargo movement and customs clearance
  - methods of payment used in international trade
- incoterms and their use in international transactions
- relevant workplace procedures for registration and data entry of documentation for customs clearance and/or reporting
- role of parties involved in international cargo movement.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIX0003 Conduct advanced border clearance functions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out basic border clearance functions in accordance with relevant legislative and workplace requirements.

It includes creating import declarations for import clearance, resolving problems arising from lodgement of entries or import declarations, and undertaking post-entry amendments.

This unit applies to individuals working as a customs broker.

Work is undertaken in a range of environments including small to large worksites in the customs broking and international freight forwarding industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Outline the structure and effect of Australian legislation in relation to importing and exporting cargo	1.1 Role of Acts and regulations within the national context is explained
	1.2 Relevant legislation about the control of cargo crossing the Australian border is explained
	1.3 Authority and function of the Australian Government and its officers under border control legislation is explained
	1.4 Responsibilities and obligations of a licensed customs broker under border control legislation are explained
	1.5 Powers of the regulatory authority and their officers are explained
	1.6 Provisions and reasons for issuing of infringements subject to penalty provisions and the responsibilities of brokers and clients are explained
2 Report the movement of cargo to authorities	2.1 Reporting functions and information required for cargo imports and exports are identified
	2.2 Processes required to complete and lodge import and export declarations are followed
	2.3 Timeline for submission of cargo reports is used to plan and prioritise work
	2.4 Appropriate action is taken to ensure information supplied is compliant with regulatory requirements
	2.5 Permits and other related documentation for reporting cargo border clearance are applied
	2.6 Post-entry amendments are made as required
3 Resolve problems arising from lodging import/export declarations	3.1 Actions and infringements subject to penalty provisions are verified
	3.2 Elements of an offence are outlined to customer

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	3.3 Consequences of a strict liability offence are explained to customer
	3.4 Differentiation is made between a strict liability offence and a prosecution
	3.5 Options available when a penalty notice is threatened and/or received are outlined and implemented as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is **not** equivalent to TLIX5059A Undertake border clearance functions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX0003 Conduct advanced border clearance functions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with customers
- completing and lodging import and export documents
- following processes
- making post entry amendments on import and export documentation
- outlining options available about penalty notices
- reporting information for cargo and exports.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of cargo border control procedures
- application of export/import/quarantine/bond requirements
- appropriate response to a customs offence and/or penalty notice
- authorities and functions of authorities relevant to border clearance and cargo reporting functions and their powers for monitoring and examining cargo
- authority and functions of authorised officers
- functions and responsibilities of a customs broker and others when carrying out border clearance functions
- general application of functions related to the clearance of personal effects and passenger concessions
- legislation, regulations and policy relevant to border clearance and cargo reporting functions
- practices and instructions, procedures and information relevant to border clearance functions

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- problems that may occur when carrying out border clearance functions and appropriate action that can be taken to resolve these problems
- range and types of customs duties and tariffs and how they are applied
- requirements for completing and accurately inputting data into approved border clearance software applications
- role and authority of customs and how it fits into the structure of government
- sources of information on new developments in border clearance operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4007 Implement and monitor integrated logistics support plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor integrated logistics support plans and associated subordinate plans in accordance with relevant organisational policy and procedures.

This unit was developed for integrated logistics support specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Identify requirements for providing integrated logistics support	1.1 Sources of information relevant to integrated logistics support plans are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.2 Currency of information is reviewed and documented in accordance with organisational policy and procedures
	1.3 Integrated logistics support plans are assessed against reviewed information
2 Implement integrated logistics support plans	2.1 Performance indicators and other criteria for measuring achievement are developed
	2.2 Integrated logistics support risks and impacts relevant to plans are identified, reported and managed across the life cycle
	2.3 Integrated logistics support plans are executed in accordance with organisational policy and procedures
	2.4 Participation and contribution to integrated logistics support activities is established and maintained in accordance with agreed plans and schedule
3 Monitor and report on integrated logistics support implementation	3.1 Integrated logistics support plans are monitored and regularly reviewed in accordance with organisational policy and procedures
	3.2 Plans are amended and documented in accordance with organisational policy and procedures
	3.3 Performance measures are monitored to ensure they address all key aspects of organisational performance and meet stakeholder interests
	3.4 Performance data is analysed on a regular and planned basis in terms of indicators and compliance with organisational policy and procedures
	3.5 Strategic performance is reported to all stakeholders in a transparent manner in accordance with compliance requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4007A Implement and monitor integrated logistics support plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4007 Implement and monitor integrated logistics support plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying integrated logistics support and project management knowledge
- applying integrated logistics support plan knowledge to assist in work and to guide problem solving
- applying relevant implementation processes
- consulting and negotiating with internal and external stakeholders, and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- developing and/or complying with procedures
- displaying resilience by continuing to move forward despite criticism or setbacks
- ensuring mechanisms are in place to monitor integrated logistics support plans
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- undertaking performance measurement to enable objectives to be measured against defined parameters
- using materiel logistics program strategic objectives to identify long-term factors and external considerations for integrated logistics support planning.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- codification and cataloguing processes
- configuration management
- integrated logistics support processes related to planning
- international agreements
- interoperability
- level of written communication required to prepare correspondence and reports
- logistics support analysis principles and processes
- organisational policy and procedures impacting on integrated logistics support
- organisational role relevant to integrated logistics support
- performance measurement
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including environmental, sustainability issues
- supply chain concepts
- technical regulatory framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to integrated logistics support
- integrated logistics support plans and associated subordinate plans.

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Links

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TLIX4008 Conduct integrated logistics support activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct integrated logistics support activities.

It includes the requirement to conduct a range of processes including capturing, recording, recovering and analysing data; maintaining associated workplace networks; and stakeholder requirements.

This unit was developed for integrated logistics support specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to conduct integrated logistics support activities	1.1 Stakeholders are identified and consulted on materiel, and materiel systems needs and capabilities in accordance with organisational policy and procedures
	1.2 Effective relationships are developed with stakeholders through consultation
	1.3 Legislation and organisational policy and procedures that may impact on integrated logistics support activities are identified and analysed
	1.4 Sources of information relevant to integrated logistics support activities are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.5 Personnel involved in integrated logistics support are briefed in accordance with standard procedures
2 Conduct integrated logistics support activities	2.1 Integrated logistics support methods and techniques appropriate to area are employed in accordance with plans, schedules and standard procedures
	2.2 Integrated logistics support activities are conducted and concluded within resource constraints
	2.3 Integrated logistics support activities are implemented, monitored and amended based on changing circumstances in accordance with methodologies and procedures
	2.4 Resources are allocated to integrated logistics support activities in accordance with integrated logistics support plan and resource availability
3 Report on integrated logistics support activities	3.1 Integrated logistics support performance is reported to all stakeholders in a transparent manner in accordance with compliance requirements
	3.2 Integrated logistics support activities are regularly reviewed to ensure systems and/or equipment capability is maintained throughout its life cycle, in accordance with organisational policy and procedure
4 Maintain integrated logistics support	4.1 Integrated logistics support records are completed in accordance with relevant policy and procedures

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records	4.2 Integrated logistics support records are amended and documented in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4008A Conduct integrated logistics support activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4008 Conduct integrated logistics support activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to and applying relevant data and information management processes
- analysing data and information
- applying relevant integrated logistics support and project management knowledge
- applying integrated logistics support knowledge to assist in work and to guide problem solving
- consulting and negotiating with internal and external stakeholders, and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying, reviewing and analysing relevant information that may impact on or be impacted by integrated logistics support activities
- managing time and prioritising work to ensure objectives are met in accordance with required schedule
- undertaking performance measurement to enable objectives to be measured against defined parameters
- using appropriate information technology and software
- using materiel logistics program strategic objectives to identify long-term factors and external considerations for conducting integrated logistics support activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- integrated logistics support processes
- level of written communication required to prepare correspondence and reports
- organisational policy and procedures related to integrated logistics support
- organisational role relevant to integrated logistics support
- product knowledge related to systems and/or equipment in service in the organisation
- reliability, availability and maintainability
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to integrated logistics support
- integrated logistics support plans and associated subordinate plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4009 Apply integrated logistics support processes and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply integrated logistics support processes and procedures in accordance with relevant organisational policy and procedures.

The application of processes and procedures is specific to a variety of component processes including: integrated logistics support administrative procedures, integrated logistics support data collection and storage, and integrated logistics support data retrieval.

This unit was developed for integrated logistics support specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Prepare to apply integrated logistics support processes and procedures	1.1	Requirement for applying integrated logistics support processes and procedures is identified from work requests/instructions and is confirmed
	1.2	Work health and safety (WHS)/occupational health and safety (OHS) requirements, including those contained in organisational procedures, are applied throughout the operation
	1.3	Required resources and equipment are identified, acquired and prepared in accordance with organisational procedures
	1.4	Sources of information relevant to integrated logistics support requirements are identified and relevant information is obtained in accordance with organisational policy and procedures
2 Apply integrated logistics support processes and procedures	2.1	Integrated logistics support processes and procedures are implemented and monitored within resource constraints
	2.2	Integrated logistics support processes and procedures are amended based on changing circumstances in accordance with organisational policy and procedures
3 Monitor and report on integrated logistics support processes and procedures	3.1	Integrated logistics support outcomes are reported to appropriate personnel in accordance with organisational policy and procedures
	3.2	Integrated logistics support processes and procedures are monitored and reviewed to ensure systems and/or equipment capability is maintained, in accordance with organisational policy and procedures
4 Maintain records for integrated logistics support	4.1	Integrated logistics support records are maintained in accordance with organisational policy and procedures

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processes and procedures	4.2	Integrated logistics support records are amended and documented in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4009A Apply integrated logistics support processes and procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4009 Apply integrated logistics support processes and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to and applying relevant data collection, storage and retrieval requirements
- applying relevant integrated logistics support knowledge to work and to guide problem solving
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- operating relevant equipment and systems
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- integrated logistics support administrative procedures
- integrated logistics support data collection and storage requirements
- integrated logistics support data retrieval procedures
- level of written communication required to prepare letters and reports
- materiel life cycle
- organisational role relevant to integrated logistics support
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to integrated logistics support
- integrated logistics support plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4011 Conduct logistics support analysis activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct logistics support analysis activities in accordance with relevant organisational policy and procedures.

It includes the requirement to conduct a range of processes including capturing, recording, recovering and analysing data; maintaining associated workplace networks; and stakeholder requirements.

This unit was developed for logistics specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to conduct logistics support analysis activities	1.1 Stakeholders are identified and consulted on materiel, and materiel systems needs and capabilities in accordance with organisational policy and procedures
	1.2 Effective relationships are developed with stakeholders through consultation
	1.3 Legislation and organisational policy and procedures that may impact on logistics support analysis activities are identified and analysed
	1.4 Sources of information relevant to logistics support analysis activities are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.5 Personnel involved in logistics support analysis are briefed in accordance with standard procedures
2 Conduct logistics support analysis activities	2.1 Logistics support analysis methods and techniques appropriate to area are employed in accordance with plans, schedules and standard procedures
	2.2 Logistics support analysis activities are conducted and concluded within resource constraints
	2.3 Logistics support analysis activities are implemented, monitored and amended based on changing circumstances in accordance with methodologies and procedures
	2.4 Resources are allocated to logistics support analysis activities in accordance with logistics support analysis plan and resource availability
3 Report on logistics support analysis activities	3.1 Logistics support analysis performance is reported to all stakeholders in a transparent manner in accordance with compliance requirements
	3.2 Logistics support analysis activities are regularly reviewed to ensure systems and/or equipment capability is maintained throughout its life cycle, in accordance with organisational policy and procedure
4 Maintain logistics support analysis	4.1 Logistics support analysis records are completed in accordance with relevant policy and procedures

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records	4.2 Logistics support analysis records are amended and documented in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4011A Conduct logistics support analysis activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4011 Conduct logistics support analysis activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to and applying relevant data and information management processes
- analysing data and information
- applying relevant logistics support analysis, integrated logistics support and project management knowledge to assist in work and to guide problem solving
- consulting and negotiating with internal and external stakeholders, and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying, reviewing and analysing relevant information that may impact on logistics support analysis activities or may be impacted by logistics support analysis activities
- managing time and prioritising work to ensure objectives are met in accordance with required schedule
- undertaking performance measurement to enable objectives to be measured against defined parameters
- using appropriate information technology and software
- using materiel logistics program strategic objectives to identify long-term factors and external considerations for conducting logistics support analysis activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- integrated logistics support processes
- level of written and oral communication required to prepare correspondence and reports
- logistics support analysis processes
- organisational policy and procedures related to logistics support analysis, including environmental and sustainability issues
- organisational role relevant to logistics support analysis
- product knowledge related to systems and/or equipment in service in the organisation
- reliability, availability and maintainability
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the standards for registered training organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for registered training organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to logistic support analysis
- logistics support analysis plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4016 Implement and monitor materiel sustainment plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor materiel sustainment plans and associated subordinate plans in accordance with relevant organisational policy and procedures.

This unit was developed for materiel sustainment specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Identify requirements for providing materiel sustainment plans	1.1 Sources of information relevant to materiel sustainment plans are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.2 Currency of information is reviewed and documented in accordance with organisational policy and procedures
	1.3 Materiel sustainment plans are assessed against reviewed information
2 Implement materiel sustainment plans	2.1 Performance indicators and other criteria for measuring achievement are developed
	2.2 Materiel sustainment risks and impacts relevant to the plan are identified, reported and managed
	2.3 Materiel sustainment plans are implemented in accordance with organisational policy and procedures
	2.4 Participation and contribution to materiel sustainment activities is established and maintained in accordance with schedule
3 Monitor and report on materiel sustainment plans implementation	3.1 Materiel sustainment plans are monitored and regularly reviewed in accordance with organisational policy and procedures
	3.2 Plans are amended and documented in accordance with organisational policy and procedures
	3.3 Performance measures are monitored to ensure they address all key aspects of organisational performance and meet stakeholder requirements
	3.4 Performance data is analysed on a regular basis in terms of indicators and compliance with organisational policy and procedures
	3.5 Strategic performance is reported to all stakeholders in a transparent manner in accordance with compliance requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4016A Implement and monitor materiel sustainment plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4016 Implement and monitor materiel sustainment plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information
- applying relevant materiel sustainment and project management knowledge to work and to guide problem solving
- applying relevant implementation processes
- developing and/or complying with procedures to implement and monitor materiel sustainment plans
- displaying resilience by continuing to move forward despite criticism or setbacks, remaining positive and responding to pressure in a controlled manner
- ensuring mechanisms are in place to monitor materiel sustainment plans
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- monitoring and reporting on implementation processes
- negotiating and communicating with key internal and external stakeholders , receiving their input, and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- undertaking performance measurement to enable objectives to be measured against defined parameters
- using organisational strategic objectives to identify long-term factors and external considerations for implementing material sustainment plans.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- configuration management
- contract management
- level of written communication required to prepare correspondence and reports
- logistics support analysis principles and processes
- materiel sustainment processes related to planning
- organisational policy and procedures impacting on materiel sustainment
- organisational role relevant to materiel sustainment
- performance measurement
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including environmental and sustainability issues
- technical regulatory framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel sustainment

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- materiel sustainment plans and associated subordinate plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4017 Conduct materiel sustainment activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct materiel sustainment activities in accordance with relevant organisational policy and procedures.

It includes the requirement to conduct a range of processes including capturing, recording, recovering and analysing data; the maintenance of associated workplace networks and stakeholder requirements.

This unit was developed for materiel sustainment specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to conduct materiel sustainment activities	1.1 Stakeholders are identified and consulted on materiel, and materiel systems needs and capabilities in accordance with organisational policy and procedures
	1.2 Effective relationships are developed with stakeholders through consultation
	1.3 Legislation and organisational policy and procedures that may impact on materiel sustainment activities are identified and analysed
	1.4 Sources of information relevant to materiel sustainment activities are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.5 Personnel involved in materiel sustainment are briefed in accordance with standard procedures
2 Conduct materiel sustainment activities	2.1 Materiel sustainment methods and techniques appropriate to area are employed in accordance with plans, schedules and standard procedures
	2.2 Materiel sustainment activities are conducted and concluded within resource constraints
	2.3 Materiel sustainment activities are implemented, monitored and amended based on changing circumstances in accordance with methodologies and procedures
	2.4 Resources are allocated to materiel sustainment in accordance with materiel sustainment plan and resource availability
3 Report on materiel sustainment activities	3.1 Materiel sustainment performance is reported to all stakeholders in a transparent manner in accordance with compliance requirements
	3.2 Materiel sustainment activities are regularly reviewed to ensure systems and/or equipment capability is maintained throughout its life cycle, in accordance with organisational policy and procedures
4 Maintain materiel sustainment records	4.1 Materiel sustainment records are completed in accordance with relevant policy and procedures

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4.2 Materiel sustainment records are amended and documented in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4017A Conduct materiel sustainment activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4017 Conduct materiel sustainment activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to and applying relevant data and information management processes
- analysing and evaluating information, and determining how it may be impacted by materiel sustainment activities or how materiel sustainment activities may be impacted by the information being considered
- analysing data and information
- applying relevant materiel sustainment knowledge to work and to guide problem solving
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- managing time and prioritising work to ensure objectives are met in accordance with required schedule
- negotiating and communicating with key internal and external stakeholders, receiving their input, and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- undertaking performance measurement to enable objectives to be measured against defined parameters
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- level of written communication required to prepare correspondence and reports
- materiel sustainment processes
- organisational policy and procedures related to materiel sustainment

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- organisational role relevant to materiel sustainment
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel sustainment
- materiel sustainment plans and resource availability plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4018 Apply materiel sustainment process and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply materiel sustainment processes and procedures in accordance with relevant organisational policy and procedures.

The application of processes and procedures is specific to a variety of component processes including: materiel sustainment administrative procedures, materiel sustainment data collection and storage, and materiel sustainment data retrieval.

This unit was developed for materiel sustainment specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to apply materiel sustainment processes and procedures	1.1 Requirement for applying materiel sustainment processes and procedures is identified from work requests/instructions and is confirmed
	1.2 Work health and safety (WHS)/occupational health and safety (OHS) requirements, including those contained in organisational procedures, are applied throughout the operation
	1.3 Required resources and equipment are identified, acquired and prepared in accordance with organisational procedures
	1.4 Sources of information relevant to materiel sustainment requirements are identified and relevant information is obtained in accordance with organisational policy and procedures
2 Apply materiel sustainment processes and procedures	2.1 Materiel sustainment processes and procedures are implemented and monitored within resource constraints
	2.2 Materiel sustainment processes and procedures are amended based on changing circumstances in accordance with organisational policy and procedures
3 Monitor and report on materiel sustainment processes and procedures	3.1 Materiel sustainment outcomes are reported to appropriate personnel in accordance with organisational policy and procedures
	3.2 Materiel sustainment processes and procedures are monitored and reviewed to ensure systems and/or equipment capability is maintained, in accordance with organisational policy and procedures
4 Maintain records for materiel sustainment processes and procedures	4.1 Materiel sustainment records are completed in accordance with organisational policy and procedures
	4.2 Materiel sustainment records are amended and documented in accordance with organisational policy and procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4018A Apply materiel sustainment processes and procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4018 Apply materiel sustainment process and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to and applying relevant data collection, storage and retrieval requirements
- applying materiel sustainment knowledge to work and to guide problem solving
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to t achieving these goals
- operating equipment and systems relevant to materiel sustainment activities
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- level of written communication required to prepare letters and reports
- materiel life cycle
- materiel sustainment administrative procedures
- materiel sustainment data collection and storage requirements
- materiel sustainment data retrieval procedures
- organisational role relevant to materiel sustainment
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel sustainment
- materiel sustainment plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4022 Implement and monitor configuration management plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor configuration management plans in accordance with relevant organisational policy and procedures

It includes adjusting current and future activity, amending plans, acquiring resources, liaising with stakeholders and providing associated reports.

This unit was developed for configuration management specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify requirements for providing configuration management	1.1 Sources of information relevant to configuration management plans are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.2 Currency of information is reviewed and documented in accordance with organisational policy and procedures
	1.3 Configuration management plans are assessed against reviewed information
2 Implement configuration management plans	2.1 Performance indicators and other criteria for measuring achievement are implemented
	2.2 Configuration management risks and impacts relevant to plans are identified, reported and managed
	2.3 Configuration management plans are implemented in accordance with organisational policy and procedures
	2.4 Participation and contribution to configuration management activities is established and maintained in accordance with plans
3 Monitor and report on implementation of configuration management plans	3.1 Configuration management plans are monitored and regularly reviewed in accordance with organisational policy and procedure
	3.2 Plans are amended and documented in accordance with organisational policy and procedures
	3.3 Performance measures are monitored to ensure they address all key aspects of organisational performance and meet stakeholder interests
	3.4 Performance data is analysed on a regular and planned basis, in terms of indicators and compliance with organisational policy and procedures
	3.5 Performance is reported to all stakeholders in a transparent manner in accordance with compliance requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4022A Implement and monitor configuration management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4022 Implement and monitor configuration management plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information
- applying relevant configuration management plans and project management knowledge to work being performed and to guide problem solving
- applying relevant implementation processes
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- implementing processes to enable configuration management requirements to be effectively transitioned across the life cycle, including integrated logistics support considerations, and validation and verification activities, including environmental and sustainability issues
- managing time and prioritising work to ensure objectives are met in accordance with the schedule
- monitoring and reporting on configuration management plan processes
- monitoring processes to ensure that configuration management systems continue to enable the operational requirements to be attained – this may include performance metrics
- negotiating and communicating effectively with key internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall configuration management objectives are achieved
- using organisational strategic objectives to identify and assess potential alliances and effective strategies.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- codification and cataloguing processes
- configuration management
- configuration management processes related to planning
- level of written communication required to prepare correspondence and reports
- organisational policy and procedures impacting on configuration management
- organisational role relevant to configuration management
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including environmental and sustainability issues
- technical regulatory framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- configuration management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4023 Conduct configuration management activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct configuration management activities in accordance with relevant organisational policy and procedures.

It includes the requirement to conduct a range of processes including capturing, recording, recovering and analysing data; maintaining associated workplace networks; and stakeholder requirements.

This unit was developed for configuration management specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to conduct configuration management activities	1.1 Stakeholders are identified and consulted on materiel, and materiel systems needs and capabilities in accordance with organisational policy and procedures
	1.2 Effective relationships are developed with stakeholders through consultation
	1.3 Legislation and organisational policy and procedures that may impact on configuration management activities are identified and analysed
	1.4 Sources of information relevant to configuration management activities are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.5 Personnel involved in configuration management activities are briefed in accordance with standard procedures
2 Conduct configuration management activities	2.1 Configuration management methods and techniques appropriate to area are employed in accordance with plans, schedules and standard procedures
	2.2 Configuration management activities are conducted and concluded within resource constraints
	2.3 Configuration management activities are implemented, monitored and amended based on changing circumstances in accordance with methodologies and procedures
	2.4 Resources are allocated to configuration management activities in accordance with configuration management plan and resource availability
3 Report on configuration management	3.1 Configuration management performance is reported to all stakeholders in a transparent manner in accordance with compliance requirements
	3.2 Configuration management reports are regularly reviewed to ensure systems and/or equipment capability is maintained throughout its life cycle, in accordance with organisational policy and procedures
4 Maintain configuration	4.1 Configuration management records are completed in

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management records	accordance with relevant policy and procedures
	4.2 Configuration management records are amended and documented in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4023A Conduct configuration management activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4023 Conduct configuration management activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to and applying relevant data and information management processes
- analysing data and information
- applying relevant configuration management and project management knowledge to work and to guide problem solving
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying, reviewing and analysing information that may impact on configuration management program, or may be impacted by configuration management program
- managing time and prioritising work to ensure objectives are met in accordance with schedule
- negotiating and communicating effectively with key internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall configuration management objectives are achieved
- undertaking performance measurement relevant to configuration management to enable objectives to be measured against defined parameters
- using appropriate information technology and software
- using organisational strategic objectives to identify and assess potential alliances and effective strategies.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- configuration management processes
- level of written and oral communication required to prepare correspondence and reports
- organisational policy and procedures related to configuration management
- organisational role relevant to configuration management
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues
- technical regulatory framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- configuration management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4024 Apply configuration management processes and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply configuration management processes and procedures in accordance with relevant organisational policy and procedures.

The application of processes and procedures is specific to a variety of component processes including: configuration management administrative procedures, configuration management data collection and storage, and configuration management data retrieval.

This unit was developed for configuration management specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to apply configuration management processes and procedures	1.1 Requirements for applying processes and procedures are identified from work requests/instructions and are confirmed
	1.2 Work health and safety (WHS)/occupational health and safety (OHS) requirements, including those contained in organisational procedures, are applied throughout the operation
	1.3 Required resources and equipment are identified, acquired and prepared in accordance with organisational procedures
	1.4 Sources of information relevant to configuration management requirements are identified and relevant information is obtained in accordance with organisational policy and procedures
2 Apply configuration management processes and procedures	2.1 Configuration management processes and procedures are implemented and monitored within resource constraints
	2.2 Configuration management processes and procedures are amended based on changing circumstances in accordance with organisational policy and procedures
3 Monitor and report on configuration management processes and procedures	3.1 Configuration management outcomes are reported to appropriate personnel in accordance with organisational policy and procedures
	3.2 Configuration management processes and procedures are monitored and reviewed to ensure systems and/or equipment capability is maintained, in accordance with organisational policy and procedures
4 Maintain records for configuration management processes and procedures	4.1 Configuration management records are maintained in accordance with organisational policy and procedures
	4.2 Configuration management records are amended and documented in accordance with organisational policy and procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4024A Apply configuration management processes and procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4024 Apply configuration management processes and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to and applying relevant data collection, storage and retrieval requirements
- applying relevant configuration management knowledge to work being performed and to guide problem solving
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- operating equipment and systems relevant to configuration management activities
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- cataloguing and codification
- configuration management administrative procedures
- configuration management data collection and storage requirements
- configuration management data retrieval procedures
- level of written communication required to prepare letters and reports
- materiel life cycle
- organisational role relevant to configuration management
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues
- technical regulatory framework.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- configuration management plans

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4026 Apply codification and cataloguing processes and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to collect, analyse and catalogue codification data and information in accordance with relevant organisational policy and procedures.

It includes identifying required codification information, analysing and preparing information for use, providing explanatory information and cataloguing information.

This unit was developed for codification and cataloguing specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to apply codification and cataloguing processes and procedures	1.1 Requirement for applying codification and cataloguing processes and procedures is identified from work requests/instructions and is confirmed
	1.2 Work health and safety (WHS)/occupational health and safety (OHS) requirements, including those contained in organisational procedures, are applied throughout the operation
	1.3 Required resources and equipment are identified, acquired and prepared in accordance with organisational procedures
	1.4 Sources of information relevant to codification and cataloguing requirements are identified and relevant information is obtained in accordance with organisational policy and procedures
2 Apply codification processes and procedures	2.1 Codification information and data is collated and analysed in accordance with organisational policy and procedures
	2.2 Research and analysis is conducted in accordance with codification requirements
	2.3 Codification is established and confirmed in accordance with organisational policy and procedures
3 Apply cataloguing processes and procedures	3.1 Codification outcomes are interpreted and catalogued in accordance with organisational policy and procedures
	3.2 Cataloguing is monitored and reviewed to ensure system capability is maintained in accordance with organisational policy and procedures
4 Maintain records for codification and cataloguing processes and procedures	4.1 Codification and cataloguing records are documented in accordance with organisational policy and procedures
	4.2 Codification and cataloguing records are reviewed and updated in accordance with organisational policy and procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4026A Apply codification and cataloguing processes and procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4026 Apply codification and cataloguing processes and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to and applying relevant data collection, storage and retrieval requirements
- analysing and interpreting codification and cataloguing data to source information from external and internal sources
- applying relevant codification and cataloguing knowledge to work being performed and to solving problems
- displaying resilience by continuing to move forward despite criticism or setbacks
- drawing on information from a variety of sources using research, analysis and judgement to identify information that needs to be incorporated into codification and cataloguing data
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing administrative procedures
- codification and cataloguing data collection and storage requirements
- codification and cataloguing data storage and retrieval procedures
- configuration management
- integrated logistics support
- level of written communication required to prepare letters and reports
- materiel life cycle
- materiel sustainment
- organisational role relevant to codification and cataloguing

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- safety, legislative and statutory requirements, including relevant environmental and sustainability issues
- technical regulatory framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to codification and cataloguing
- codification and cataloguing plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4027 Assess maintenance spares and manage repairable items

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assess spares and manage repairable items in maintenance activities in accordance with relevant organisational policy and procedures, and relevant regulations.

This unit was developed for materiel sustainment specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Perform spares assessment activities	1.1 Organisation spares assessment and supply information systems are identified and applied
	1.2 Maintenance data, spares usage data and trends are monitored, and required holdings of spares are varied as required
	1.3 Spares availability problems are identified and strategies are determined to resolve problems
	1.4 Acceptable sources of suitable substitute parts are identified and requirements for documentation are specified in accordance with organisational policy and procedures
	1.5 Configuration management requirements are observed in spares assessing
2 Manage repairable items	2.1 Maintenance and reliability data is monitored and changes to maintenance programs are proposed as required
	2.2 Documentation is raised to allocate repairable items to maintenance facilities in accordance with contractual requirements, and organisational policy and procedures
	2.3 Specific investigation or additional maintenance requirements are determined
3 Maintain records	3.1 Data for input to integrated logistics support (ILS) records is provided as required
	3.2 Systems, procedures and records associated with documenting performance are managed in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4027A Assess maintenance spares and manage repairable items.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4027 Assess maintenance spares and manage repairable items

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- administering spares, services contracts and their deliverables effectively
- analysing and interpreting assessment information to determine where internal and external factors impact on assessing spares and managing repairable items
- communicating with stakeholders
- consulting and negotiating with internal and external stakeholders effectively and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- drawing on information from a variety of sources using research, analysis and judgement to develop assessment requirements
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- initiating and efficiently monitoring processes
- initiating remedial action required
- managing materiel sustainment operations effectively and efficiently
- preparing and providing relevant reports and documentation
- undertaking procurement activities
- using appropriate information technology and software to assess and manage repairable items
- using organisational strategic objectives to identify long-term factors and external considerations.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- configuration management
- industrial base capability
- integrated logistics support
- legislative and regulatory environment, including environmental and sustainability issues
- logistics governance
- logistics support analysis principles and processes
- management processes
- materiel sustainment
- organisational policy and procedures
- organisational role relevant to materiel sustainment
- performance measurement
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

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- computer and relevant software
- legislation, guidelines, procedures and protocols relating to spares and repairable items
- maintenance plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4028 Apply knowledge of logistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to analyse and apply knowledge of logistics in accordance with relevant organisational policy and procedures.

It includes accessing and interpreting relevant logistics information and applying this information in the workplace.

This unit applies to emerging logistics specialists who need an understanding of the functions and activities of the wider organisation but is applicable to any individual in this field of work.

The application of this knowledge is required by people who are not currently specialists in the field but need the knowledge to inform their decision making.

Typically these individuals must demonstrate the ability to work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret relevant logistics information	1.1 Relevant logistics requirements are identified and obtained
	1.2 Logistics information obtained is analysed to determine organisational application
	1.3 Analysis results are documented and recommendations relevant to logistics are determined
2 Use knowledge of logistics	2.1 Logistics requirements and recommendations are applied in accordance with organisational policy and procedures
	2.2 Effectiveness of the recommendations is assessed, reviewed and recorded in accordance with organisational policy and procedures
	2.3 Recommendations are adjusted as required and documented for future application in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4028A Apply knowledge of logistics.

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Links

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Assessment Requirements for TLIX4028 Apply knowledge of logistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant logistics requirements
- analysing and interpreting logistics information to determine where internal and external factors impact on the logistics requirements, and adjusting planning accordingly
- applying knowledge of logistics to assist work and to guide problem solving
- communicating key logistics information clearly, presenting information confidently and selecting the appropriate communication medium for a range of audiences
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- logistics information or information systems
- logistics knowledge relevant to the work performed
- relevant and industry specific information regarding the support to capability and support to operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, computer and relevant software, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4029 Apply knowledge of integrated logistics support

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to analyse and apply knowledge of integrated logistics support in accordance with relevant organisational policy and procedures.

The application of this knowledge is required by people who are not integrated logistics support specialists but who need the knowledge to inform their decision making. The application of integrated logistics support knowledge is specific to a variety of component processes in material logistics activities.

This unit was developed for logistics specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret relevant integrated logistics support information	1.1 Relevant integrated logistics support requirements are identified and obtained
	1.2 Integrated logistics information obtained is analysed to determine relevance and application to the organisation
	1.3 Outcomes of the analysis are documented and recommendations relevant to integrated logistics support are determined
2 Use knowledge of integrated logistics support	2.1 Integrated logistics support requirements and recommendations relevant to materiel and materiel logistics are applied in accordance with organisational policy and procedures
	2.2 Effectiveness of recommendations is assessed, reviewed and recorded in accordance with organisational policy and procedures
	2.3 Recommendations are adjusted as required and documented for future application in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX4029A Apply knowledge of integrated logistics support.

Links

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Assessment Requirements for TLIX4029 Apply knowledge of integrated logistics support

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant integrated logistics support requirements
- analysing and interpreting integrated logistics support information to determine where internal and external factors impact on integrated logistics requirements, and adjusting planning accordingly
- applying integrated logistics support knowledge to work being performed and to guide problem solving
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on clear communication of key integrated logistics support information, presenting information confidently and selecting appropriate medium for communication to a range of audiences
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- integrated logistics support knowledge relevant to the work performed
- integrated logistics support relevant to materiel and materiel systems
- integrated logistics support
- materiel life cycle
- own role in relation to wider organisational or project context

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- safety, legislative and statutory requirements, including relevant environmental and sustainability issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to integrated logistic support
- integrated logistics support plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4030 Apply knowledge of materiel sustainment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to analyse and apply knowledge of materiel sustainment in accordance with relevant organisational policy and procedures.

The application of this knowledge is required by people who are not materiel sustainment specialists but who need the knowledge to inform their decision making. The application of materiel sustainment knowledge is specific to a variety of component processes in material logistics activities.

This unit was developed for logistics specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret relevant materiel sustainment information	1.1 Relevant materiel sustainment requirements are identified and obtained
	1.2 Materiel sustainment information obtained is analysed to determine relevance and application to the organisation
	1.3 Outcomes of the analysis are documented and recommendations relevant to materiel sustainment are determined
2 Use knowledge of materiel sustainment	2.1 Materiel sustainment requirements and recommendations relevant to materiel and materiel logistics are applied in accordance with organisational policy and procedures
	2.2 Effectiveness of recommendations is assessed, reviewed and recorded in accordance with organisational policy and procedures
	2.3 Recommendations are adjusted as required and documented for future application in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4030A Apply knowledge of materiel sustainment.

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Assessment Requirements for TLIX4030 Apply knowledge of materiel sustainment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant materiel sustainment requirements
- analysing and interpreting materiel sustainment information to determine where internal and external factors impact on integrated logistics requirements, and adjusting planning accordingly
- applying materiel sustainment knowledge to assist work being performed and to guide problem solving
- consulting and negotiating with key internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on clear communication of materiel sustainment information, presenting information confidently and selecting appropriate medium for communication to a range of audiences
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria include knowledge of:

- contract management
- materiel life cycle
- materiel sustainment knowledge relevant to the work performed
- materiel sustainment relevant to materiel and materiel systems
- organisational policy and procedures

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- organisational role relevant to materiel sustainment
- own role in relation to wider organisational or project context
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel sustainment
- materiel sustainment plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4031 Apply knowledge of configuration management

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to analyse and apply knowledge of configuration management in accordance with relevant organisational policy and procedures.

The application of this knowledge is required by people who are not configuration management specialists but who need the knowledge to inform their decision making. The application of configuration management knowledge is specific to a variety of component processes in material logistics activities.

This unit was developed for logistics specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret relevant configuration management information	1.1 Relevant configuration management requirements are identified and obtained
	1.2 Configuration management information obtained is analysed to determine relevance and application to the organisation
	1.3 Outcomes of the analysis are documented and recommendations relevant to configuration management requirements are determined
2 Use knowledge of configuration management	2.1 Configuration management requirements and recommendations relevant to materiel and materiel logistics are applied in accordance with organisational policy and procedures
	2.2 Effectiveness of recommendations is assessed, reviewed and recorded in accordance with organisational policy and procedures
	2.3 Recommendations are adjusted as required and documented for future application in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX4031A Apply knowledge of configuration management.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4031 Apply knowledge of configuration management

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant configuration management requirements
- analysing and interpreting configuration management information to determine where internal and external factors impact on configuration management requirements, and adjusting planning accordingly
- applying configuration management knowledge to work being performed and to guide problem solving
- consulting and negotiating with key internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on clear communication of configuration management information, presenting information confidently and selecting appropriate medium for communication to a range of audiences
- identifying, interpreting and analysing configuration management requirements relevant to work being performed
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- configuration management knowledge relevant to work performed
- configuration management relevant to materiel and materiel systems
- integrated logistics support
- materiel life cycle
- materiel sustainment

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- own role in relation to wider organisational or project context
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues
- technical regulatory framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operations manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- configuration management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4032 Apply knowledge of technical regulatory framework

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to analyse and apply knowledge of the technical regulatory framework in accordance with relevant organisational policy and procedures.

The application of this knowledge is required by people who are not specialists of the technical regulatory framework but need the knowledge to inform their decision making. The application of technical regulatory framework knowledge is specific to a variety of component processes in material logistics activities.

This unit was developed for logistics specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and interpret relevant technical regulatory framework information	1.1 Relevant technical regulatory framework requirements are identified and obtained
	1.2 Technical regulatory information obtained is analysed to determine relevance and application to the organisation
	1.3 Outcomes of the analysis are documented and recommendations relevant to technical regulatory requirements are determined
2 Use knowledge of technical regulatory framework	2.1 Technical regulatory requirements and recommendations relevant to materiel and materiel logistics are applied in accordance with organisational policy and procedures
	2.2 Effectiveness of recommendations is assessed, reviewed and recorded in accordance with organisational policy and procedures
	2.3 Recommendations are adjusted as required and documented for future application in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX4032A Apply knowledge of technical regulatory framework.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4032 Apply knowledge of technical regulatory framework

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant compliance requirements
- applying technical regulatory framework knowledge to work being performed and to guide problem solving
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on clear communication of technical regulatory information to a range of audiences
- identifying, interpreting and analysing technical regulatory requirements relevant to work being performed
- presenting technical regulatory information confidently and selecting appropriate medium for communication
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria include knowledge of:

- configuration management
- materiel life cycle
- own role in relation to wider organisational or project context
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues
- technical regulatory framework knowledge relevant to work performed
- technical regulatory framework relevant to materiel and materiel systems.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to technical regulatory framework
- technical regulatory framework plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4033 Apply technical regulatory framework compliance management systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply and validate technical regulatory framework compliance management systems, processes and procedures established by an organisation to fulfil its obligations and responsibilities under applicable compliance requirements.

This unit was developed for technical regulatory framework specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for compliance roles and responsibilities	1.1 Structure of the organisation is examined to identify roles, authorities, accountabilities and responsibilities of various managers and operational staff, in maintaining compliance within the technical regulatory framework
	1.2 Technical regulatory framework compliance requirements applicable to work area/operational unit are identified, confirmed and interpreted
	1.3 Own or team specific responsibilities are identified and clarified
	1.4 Feedback and performance indicators on the operation of the technical compliance management processes and procedures are reviewed and agreed with manager/team leader
	1.5 Appropriate briefings and training are participated in to ensure jobholder is aware of roles and responsibilities within planned technical regulatory framework compliance management system
2 Apply technical compliance management system	2.1 Technical regulatory framework components of technical compliance management system are confirmed, and authorised procedures for their implementation are clarified
	2.2 Resources for applying technical regulatory framework compliance management system are accessed and utilised in accordance with organisational policy and procedures
	2.3 Implementation plan and schedule are accessed and applied in collaboration with managers and operations staff, in accordance with relevant technical regulatory framework
	2.4 Essential technical regulatory framework preconditions for any duty, function or activity are confirmed before proceeding with designated or assigned work
3 Validate individual application of technical compliance management	3.1 Specified information on own role and responsibilities within technical compliance management system is gathered from appropriate sources

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processes	3.2 Feedback and performance indicator satisfaction data is prepared, reviewed and processed in accordance with agreed workplace practices 3.3 Problems in applying technical compliance management system and in particular, breach of compliance requirements, are identified and appropriate action is initiated to address problems concerned 3.4 Reports on identified breaches of compliance requirements and related action taken are prepared and processed to responsible authority/stakeholder 3.5 Records of technical regulatory framework activities are maintained in accordance with approved systems requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4033A Apply technical regulatory framework compliance management systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4033 Apply technical regulatory framework compliance management systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to and applying relevant data collection, storage and retrieval requirements
- applying technical regulatory framework compliance management system knowledge to work being performed and to guide problem solving
- applying technical regulatory framework knowledge relevant to work being performed
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- operating equipment and systems relevant to technical regulatory framework activities
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- configuration management
- elements of technical regulatory framework compliance management systems including:
  - breach management policies and processes including the identification, classification, investigation, rectification and reporting of breaches in compliance requirements
  - compliance complaints handling systems
  - compliance related management information systems
  - compliance reporting procedures
  - continuous improvement processes for compliance including validation and review
  - corporate compliance induction and training processes
  - documentation of compliance requirements relevant to the specified work role/area
  - liaison procedures with relevant internal personnel on compliance related matters

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    - processes for internal promulgation of information on compliance requirements
    - reporting processes on compliance including reports on breaches and rectification action
    - specification of local work area compliance management functions, authorities, accountabilities and responsibilities under a technical regulatory framework
    - techniques and performance indicators for validating individual application of a compliance system
- own role in relation to wider organisational or project context
- quantitative and qualitative data analysis techniques relevant to compliance applications
- relevant Australian Standards and international standards
- sources of data relevant to compliance, including environmental and sustainability issues
- technical regulatory framework compliance requirements that are based on:
- codes of practice
    - environmental, sustainability policies and legislation
    - internal policies
    - organisational policy and procedures
    - standard operating procedures
    - standards
- techniques suitable for applying compliance related systems and activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

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- computer and relevant software
- legislation, guidelines, procedures and protocols relating to technical regulatory framework compliance management system
- technical regulatory framework compliance management systems plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4034 Apply technical risk management systems and techniques

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assist with aspects of risk management in relation to the technical integrity of an organisation's materiel. It specifically involves assisting in assessing, controlling and reviewing risks associated with the organisation's materiel.

This unit was developed for technical regulatory framework specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assist with risk assessment	1.1 Contribution is made to identify, analyse, evaluate and prioritise risks to technical integrity of the organisation's materiel
	1.2 Within delegated technical/engineering authority, input is provided to develop risk management strategies and risk management plans within established guidelines
	1.3 Established risk analysis methods, techniques and tools are used to assist in assessing risks in accordance with organisational plans
	1.4 Reporting mechanisms for risks to technical integrity are incorporated, in accordance with organisational plans
2 Conduct risk control activities	2.1 Risk control activities are undertaken in accordance with organisational plans
	2.2 Risks to technical integrity are acted on within technical/engineering authority or reported to others for response
	2.3 Contribution is made to implementing agreed risk approaches and amending plans to reflect changing context
	2.4 Opportunities are identified and reported for action in the same way as risks
3 Contribute to assessing risk management outcomes	3.1 Contribution is made to the ongoing review of the technical integrity of organisational materiel to determine the effectiveness of risk management activities by accessing data and available information
	3.2 Risk management issues and responses are reported to others for lessons learned or application in future technical/engineering activities

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4034A Apply technical risk management systems and techniques.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4034 Apply technical risk management systems and techniques

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and on at least one occasion and include:

- adhering to and applying relevant data collection, storage and retrieval requirements
- applying knowledge of technical risk management systems to work being performed and to guide problem solving
- applying safety, legislative and statutory requirements, including environmental, sustainability issues relevant to technical risk management
- applying technical risk management knowledge relevant to work being performed
- completing work area housekeeping requirements including documenting risk management activity and process outcomes
- contributing to reports of results
- controlling risk
- developing risk management strategies
- identifying risk
- implementing, monitoring, and successfully completing risk management activities
- interpreting organisational role relevant to technical risk management
- modifying activities to cater for variations in workplace context and environment
- monitoring risks (with emphasis on variation management)
- operating equipment and systems relevant to technical risk management activities
- reviewing risk management within the project
- using appropriate information technology and software
- working and communicating effectively and positively with others involved in the work.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- organisational engineering management plan and risk management plan
- own role in relation to wider organisational or project context
- risk management as applied in a technical/engineering context, including principles, tools, techniques, standards and processes
- technical regulatory framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to technical risk management systems and techniques
- engineering management plans, organisational plans, risk management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4035 Maintain technical data and information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain organisational technical data and information in good order on a day-to-day basis in accordance with relevant organisational policy and procedures.

It includes gathering technical data and information that is subject to organisational updates, performing required updates, retrieving reports from a data management system in response to a request, and monitoring aspects relevant to immediate business unit requirements.

This unit was developed for technical regulatory framework specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Collate technical data and information	1.1 Technical data and information to be incorporated into organisation's records system are identified in accordance with data and technical information management system requirements
	1.2 Technical data and information to be incorporated into organisation's information systems is recorded in accordance with data and technical information management system requirements
	1.3 Technical data and information is sorted and catalogued in accordance with workplace requirements
	1.4 Security and access requirements for technical data and information are adhered to in accordance with management system
2 Update technical data and information system	2.1 Technical data and information of direct interest to business unit is routinely monitored
	2.2 New or revised technical data and information is identified and incorporated in accordance with authorised systems
	2.3 Movement and use of technical data and information is updated in accordance with authorised systems
	2.4 Technical data and information system is updated accurately within timeframes set by authorised systems
	2.5 Technical data and information is archived or disposed of in accordance with authorised systems
3 Prepare reports from organisation's technical data management system	3.1 Request for reports is interpreted and clarification of content and frequency is sought as required
	3.2 Reports are prepared from organisation's technical data management system in accordance with instructions or request
	3.3 Format and style of reports as outlined in organisational procedures are complied with
	3.4 All reports from organisation's technical data management system are prepared within workplace

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	requirements in accordance with security and access procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4035A Maintain technical data and information.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4035 Maintain technical data and information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information
- applying technical data and information plans knowledge to work being performed and to guide problem solving
- applying relevant implementation processes
- applying technical data and information and project management knowledge in technical data and information systems
- completing work area housekeeping requirements including documenting technical data and information management activity and process outcomes
- consulting and negotiating effectively with internal and external stakeholders , receiving their input and resolving potential areas of conflict or concern to ensure overall technical data and information systems objectives are achieved
- contributing to reports of results
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- implementing processes to enable new technical data and information system requirements to be effectively transitioned across the life cycle – including integrated logistics support considerations, environmental and sustainability issues, and validation and verification activities
- maintaining technical data and information management systems successfully
- modifying activities to cater for variations in workplace context and environment
- monitoring and reporting on implementation processes
- monitoring processes to ensure technical data and information systems continue to enable operational requirements to be attained, which may involve performance metrics
- working and communicating effectively and positively with others involved in the workplace.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable standards
- data management principles and processes including functional requirements for data management
- own role in relation to wider organisational or project context
- relevant details of technical regulatory framework, organisational engineering management plans and technical data management plan.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to technical data and information
- engineering management plans, technical data management plans, and technical data and information plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX4036 Analyse, advise on and carry out integrated border clearance transactions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to analyse, advise on and carry out border clearance transactions.

It includes analysing complex interactions between component elements of the transactions, in accordance with customs and related legislation, and workplace requirements.

This unit applies to individuals working as a customs broker.

Work is undertaken in a range of environments including small to large worksites in the customs broking and international freight forwarding industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Read and interpret documents for import consignment	1.1 Documents for import transaction are reviewed and assessed for compliance with legislative and regulatory requirements
	1.2 Australian Customs Act and/or other legislation is accessed and implications for import clearance is determined
	1.3 Missing or ambiguous documents and/or information is identified and client is advised
2 Identify and analyse problems	2.1 Requirements for import clearance transactions are analysed and concerns are identified and documented
	2.2 Implications and risks associated with identified concerns are assessed and recorded in accordance with workplace procedures
3 Develop and review alternative solutions	3.1 Appropriate alternative solutions to identified issues and problems are developed with due consideration to managing the risks involved, legislative requirements and client needs
	3.2 Comparative benefits and risks of alternative solutions are assessed and documented in accordance with workplace procedures
	3.3 Various options are reviewed in terms of their comparative benefits and risks and review outcomes are documented as required
4 Select and justify solution	4.1 Alternative solutions are developed based on review outcomes and preferred solution/s are selected
	4.2 Selection justification is documented in accordance with workplace procedures and policies, with due reference to compliance with all legislative requirements, selected solution benefits, risks involved and how they will be managed
	4.3 Critical issues identified during the review and assessment processes are discussed and cleared with relevant internal and external personnel as required
5 Complete border clearance transaction	5.1 Results of integrated border clearance transaction review are discussed with client
	5.2 Advice is provided to client on border clearance transaction, recommended solution and recommendation rationale

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	5.3 Integrated border clearance transaction is completed in accordance with agreed approach, relevant legislative requirements and workplace procedures
6 Document and record border clearance transaction	6.1 Required documentation for integrated border clearance transaction is completed and verified in accordance with legislative requirements and workplace procedures
	6.2 Information is entered into appropriate systems as required
	6.3 Records are made of integrated border clearance transaction and information on specific issues, problems and related solutions adopted, and action taken
	6.4 Relevant information concerning integrated border clearance transaction is forwarded to client and relevant internal and external personnel, for compliance with customs and related legislation requirements, in accordance with workplace and organisational procedures
	6.5 Integrated border transaction records are retained in accordance with customs and relevant legislative requirements, and workplace and organisational procedures
7 Implement formal review mechanisms for dispute resolution	7.1 Need for a formal review of a dispute related to a border transaction is identified in accordance with relevant legislative and regulatory requirements
	7.2 Appropriate review mechanism for a dispute related to a border transaction is identified in accordance with relevant legislative and regulatory requirements
	7.3 Identified review mechanism is implemented to resolve border transaction dispute in accordance with relevant legislative and regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4036A Analyse, advise on and carry out integrated border clearance transactions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX4036 Analyse, advise on and carry out integrated border clearance transactions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- developing and reviewing alternative solutions
- identifying and analysing problems that may arise in completing border clearance transactions
- identifying and resolving import prohibitions and restrictions
- reading and interpreting relevant instructions, procedures and information for analysing, advising on and conducting border clearance transactions
- reading and interpreting legislation
- reading and interpreting transaction request facts based on documentation presented
- selecting and justifying solutions to typical border clearance transaction problems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- biosecurity requirements
- classification of a consignment in accordance with the Australian Customs Tariff Act
- commercial and shipping documentation
- current Incoterms
- customs and other legislation and policy relevant to the border clearance function
- documentation requirements for analysing, advising on and conducting integrated border clearance transactions
- duty concessions
- goods and services tax (GST)
- how to complete border clearance transaction
- issues relevant to a border clearance and appropriate action that can be taken to deal with

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such issues
- other indirect taxes, including dumping and countervailing, wine equalisation tax (WET), luxury car tax (LCT)
- preferential trade agreements including free trade agreements
- sources of information on new developments in border clearance and related legislative requirements
- valuation of a consignment in accordance with the Customs Act
- ways of learning skills and knowledge required for new developments in border clearance and related legislative requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in the industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5003 Develop and review integrated logistics support plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and review integrated logistics support plans and associated subordinate plans to ensure efficient and effective delivery of integrated logistics support across the materiel and materiel system life cycle.

This unit was developed for integrated logistics support specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify integrated logistics support requirements	1.1 Integrated logistics support planning requirements are identified in accordance with organisational policy and procedures
	1.2 Sources of information relevant to integrated logistics support are identified and relevant information is accessed in accordance with organisational policy and procedures
	1.3 Standards and legislation applicable to integrated logistics support are identified and accessed
	1.4 Specific integrated logistics support requirements are assessed against available information
	1.5 Costing analysis of requirements is conducted in accordance with organisational policy and procedures
2 Prepare integrated logistics support plans	2.1 Organisational policy and procedures relevant to integrated logistics support requirements are identified and interpreted
	2.2 Stakeholder consultation is conducted in accordance with relevant organisational policy and procedures
	2.3 Integrated logistics support plans are developed in accordance with legislative requirements and organisational policy and procedures
	2.4 Integrated logistics support plans are promulgated in accordance with organisational policy and procedures
3 Review integrated logistics support plans	3.1 Integrated logistics support plans are reviewed in accordance with relevant organisational policy and procedures
	3.2 Required changes to integrated logistics support plans are identified and prepared in accordance with relevant organisational policy and procedures
	3.3 Amendments to integrated logistics support plans are prepared and promulgated to relevant stakeholders or personnel in accordance with relevant organisational policy and procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5003A Develop and review integrated logistics support plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5003 Develop and review integrated logistics support plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying integrated logistics support and project management knowledge in planning
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying requirements for plans and adjusting them as necessary to ensure effective and efficient performance
- initiating and efficiently monitoring processes
- initiating remedial action required
- undertaking performance measurement to enable objectives to be measured against defined parameters
- undertaking research and analysis to determine where internal and external factors impact on integrated logistics support requirements, and adjust planning accordingly
- using appropriate information technology and software
- using organisational strategic objectives to identify long-term factors and external considerations for integrated logistics support planning.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- codification and cataloguing processes
- industrial base capability
- integrated logistics support
- international agreements
- interoperability
- legislative and regulatory environment as it pertains to materiel logistics
- logistics governance
- logistics support analysis principles and processes
- materiel sustainment
- organisational policy and procedures
- organisational role relevant to integrated logistics support
- performance measurement
- planning processes
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements relevant to integrated logistics support, including environmental and sustainability issues
- supply chain concepts.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to integrated logistics support
- integrated logistics support plans associated subordinate plans.

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Links

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TLIX5004 Develop integrated logistics support processes and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop integrated logistics support processes and procedures in accordance with relevant organisational policy and procedures.

It includes anticipating and confirming the need for development, the development processes, gathering and analysing information, determining direction, and drafting, releasing and promoting the processes. It also includes the initial development of procedures integral to the processes.

This unit was developed for integrated logistics support specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse integrated logistics support environment	1.1 Operation of integrated logistics support environment is analysed, and key factors and issues are identified
	1.2 External and internal factors likely to impact on integrated logistics support needs and capabilities are continually monitored and analysed
	1.3 Stakeholders are identified and consulted on materiel and materiel systems needs and capabilities, in accordance with organisational policy and procedures
	1.4 Legislation and organisational policy and procedures that may impact on integrated logistics support activity are identified and analysed
2 Develop integrated logistics support processes and procedures	2.1 Consultation and negotiation with stakeholders is conducted in accordance with organisational policy and procedures
	2.2 Integrated logistics support processes for materiel and materiel systems are developed and documented in accordance with logistics support analysis principles
	2.3 Costing analysis of options is undertaken and documented in accordance with organisational policy and procedures
	2.4 Procedures required for integrated logistics support processes are identified, developed and documented
	2.5 Processes and procedures are approved in accordance with organisational policy and procedures
3 Communicate integrated logistics support processes and procedures	3.1 Stakeholders are fully informed of outcomes, in accordance with organisational policy and procedures
	3.2 Integrated logistics support processes and procedures are promulgated in accordance with organisational policy and procedures
	3.3 Policy and procedures are promoted in accordance with relevant organisational policy and procedures
4 Review integrated logistics support processes and	4.1 Performance systems are monitored and analysed to assess impact of processes and procedures in achieving

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procedures	plans and targets 4.2 Integrated logistics support processes and procedures are reviewed in accordance with organisational policy and procedures 4.3 Required changes to integrated logistics support processes and procedures are identified and prepared in accordance with relevant organisational policy and procedures 4.4 Amendments to integrated logistics support policy and procedures are documented and promulgated to relevant stakeholders in accordance with relevant organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5004A Develop integrated logistics support processes and procedures.

Links

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Assessment Requirements for TLIX5004 Develop integrated logistics support processes and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying integrated logistics support and project management knowledge when developing processes and procedures
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- developing processes and procedures that can be readily understood by users
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying requirements for processes and procedures, and adjusting them as necessary to ensure effective and efficient performance of processes
- initiating and efficiently monitoring processes
- initiating remedial action required
- undertaking performance measurement to enable objectives to be measured against defined parameters
- undertaking research and analysis to determine where internal and external factors impact on integrated logistics support processes and procedures, and adjusting accordingly
- using appropriate information technology and software
- using organisational strategic objectives to identify long-term factors and external considerations for developing integrated logistics support processes and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

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- codification and cataloguing processes
- integrated logistics support
- international agreements
- interoperability
- logistics support analysis principles and processes
- management processes
- materiel sustainment
- organisational policy and procedures
- organisational role relevant to integrated logistics support
- performance measurement
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements relevant to integrated logistics support including environmental and sustainability issues
- supply chain concepts.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to integrated logistic support
- integrated logistics support plans.

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Links

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TLIX5005 Manage integrated logistics support operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for integrated logistics support operations, to manage those operations throughout the materiel life cycle and to report on those operations in the organisational environment.

This unit was developed for integrated logistics support specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify integrated logistics support management requirements	1.1 Sources of information relevant to integrated logistics support are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.2 Currency of information is reviewed and documented in accordance with organisational policy and procedures
	1.3 Integrated logistics support management requirements are defined and documented in accordance with organisational policy and procedures
2 Develop integrated logistics support management strategies	2.1 Consultation with stakeholders is conducted in accordance with organisational policy and procedures
	2.2 Integrated logistics support management strategies are developed and recorded taking into account materiel and/or materiel system, in accordance with organisational policy and procedures
	2.3 Key performance indicators are developed and documented in accordance with organisational policy and procedures
	2.4 Costing analysis processes are developed and documented in accordance with organisational policy and procedure
3 Apply integrated logistics support management strategies	3.1 Integrated logistics support risks and impacts are identified, recorded and managed
	3.2 Integrated logistics support procedures are applied in accordance with legislative requirements
	3.3 Management activities are carried out in accordance with organisational policy and procedures
	3.4 Failures and variances are documented, reported and managed in accordance with organisational policy and procedure
	3.5 Participation and contribution to integrated logistics support activities is established and maintained
4 Review integrated logistics support operations	4.1 Performance systems and processes are monitored and analysed to assess progress in achieving plans and targets
	4.2 Systems, procedures and records associated with documenting performance are managed in accordance with organisational requirements

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4.3 Integrated logistics support operations are reviewed in accordance with organisational policy and procedures

4.4 Changes required are identified and prepared in accordance with organisational policy and procedures

4.5 Amendments to integrated logistics support operations are incorporated into plans and promulgated to relevant stakeholders, in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5005A Manage integrated logistics support operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5005 Manage integrated logistics support operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant occupational health and safety (OHS) requirements
- applying integrated logistics support and project management knowledge when developing processes and procedures
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- developing processes and procedures that can be readily understood by users
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying integrated logistics support operation processes
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying, acquiring and adjusting resources as required to ensure effective and efficient performance of processes
- initiating and efficiently monitoring processes
- initiating remedial action required
- undertaking performance measurement to enable objectives to be measured against defined parameters
- undertaking research and analysis to determine where internal and external factors impact on integrated logistics support process and procedures, and adjusting accordingly
- using appropriate information technology and software
- using organisational strategic objectives to identify long-term factors and external considerations for developing integrated logistics support processes and procedures.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- industrial base capability
- integrated logistics support
- international agreements
- interoperability
- legislative and regulatory environment as it pertains to materiel logistics including environmental and sustainability issues
- logistics governance
- logistics support analysis principles and processes
- management processes
- materiel sustainment
- organisational policy and procedures
- organisational role relevant to integrated logistics support
- performance measurement
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements relevant to integrated logistics support including environmental and sustainability issues
- supply chain concepts.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

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- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to integrated logistic support
- integrated logistics support plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5006 Manage verification and validation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to verify and validate integrated logistics support processes and to manage verification and validation processes within the organisation.

Verification and validation is a generic term for the complete range of checks performed on a system to increase confidence that the system is suitable for its intended purpose.

This unit was developed for integrated logistics support specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify requirements for verification and validation management strategies	1.1 Sources of information relevant to verification and validation are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.2 Currency of information is reviewed and documented in accordance with organisational policy and procedures
	1.3 Materiel verification and validation requirements are defined and documented
2 Develop verification and validation management strategies	2.1 Consultation with stakeholders is conducted in accordance with organisational policy and procedures
	2.2 Verification and validation processes are developed and recorded taking into account materiel and/or materiel system, in accordance with organisational policy and procedures
3 Implement verification and validation management strategies	3.1 Integrated logistics support risks and impacts relevant to verification and validation processes are identified, recorded and managed
	3.2 Verification and validation processes are applied in accordance with legislative requirements
	3.3 Activities are carried out in accordance with organisational policy and procedures
	3.4 Participation and contribution to verification and validation process activities is established and maintained
4 Review verification and validation management strategies	4.1 Verification and validation processes are reviewed in accordance with organisational policy and procedures
	4.2 Changes required are identified and prepared in accordance with organisational policy and procedures
	4.3 Amendments to verification and validation processes are incorporated and distributed to relevant personnel in accordance with organisational policy and procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5006A Manage verification and validation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5006 Manage verification and validation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- analysing information and identifying areas that impact on verification and validation processes
- applying verification and validation knowledge relevant to work being performed
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying, acquiring and adjusting resources as required to ensure effective and efficient performance of processes
- initiating and efficiently monitoring processes
- initiating remedial action required
- undertaking performance measurement to enable objectives to be measured against defined parameters
- using appropriate information technology and software
- using materiel logistics program strategic objectives to identify long-term factors and external considerations for validation and verification processes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- codification and cataloguing processes
- industrial base capability
- integrated logistics support processes relevant to verification and validation processes
- international agreements
- interoperability
- legislative and regulatory environment as it pertains to materiel logistics, including environmental and sustainability issues
- level of written communication required to prepare complex correspondence and reports
- logistics governance
- logistics support analysis principles and processes
- organisational policy, plans and procedures relevant to verification and validation processes
- organisational role relevant to verification and validation processes
- performance measurement
- safety, legislative and statutory requirements, including environmental and sustainability issues
- supply chain concepts.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to verification and validation
- verification and validation plans.

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TLIX5010 Provide specialist integrated logistics support advice

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide specialist advice related to integrated logistics support in accordance with relevant organisational policy and procedures.

This unit specifically addresses advice that is relevant to integrated logistics support activity and is not intended to cover technical advice that is provided in a broader context of the organisational endeavour or a professional discipline.

This unit was developed for integrated logistics support specialists working within materiel logistics but is applicable to individuals in broader logistics roles

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and analyse issue/s	1.1 Circumstances that require providing advice relating to integrated logistics support are observed, received and clarified
	1.2 Issue/s are identified and confirmed, as required, through consultation with relevant personnel
	1.3 Circumstances are analysed and issue/s are interpreted and clearly defined
	1.4 Research related to issue/s is conducted and advice of relevant personnel is sought to clarify unclear findings
2 Formulate options for integrated logistics support advice	2.1 Options related to providing advice are identified and evaluated
	2.2 Options are prioritised and preferred option/s is chosen
3 Provide specialist integrated logistics support advice	3.1 Advice is formulated and discussed with stakeholders
	3.2 Stakeholder requirements are negotiated, documented and incorporated within proposed advice
	3.3 Concluding advice is provided in accordance with ethical and practical guidelines in accordance with specified resource constraints

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX5010A Provide specialist integrated logistics support advice.

Links

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Assessment Requirements for TLIX5010 Provide specialist integrated logistics support advice

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- displaying insight into how industry operates and drivers that influence industry dealings
- displaying resilience by continuing to move forward despite criticism or setbacks
- explaining key issues and persuasively negotiating to ensure integrated logistics support considerations are addressed
- focusing on clear communication of integrated logistics support information, presenting information confidently and selecting appropriate medium for communication to influence a range of audiences
- focusing on gaining a clear understanding of others' comments by listening and adapting to audience to ensure integrated logistics support considerations are addressed
- identifying, reviewing and analysing information that may impact on integrated logistics support program or may be impacted by integrated logistics support program, including environmental and sustainability issues
- liaising with stakeholders to harness information and opportunities that may impact on integrated logistics support program
- preparing and presenting reports that may be complex and written, to inform and/or to succinctly present an argument to enable results to be achieved
- providing and receiving feedback in a positive manner.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- analysis process
- duty of care
- information sources
- integrated logistics support
- level of written communication required to prepare letters and reports
- materiel logistics (materiel sustainment and integrated logistic support)
- organisational guidelines and standards
- organisational policy and procedures
- own role in relation to wider organisational or project context
- product knowledge related to systems and/or equipment in service in the organisation
- professional codes of practice
- research techniques
- verbal communication techniques.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to integrated logistic support
- specialist integrated logistics support plans.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5012 Develop and review materiel sustainment plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and review materiel sustainment plans and associated subordinate plans to ensure efficient and effective delivery of materiel sustainment across the materiel and materiel system life cycle.

This unit was developed for materiel sustainment specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify materiel sustainment requirements	1.1 Materiel sustainment planning requirements are identified in accordance with organisational policy and procedures
	1.2 Sources of information relevant to materiel sustainment are identified and relevant information is accessed in accordance with organisational policy and procedures
	1.3 Standards and legislation applicable to materiel sustainment are identified and accessed
	1.4 Specific materiel sustainment requirements are assessed against available information
	1.5 Costing analysis of requirements is coordinated in accordance with organisational policy and procedures
2 Prepare materiel sustainment plans	2.1 Organisational policy and procedures relevant to materiel sustainment requirements are identified and interpreted
	2.2 Stakeholder consultation is conducted in accordance with relevant organisational policy and procedures
	2.3 Materiel sustainment plans are developed in accordance with legislative requirements, and organisational policy and procedures
	2.4 Materiel sustainment plans are promulgated in accordance with organisational policy and procedures
3 Review materiel sustainment plans	3.1 Materiel sustainment plans are reviewed in accordance with relevant organisational policy and procedures
	3.2 Required changes to materiel sustainment plans are identified and prepared in accordance with relevant organisational policy and procedures
	3.3 Amendments to materiel sustainment plans are prepared and promulgated to relevant stakeholders or personnel in accordance with relevant organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5012A Develop and review materiel sustainment plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5012 Develop and review materiel sustainment plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- adjusting plans as necessary to ensure effective and efficient performance
- analysing materiel sustainment requirements
- applying materiel sustainment and project management knowledge when developing a plan
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying insight into how industry operates and drivers that influence industry dealings
- displaying resilience by continuing to move forward despite criticism or setbacks
- drawing on information from a variety of sources using research, analysis and judgement to determine where internal and external factors impact on materiel sustainment requirements, and adjusting planning accordingly
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- initiating and efficiently monitor processes
- initiating remedial action required
- undertaking performance measurement to enable objectives to be measured against defined parameters
- using appropriate information technology and software
- using organisational strategic objectives to identify long-term factors and external considerations for materiel sustainment planning.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- configuration management
- contract management
- costing analysis, which may include life cycle costing
- industrial base capability
- legislative and regulatory environment as it pertains to materiel logistics
- logistics governance
- logistics support analysis principles and processes
- materiel sustainment
- organisational policy and procedures
- organisational role relevant to materiel sustainment
- performance measurement
- planning processes
- procurement
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements including relevant environmental and sustainability issues
- supply chain
- technical regulatory framework.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

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- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel sustainment
- materiel sustainment plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5013 Develop materiel sustainment processes and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop organisational materiel sustainment processes and procedures.

It includes anticipating and confirming the need for development, the development processes, gathering and analysing information, determining direction, and drafting, releasing and promoting the process. It includes the initial development of procedures integral to the processes.

This unit was developed for materiel sustainment specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse materiel sustainment environment	1.1 Operation of materiel sustainment environment is analysed, and key factors and issues are identified
	1.2 External and internal factors likely to impact on materiel sustainment needs and capabilities are continually monitored and analysed
	1.3 Stakeholders are identified and consulted on materiel and materiel systems needs and capabilities, in accordance with organisational policy and procedures
	1.4 Legislation and organisational policy and procedures that may impact on materiel sustainment activity are identified and analysed
2 Develop materiel sustainment processes and procedures	2.1 Consultation and negotiation with stakeholders is conducted in accordance with organisational policy and procedures
	2.2 Materiel sustainment processes for materiel and materiel systems are developed and documented in accordance with organisational policy and procedures
	2.3 Costing analysis of options is undertaken and documented in accordance with organisational policy and procedures
	2.4 Procedures required to support material sustainment processes are identified, developed and documented
	2.5 Processes and procedures are approved in accordance with organisational policy and procedures
3 Communicate materiel sustainment processes and procedures	3.1 Stakeholders are fully informed of outcomes in accordance with organisational policy and procedures
	3.2 Materiel sustainment processes and procedures are promulgated in accordance with organisational policy and procedures
	3.3 Materiel sustainment processes and procedures are reviewed in accordance with organisational policy and

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procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5013A Develop materiel sustainment processes and procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5013 Develop materiel sustainment processes and procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- analysing materiel sustainment environment
- applying materiel sustainment and project management knowledge when developing processes and procedures
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- developing processes and procedures that can be readily understood by those responsible for action
- displaying resilience by continuing to move forward despite criticism or setbacks; remaining positive and responding to pressure in a controlled manner
- identifying requirements for processes and procedures, and adjusting them as necessary to ensure effective and efficient performance of processes
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- initiating and efficiently monitoring processes
- initiating remedial action required
- undertaking performance measurement to enable objectives to be measured against defined parameters
- undertaking research and analysis to determine internal and external factors that impact on materiel sustainment program, and incorporating into processes and procedures accordingly
- using appropriate information technology and software
- using organisational strategic objectives to identify long-term factors and external considerations for developing materiel processes and procedures.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- contract management to develop materiel sustainment
- logistics support analysis principles and processes
- management processes to develop materiel sustainment
- materiel sustainment process and procedures
- organisational policy and procedures
- organisational role relevant to materiel sustainment
- performance measurement as it relates to materiel sustainment
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including environmental and sustainability issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel sustainment
- material sustainment plans.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5014 Manage materiel sustainment operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for materiel sustainment operations, to manage those operations throughout the materiel life cycle and to report on those operations in the organisational environment.

This unit was developed for materiel sustainment specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify materiel sustainment management requirements	1.1 Sources of information relevant to materiel sustainment are identified and relevant information is obtained in accordance with organisational policy and procedures
	1.2 Currency of information is reviewed and documented in accordance with organisational policy and procedures
	1.3 Materiel sustainment management requirements are defined and documented in accordance with organisational policy and procedures
2 Develop materiel sustainment management operations	2.1 Consultation with stakeholders is conducted in accordance with organisational policy and procedures
	2.2 Materiel sustainment operations are developed and recorded taking into account materiel and/or materiel system, in accordance with organisational policy and procedures
	2.3 Key performance indicators are developed and documented in accordance with organisational policy and procedures
	2.4 Costing analysis processes are developed and documented in accordance with organisational policy and procedures
3 Apply materiel sustainment management operations	3.1 Materiel sustainment risks and impacts are identified, recorded and managed
	3.2 Materiel sustainment procedures are applied in accordance with legislative requirements
	3.3 Management operations are carried out in accordance with organisational policy and procedures
	3.4 Failures and variances are documented, reported and managed in accordance with organisational policy and procedures
	3.5 Participation and contribution to materiel sustainment activities are established and maintained
4 Review materiel sustainment operations	4.1 Performance systems and processes are monitored and analysed to assess progress in achieving plans and targets
	4.2 Systems, procedures and records associated with documenting performance are managed in accordance with organisational requirements

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4.3 Materiel sustainment operations are reviewed in accordance with organisational policy and procedures

4.4 Changes required are identified and prepared in accordance with organisational policy and procedures

4.5 Amendments to materiel sustainment operations are incorporated into plans and promulgated to relevant stakeholders, in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5014A Manage materiel sustainment operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5014 Manage materiel sustainment operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying materiel sustainment and project management knowledge to relevant materiel sustainment operations
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying and establishing materiel sustainment operation processes
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying, acquiring and adjusting resources as necessary to ensure effective and efficient performance of the processes
- initiating and efficiently monitoring processes
- initiating remedial action required
- managing obsolescence by ensuring implications of obsolescence are taken into consideration, and determining and implementing an obsolescence management strategy in accordance with policy and procedures
- managing procurement activities occurring in the materiel sustainment environment
- undertaking performance measurement to enable objectives to be measured against defined parameters
- undertaking research and analysis to investigate internal and external factors that impact on materiel sustainment program
- using appropriate information technology and software
- using organisational strategic objectives to identify long-term factors and external considerations for managing materiel sustainment operations.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- industrial base capability
- legislative and regulatory environment as it pertains to materiel logistics, including environmental, sustainability issues
- logistics governance
- logistics support analysis principles and processes
- management processes
- materiel sustainment
- organisational policy and procedures
- organisational role relevant to materiel sustainment
- performance measurement
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel sustainment

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- materiel sustainment operation plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5015 Establish supply chains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to establish and develop a strategy and model for supply chain management in accordance with relevant organisational policy and procedures.

Establishing and developing supply chains in the materiel system are integral supports to the stated capability requirement.

This unit was developed for materiel logisticians working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine supply chain requirements	1.1 Supply chain components are identified and their links and inter-relationships are analysed in accordance with organisational policy and procedures
	1.2 Communication, data access, information sharing and technology requirements for an integrated supply chain are determined
	1.3 Requirements for collaborative planning, forecasting and tailored supply chains are identified
	1.4 Supply chain requirements are documented in accordance with organisational policy and procedures
2 Determine supply chain management strategy	2.1 Outsourcing, choice of suppliers and partners, reshaping contractual relationships and the performance of the entire supply chain rather than individual supply chain segments are covered by strategies
	2.2 Matching supplier capability to customer requirements including strategies to optimise electronic information sharing and inventory risk management, and to minimise environmental impacts is included in strategies
	2.3 Strategies to build effective customer supplier relationships are identified
	2.4 Customer satisfaction requirements across the supply chain continuum are included in performance management strategies
	2.5 Strategic alliances, electronic business and electronic data interchange are included in supply chain management strategies
	2.6 Legal, ethical, environmental and security issues relating to supply chain management are addressed in supply chain management strategies
	2.7 Integration of supply chain processes into existing business processes is included in strategy
3 Develop supply chain management	3.1 Supply chain management options are researched, and strengths and weaknesses of each option are identified

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model	3.2 Supply chain management models are investigated and their requirements are analysed and compared with supply chain capability and culture 3.3 Model for supply chain management is developed that meets organisational needs including information flow, collaborative planning and forecasting, in accordance with the organisation's supply chain management strategy 3.4 Supply chain management model is developed to support reduced inventory footprints, operating costs, faster cycle times and greater customer satisfaction rates

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5015A Establish supply chains.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5015 Establish supply chains

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- analysing and evaluating information, and determining how it may be impacted by the supply chain or how the supply chain might be impacted by the information being considered
- analysing supply chain requirements
- applying logistics and project management knowledge when establishing supply chains
- communicating with stakeholders
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relevant information from integrated logistics support program and materiel sustainment program that is relevant to establishing supply chains
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying requirements for plans and adjusting them as necessary to ensure effective and efficient performance
- initiating and efficiently monitoring processes
- initiating remedial action required
- preparing and providing relevant reports and documentation
- sourcing information on best practice approaches adopted in public and private sectors, showing insight into how industry operates and business drivers that influence industry with their dealings
- undertaking performance measurement to enable objectives to be measured against defined parameters
- using organisational strategic objectives to identify long-term factors and external considerations for establishing a supply chain.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- industrial base capability
- integrated logistics support
- international agreements
- interoperability
- legislative and regulatory environment, including relevant environmental and sustainability issues
- logistics governance
- logistics support analysis principles and processes
- materiel sustainment
- organisational policy and procedures
- organisational role relevant to supply chains
- performance measurement
- planning processes
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues
- supply chain concepts.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment

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currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel logistics
- supply chain plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5019 Provide specialist materiel sustainment advice

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide specialist advice related to materiel sustainment in accordance with relevant organisational policy and procedures.

It includes identifying issues, providing advice, formulating options and selecting preferred option/s to address identified issues.

This unit of competency specifically addresses advice that is relevant to materiel sustainment activity; it is not intended to cover technical advice that is provided in a broader context of the organisational endeavour or a professional discipline.

This unit was developed for materiel sustainment specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and analyse issue/s	1.1 Circumstances that require providing advice relating to materiel sustainment are observed, received and clarified
	1.2 Issue/s are identified and confirmed, as required, through consultation with relevant personnel
	1.3 Circumstances are analysed and issue/s are interpreted and clearly defined
	1.4 Research related to issue/s is conducted and advice of relevant personnel is sought to clarify unclear findings
2 Formulate options for materiel sustainment advice	2.1 Options related to providing advice are identified and evaluated
	2.2 Options are prioritised and preferred option/s is chosen
3 Provide specialist materiel sustainment advice	3.1 Advice is formulated and discussed with stakeholders
	3.2 Stakeholder requirements are negotiated, documented and incorporated in proposed advice
	3.3 Concluding advice is provided in accordance with ethical and practical guidelines and in specified resource constraints

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX5019A Provide specialist materiel sustainment advice.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5019 Provide specialist materiel sustainment advice

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- approaching negotiations with a clear understanding of key issues and persuasively negotiating to ensure materiel sustainment considerations are addressed
- communicating materiel sustainment information clearly
- displaying insight into how industry operates and drivers that influence industry dealings
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on communicating materiel sustainment advice clearly, presenting information confidently and selecting appropriate medium for communication to influence a range of audiences
- focusing on gaining a clear understanding of others' comments by listening and adapting to audience to ensure materiel sustainment considerations are addressed
- identifying, reviewing and analysing information that may impact on the materiel sustainment program or may be impacted by the materiel sustainment program, including environmental and sustainability issues
- liaising with stakeholders to harness information and opportunities that may impact on materiel sustainment program
- preparing and presenting reports that may be complex, to inform and/or to succinctly present an argument to enable results to be achieved
- providing and receiving feedback in a constructive manner.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- analysis process to provide specialist materiel sustainment
- duty of care as it applies to materiel sustainment
- information sources for providing materiel sustainment
- level of written communication required to prepare letters and reports
- materiel logistics (materiel sustainment and integrated logistics support)
- organisational guidelines and standards
- organisational policy and procedures
- own role in relation to wider organisational or project context
- product knowledge related to systems and/or equipment in service in the organisation
- professional codes of practice
- research techniques for providing materiel sustainment
- specialist materiel sustainment
- verbal communication techniques for providing materiel sustainment.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel sustainment
- specialist material sustainment plans.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5020 Develop and review configuration management plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to develop and review configuration management plans and associated subordinate plans, to ensure efficient and effective delivery of configuration management across the materiel and materiel system life cycle.

This unit was developed for configuration management specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify and analyse configuration management requirements	1.1 Configuration management planning requirements are identified in accordance with organisational policy and procedures
	1.2 Sources of information relevant to configuration management are identified and accessed in accordance with organisational policy and procedures
	1.3 Standards and legislation applicable to configuration management are identified and accessed
	1.4 Analysis of configuration management resource requirements is conducted in accordance with organisational policy and procedures
2 Prepare configuration management plans	2.1 Stakeholder consultation is conducted in accordance with relevant organisational policy and procedures
	2.2 Organisational policy and procedures relevant to configuration management requirements are identified and interpreted
	2.3 Configuration management plans are developed in accordance with legislative requirements and organisational policy and procedures
	2.4 Configuration management plans are promulgated in accordance with organisational policy and procedures
3 Review configuration management plans	3.1 Configuration management plans are evaluated in accordance with relevant organisational policy and procedures
	3.2 Required changes to configuration management plans are identified and prepared in accordance with relevant organisational policy and procedures
	3.3 Amendments to configuration management plans are prepared and promulgated to relevant stakeholders or personnel in accordance with relevant organisational policy and procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5020A Develop and review configuration management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5020 Develop and review configuration management plans

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying configuration management and project management knowledge relevant to planning
- consulting and negotiating effectively with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall configuration management planning objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- drawing on information from a variety of sources using research, analysis and judgement to identify and develop configuration management plans
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- identifying requirements for plans and adjusting them as necessary to ensure effective and efficient performance
- identifying, reviewing and analysing information that may impact on configuration management planning or may be impacted by configuration management planning
- initiating and efficiently monitoring processes
- initiating remedial action required
- undertaking performance measurement relevant to configuration management planning to enable objectives to be measured against defined parameters
- using appropriate information technology and software
- using organisational strategic objectives to identify and assess potential alliances and effective strategies.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- configuration management
- legislative and regulatory environment as it relates to materiel logistics
- logistics governance
- materiel logistics
- organisational policy and procedures
- organisational role relevant to configuration management
- planning processes
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements relevant to configuration management.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations*, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- configuration management plans.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5021 Manage configuration management processes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare for configuration management processes, to manage those processes throughout the materiel life cycle and to report on those processes in the organisational environment.

This unit was developed for configuration management specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Identify configuration management requirements	1.1 Sources of information relevant to configuration management are identified and obtained in accordance with organisational policy and procedures
	1.2 Currency of information is reviewed and documented in accordance with organisational policy and procedures
	1.3 Configuration management requirements are defined and documented in accordance with organisational policy and procedures
2 Develop configuration management processes	2.1 Consultation with stakeholders is conducted in accordance with organisational policy and procedures
	2.2 Configuration management processes are developed and recorded in accordance with organisational policy and procedures
	2.3 Key performance indicators are developed and documented in accordance with organisational policy and procedures
	2.4 Analysis of configuration management processes is developed and documented in accordance with organisational policy and procedures
3 Apply configuration management processes	3.1 Configuration management risks and impacts are identified, recorded and managed
	3.2 Configuration management procedures are applied in accordance with legislative requirements
	3.3 Configuration management processes are carried out in accordance with organisational policy and procedures
	3.4 Failures and variances are documented, reported and managed in accordance with organisational policy and procedures
	3.5 Participation and contribution to configuration management processes are established and maintained
4 Review configuration management processes	4.1 Performance systems and processes are monitored and analysed to assess progress
	4.2 Systems, procedures and records associated with documenting performance are managed in accordance with organisational requirements

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4.3 Configuration management processes are reviewed in accordance with organisational policy and procedures

4.4 Changes required are identified and prepared in accordance with organisational policy and procedures

4.5 Amendments to configuration management processes are incorporated into plans and promulgated to relevant stakeholders in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5021A Manage configuration management processes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5021 Manage configuration management processes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying configuration management and project management knowledge relevant to configuration management processes
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on clearly communicating configuration management processes, presenting information confidently and selecting appropriate medium for communication to a range of audiences
- identifying and establishing configuration management operation processes
- identifying, acquiring and adjusting resources as required to ensure effective/efficient performance of processes
- identifying, reviewing and analysing information that may impact on configuration management processes, or may be impacted by configuration management processes
- initiating and efficiently monitoring processes
- initiating any remedial action required
- managing configuration management processes effectively and efficiently
- negotiating and communicating effectively with key internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall configuration management objectives are achieved
- undertaking research and analysis to identify and develop configuration management processes
- using appropriate information technology and software for configuration management processes
- using organisational strategic objectives to identify and assess potential alliances and effective strategies.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- codification and cataloguing processes
- configuration management principles and processes
- industrial base capability
- legislative and regulatory environment, including relevant environmental and sustainability issues
- logistics governance
- management processes
- organisational policy and procedures
- organisational role relevant to configuration management
- product knowledge related to systems and/or equipment in service in the organisation
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- configuration management plans.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5025 Provide specialist configuration management advice

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide specialist advice related to configuration management in accordance with relevant organisational policy and procedures.

It includes identifying issues, providing advice, formulating options and selecting preferred option/s to address identified issues.

This unit of competency specifically addresses advice relevant to configuration management activity; it is not intended to cover technical advice provided in a broader context of the organisational endeavour or a professional discipline.

This unit was developed for configuration management specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and analyse issue/s	1.1 Circumstances that require providing advice relating to configuration management are observed, received and clarified
	1.2 Issue/s are identified and confirmed, as required, through consultation with relevant personnel
	1.3 Circumstances are analysed and issue/s are interpreted and clearly defined
	1.4 Research related to issue/s is conducted and advice of relevant personnel is sought to clarify unclear findings
2 Formulate options for configuration management advice	2.1 Options related to providing advice are identified and evaluated
	2.2 Options are prioritised and preferred option/s is chosen
3 Provide specialist configuration management advice	3.1 Advice is formulated and discussed with stakeholders
	3.2 Stakeholder requirements are negotiated, documented and incorporated in proposed advice
	3.3 Concluding advice is provided in accordance with ethical and practical guidelines and in specified resource constraints

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5025A Provide specialist configuration management advice.

Links

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Assessment Requirements for TLIX5025 Provide specialist configuration management advice

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- approaching negotiations with a clear understanding of key issues and persuasively negotiating to ensure configuration management considerations are addressed
- communicating configuration management information clearly
- displaying an insight into how industry operates and drivers that influence industry dealings
- displaying resilience by continuing to move forward despite criticism or setbacks
- focusing on clearly communicating configuration management advice, presenting information confidently and selecting appropriate medium for communication to a range of audiences
- identifying, reviewing and analysing information that may impact on configuration management program, or may be impacted by configuration management program, including environmental and sustainability issues
- liaising with stakeholders to harness information and opportunities that may impact on configuration management program
- preparing and presenting reports that may be complex, to inform and/or to succinctly present an argument to enable results to be achieved
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analysis process
- configuration management
- duty of care

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- information sources
- level of written communication required to prepare letters and reports
- organisational guidelines and standards
- organisational policy and procedures
- own role in relation to wider organisational or project context
- product knowledge related to systems and/or equipment in service in the organisation
- professional codes of practice
- research techniques
- technical regulatory framework
- verbal communication techniques.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- specialist configuration management plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5036 Manage and monitor technical data and information systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage and monitor technical data and information systems in accordance with relevant organisational policy and procedures.

It includes designating detailed technical data, information use and maintenance responsibilities; developing key performance indicators for technical data management activities; and developing monitoring methodology.

It also includes monitoring technical data management systems; identifying and responding to problems and changes; and designating technical data and information creation and capturing responsibilities.

This competency occurs within an established systems framework. It may also be used to review systems processes and activities.

This unit applies to technical regulatory framework specialists working within materiel logistics but is applicable to any individual in this field of work.

Typically these individuals must demonstrate the ability to work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Designate detailed technical data and information use, and maintenance responsibilities	1.1 Responsibilities for technical data and information use and maintenance activities are designated to staff in accordance with approved systems framework, organisational policy and the competency of individual staff
	1.2 System operational rules are devised in compliance with approved systems framework
	1.3 Resources for approved budget period are allocated in accordance with policy and strategic plan
2 Develop key performance indicators for technical data management activities	2.1 Measurable performance indicators are developed for technical data management activities in accordance with authorised systems
	2.2 Individual personnel/organisational unit data management responsibilities are identified and documented
	2.3 Acceptable range of variation for compliance is determined based on data management responsibilities, applicable data management systems and organisational risk management analysis
3 Develop monitoring methodology	3.1 Methodology for monitoring technical data management systems rules, standards and procedures is developed based on authorised systems
	3.2 Timeframes involved, means of surveillance and forms of reporting are included in methodology developed
	3.3 Methodology, performance criteria and range of variation from standards and rules are submitted to appropriate authority for approval
4 Monitor a technical data management system	4.1 Monitoring is undertaken in accordance with approved timeframes and frequency

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	4.2 Staff being monitored are notified in accordance with organisational policy and guidelines
	4.3 Variation from data management systems framework, rule, standards and procedures that exceed the agreed limit is noted and details of the situation are recorded
	4.4 Reports relating to technical data and information use and maintenance are provided to appropriate authority in the required format and at the required intervals
5 Identify and respond to problems and changes	5.1 Problems and changes requiring a systematic response are identified from monitoring reports and external events
	5.2 Recommendations are made for revisions to systems, procedures, and strategic plans in response to identified variations, changes and problems
	5.3 Amendments to systems are devised and implementation is planned, in response to problems and changes that require a systemic response
	5.4 Recommendations for systems amendments and the planning and implementation required are prepared, and approval is sought from appropriate authority
	5.5 Procedures for using technical data and information systems, and subsequent alterations and amendments to the procedures are authorised, ensuring that performance indicator parameters and access rules are adhered to
6 Designate technical data and information creation and capture responsibilities	6.1 Responsibilities for technical data and information creation and capture activities are designated to staff in accordance with organisational policy
	6.2 Technical data and information creation and capture performance targets are set within the parameters of the technical data management plan
	6.3 Resources for the budget period are allocated in accordance with organisational policy and strategic plan

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5036A Manage and monitor technical data and information systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5036 Manage and monitor technical data and information systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing data and information
- applying knowledge of technical data and information plans to assist work and to guide problem solving
- applying relevant implementation processes
- applying technical data and information, and project management knowledge to technical data and information systems
- consulting and negotiating effectively with internal and external key stakeholders and resolving potential areas of conflict or concern to ensure overall technical data and information systems objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying the relationship between organisational goals and recognising how own work contributes to achieving these goals
- implementing processes to enable new technical data and information systems requirements to be effectively transitioned across the life cycle – including integrated logistics support considerations, environmental, sustainability issues, and validation and verification activities
- monitoring and reporting on implementation processes
- monitoring processes to ensure technical data and information systems continue to enable operational requirements to be attained – this may include performance metrics.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- data management, standards, principles, processes and functional requirements
- details of the technical regulatory framework, organisational engineering management plans and technical data management plan
- established communication channels and protocols
- organisational data management systems
- organisational functions, structure and culture
- organisational policy, strategies and procedures
- organisational rules for capturing, accessing, using and maintaining technical data and information
- organisational technical classification scheme and language
- own role in relation to wider organisational or project context
- problem identification and resolution
- procedures for recording, reporting and maintaining workplace records and information
- quality assurance principles and processes
- technical expertise required for the job/function
- workflow and business process re-engineering principles and practices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment, computer and software and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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Links

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TLIX5037 Plan logistics support for deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan logistics support for deployed elements of an organisation in support of organisational operations in accordance with relevant organisational policy and procedures.

This unit of competency is applicable to logistics personnel who have a responsibility to organise the delivery of logistics support in a deployed context. This person will typically plan logistics support for relatively simple operations. This type of operation would enable planning to be completed by an individual as opposed to a significant operation where planning is usually completed by a team of professionals and operational control is at the highest level of the organisation.

This role requires management and leadership skills.

Logistics support may be comprised of a range of capabilities from different disciplines including road transport, supply, maintenance, catering or health.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse logistics requirement	1.1 Operational requirement is analysed to establish scope and intent of logistics support
	1.2 Operating environment is identified and information is sought to establish operational operating and logistics factors
	1.3 Limitations and constraints are determined to establish feasible and realistic courses of actions
	1.4 Critical facts and assumptions are made to allow planning to progress in the absence of developed knowledge of the current situation
2 Analyse risks to logistics support	2.1 Risk analysis is conducted to identify and mitigate against unacceptable risks in accordance with organisational policy and procedures
	2.2 Liaison with agencies involved in operational logistics is undertaken to ensure most effective coordination of effort
	2.3 Local population and organisations in operating area are analysed to identify possible disruption to logistics support
3 Develop logistics plan	3.1 Logistics situation is reviewed to inform planning
	3.2 Planning timeline is prepared to guide planning activities and to ensure sufficient time is allowed to disseminate information and subsequent preparation of personnel and equipment
	3.3 Logistics concept is created, based on analysis and principles of logistics, operational suitability, feasibility and acceptance by management
	3.4 Logistics plan is developed in accordance with organisational policy and procedures
	3.5 Logistics plan is adjusted in accordance with changing operational need
	3.6 Contingency plans are developed
	3.7 Logistics plan is communicated to stakeholders

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5037A Plan logistic support for deployed operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5037 Plan logistics support for deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- analysing task complexities such as limitations, freedoms, vulnerabilities, environmental considerations and time limitations
- applying a broad range of problem-solving strategies to planning outcomes
- applying relevant organisational policy and procedures
- applying planning process in response to a logistics support task in a deployed setting
- communicating effectively verbally and in writing
- interpreting instructions and applying to actions and tasks
- interpreting policies and procedures
- making decisive, informed decisions that align with organisational requirements
- managing own planning tasks in accordance with organisational requirements
- moving forward despite planning task difficulty
- preparing and issuing instructions that clearly communicate intent and operational tasks
- undertaking analysis to determine where internal and external factors impact on logistics support requirements and adjusting plans accordingly
- using appropriate information technology and software

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- environment consideration in planning logistics support
- logistics concepts
- organisation, its function and logistics capabilities
- organisational policy and procedures pertaining to logistics

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- organisational role relevant to specialist logistics support
- organisational writing conventions
- planning process
- risks to logistics support
- specialist understanding of customer and stakeholder requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5038 Organise the deployment and delivery of logistics support

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise the deployment and delivery of logistics support in a deployed context in support of organisational operations in accordance with relevant organisational policy and procedures.

The application of this unit in the workplace includes preparing for logistics operations, deploying logistics elements and managing the internal operation of a specialist logistics element.

This unit is applicable to logistics personnel responsible for organising and managing logistics support in a deployment context.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for logistics operations	1.1 Operational requirement is analysed to establish scope and intent of logistics support
	1.2 Deployment requirements are received and interpreted to determine logistic requirements
	1.3 Reconnaissance of deployment area is conducted to inform planning including technical and functional siting considerations
	1.4 Warning instructions are prepared and issued to logistics element personnel to enable them to prepare for deployment
	1.5 Work health and safety (WHS)/occupational health and safety (OHS) requirements and recognised safety precautions are applied throughout the operation in accordance with organisational policy and procedures
2 Deploy logistics support	2.1 Deployment instructions are prepared and issued to logistics element personnel to inform them of deployment method and sequence
	2.2 Movement to deployment site is managed in accordance with operational environment and management instructions
	2.3 Logistics element is deployed, sited and monitored to ensure operational logistics support requirements are being achieved
3 Provide logistics support	3.1 Liaison with stakeholders involved in the operation is carried out to ensure most effective coordination of effort
	3.2 Operational or organisational constraints are recognised and logistics tasks are directed to align with these constraints
	3.3 Logistics support priorities are set to align activities with organisational objectives
	3.4 Activity is monitored to ensure logistics elements are conducting activity with appropriate authority and in accordance with organisational policy and procedures
	3.5 Logistics support delivery is managed to meet operational demands
	3.6 Personnel are supervised and efficiently and effectively employed

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		within their area of speciality
	3.7	Maintenance integrity of logistics support assets is monitored to ensure assets are available for support tasks when required
	3.8	Logistics information systems are utilised to monitor and coordinate logistics support operations and to inform decision making process
	3.9	Liaison with agencies involved in the operation is carried out to ensure most effective coordination of effort
	3.10	Management and stakeholders are advised when significant issues or developments arise that may adversely impact on operation
	3.11	Records are maintained and entered into information systems
4 Close down site	4.1	Redeployment instructions are prepared and issued to logistics element personnel
	4.2	Scaling down and withdrawal of deployment site is monitored to ensure it is consistent with operational environment and organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5038A Organise the deployment and delivery of logistics support.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5038 Organise the deployment and delivery of logistics support

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- analysing task complexities such as limitations, freedoms, vulnerabilities, time limitations
- applying a broad range of problem-solving strategies
- communicating effectively verbally
- drafting and releasing complex forms of written communication
- interpreting instructions and applying this information to actions and tasks
- interpreting policies and procedures
- making informed decisions that align with organisational requirements
- managing own planning tasks in accordance with organisational requirements
- moving forward despite task difficulty
- negotiating effectively
- undertaking analysis to determine where internal and external factors impact on logistics support requirements
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- environmental considerations for planning logistics support
- logistics analysis principles and processes
- logistics concepts
- organisation, its function and logistic capabilities

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- organisational policy and procedure relevant to logistics
- organisational role relevant to specialist logistic support
- organisational writing conventions
- planning process
- regulatory standards and requirements for logistics
- risks to logistics support
- siting considerations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5039 Plan and conduct road convoy

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and coordinate road convoy movement in accordance with relevant organisational policy and procedures.

The application of this unit in the workplace includes receiving instructions to undertake road convoy movement, planning all aspects of the movement, and coordinating vehicle movement and personnel, in accordance with operating environment plan and requirements.

This role requires management and leadership skills.

Road convoy movement may be conducted across any terrain comprised of vehicles integral to logistics capabilities from different disciplines including road transport, supply, maintenance, catering or health.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan convoy movement	1.1 Road convoy movement instructions to are received and interpreted
	1.2 Route reconnaissance is conducted to inform planning
	1.3 Replenishment and staging requirements are identified
	1.4 Logistics information systems are utilised to monitor and coordinate operation and to inform decision making process
	1.5 Operational or organisational constraints are recognised and tasks are planned to align with these constraints
	1.6 Plan for the road convoy movement is developed and distributed
	1.7 Work health and safety (WHS)/occupational health and safety (OHS) requirements and recognised safety precautions are applied throughout the operation in accordance with standard procedures
2 Lead convoy movement	2.1 Deployment instructions are prepared and issued to personnel to inform them of road convoy method and sequence
	2.2 Vehicle discipline is enforced to ensure all vehicle speed, movement and behaviour is in accordance with convoy plan and organisational policy and procedure
	2.3 Halts are coordinated during convoy movement in accordance with convoy plan and organisational policy and procedure
	2.4 Replenishment and staging is undertaken in accordance with convoy plan
	2.5 Convoy protection is ensured during operation as required
	2.6 Fatigue management strategies are applied to ensure vehicles are operated by rested and alert drivers
	2.7 Liaison with agencies involved in operation is carried out to ensure most effective coordination of effort
	2.8 Management and stakeholders are advised when significant issues or developments arise that may adversely impact on operation

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5039A Plan and conduct road convoy.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5039 Plan and conduct road convoy

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- analysing task complexities such as limitations, freedoms, vulnerabilities, time limitations
- applying a broad range of problem-solving strategies
- applying planning process to produce suitable road movement plans
- drafting and releasing complex forms of written communication
- interpreting instructions and applying to actions and tasks
- interpreting policies and procedures
- managing own planning tasks in accordance with organisational requirements
- navigating a vehicle
- supervising a team
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- dangerous cargo
- environmental considerations for planning transport
- fatigue management strategies for planning and conducting road convoy
- fuel usage and vehicle distance planning
- organisation, its function and logistics support capabilities
- organisational policy and procedures relevant to road transport and convoy operations
- organisational writing conventions
- planning process for planning and conducting road convoy

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- regulatory standards and requirements for road transport
- road traffic rules
- vehicle and transport equipment capabilities and limitations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5040 Manage contracted support services

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage contracted support services in support of organisational operations, in accordance with relevant workplace policies and procedures.

It includes determining the scope of contracted support provided, integrating contracted support into organisational operations, and supervising the delivery of and reporting on, contracted support performance.

The unit applies to people with responsibility for managing contracted services in a deployed context. However, this unit can apply to anyone managing/administering contract services. This unit does not include establishing the contractual arrangements.

This person will bring management skills and leadership to perform the scope of this unit of competency. Contracted support may be comprised of a range of capabilities from different disciplines such as road transport, supply, maintenance, catering or health. These services are usually procured to supplement organisational capability to fill organisational capability gaps.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine the scope of contracted support	1.1 Contract service arrangements are confirmed and clarified as required
	1.2 Contract obligations are identified in accordance with contractual and organisational requirements
	1.3 Contract authority is consulted to clarify and assist with contract administration issues
	1.4 Contract service arrangement risks are assessed and responded to in accordance with contract requirements, and organisational policy and procedures
	1.5 Contract supervision strategy is developed and documented to establish the environment for contractor integration and production in the workplace
2 Integrate contracted support with own operations	2.1 Arrangements for interaction and production between contracted personnel and organisational personnel are established
	2.2 Opportunities to communicate between contracted personnel and organisational personnel are established to promote an open and productive environment
	2.3 Concerns expressed by workplace and contracted personnel are responded to quickly to resolve issues and to provide an equitable workplace
	2.4 Unity and cohesion are promoted to enable the integration between contracted personnel and organisational personnel
3 Supervise the delivery of contracted support	3.1 Workplace obligations to the contractor are monitored in accordance with the contract requirements and organisational policy and procedures
	3.2 Contractor performance is monitored against service arrangements to ensure all agreement obligations are being met
	3.3 Notices of contract variations are reviewed and integrated into current workplace arrangements in accordance with the contract, and organisational policy and procedures
	3.4 Complaints are responded to in a manner that resolves simple issues early and close to the source of the problem

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	3.5 Effective communication strategies and processes are established and implemented to assist ongoing communication between contracted personnel and organisational personnel
4 Report on the performance of contracted support	4.1 Communication on the performance of the contract is maintained with the contract authority in accordance with contractual requirements, and organisational policy and procedures
	4.2 Performance reporting is carried out in accordance with contractual requirements, and organisational policy and procedures
	4.3 Contract information is maintained in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5040A Manage contracted support services.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5040 Manage contracted support services

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating information accurately
- analysing task complexities such as limitations, vulnerabilities and time limitations
- applying a broad range of problem-solving strategies
- assessing risk posed to the successful implementation of contract support services
- communicating and negotiating with contractors and other stakeholders
- developing a contract supervision strategy for contract support being augmented with own organisation in a field deployment context
- drafting and releasing complex forms of written communication
- interpreting and applying complex documents such as contracts, legislation and guidelines
- interpreting policies and procedures
- making decisive, informed decisions that align with organisational requirements
- moving forward despite the difficulty of the task
- networking with a diverse range of service providers, contractors and end users
- planning and organising own tasks in accordance with organisational requirements
- providing accurate and balanced reporting on contract performance
- responding to contract variations and demonstrating how these affect the contract supervision strategy
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- commonwealth/state/territory government legislation, policies, practices and guidelines relating to contract administration, including environmental, purchasing guidance, logistics support concepts, and work health and safety (WHS)/occupational health and safety (OHS)
- contract management
- contract performance management
- equal employment opportunity, equity and diversity principles
- negotiation
- organisational writing conventions
- organisation, function and logistics support capabilities
- planning processes
- privacy and confidentiality requirements
- probity principles and issues
- procurement
- risk management.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

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Links

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TLIX5041 Organise supply support on deployment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise supply support operations in a deployed context in support of operations, in accordance with relevant organisational policy and procedures.

The application of this unit in the workplace includes planning supply support and managing delivery of supply support services. This involves overseeing local procurement, inventory control, warehousing and the return, salvage and disposal of supplies to meet specific operational requirements.

This unit is applicable to logistics personnel responsible for organising and managing delivery of supply support in a deployment context.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to demonstrate

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essential outcomes.	achievement of the element.
1 Manage procurement	1.1 Local procurement is utilised to contribute to organisational sustainment
	1.2 Deployment input to central procurement is provided to contribute to organisational sustainment
	1.3 Governance requirements relating to procurement are maintained in accordance with organisational policy and procedure
2 Control inventory of supplies	2.1 Accounting for stocks is monitored including stocktaking and earmarking stock for specific purposes
	2.2 Logistics information management systems are used to control inventory and to support organisational decision making
	2.3 Positioning and distributing stock in the supply chain are supervised to accommodate stockholding plans and forecast usage
	2.4 Processing stock demands is monitored to ensure stocks are made available for distribution to locations in line with customer needs
	2.5 Arrangements for distributing and delivering stock are monitored to ensure smooth transition between supply and distribution
	2.6 Stock replenishment in quantities and timeframes determined by usage and provision plan is supervised to ensure appropriate stockholdings
3 Manage warehousing of supplies	3.1 Work health and safety (WHS)/occupational health and safety (OHS) requirements and recognised safety precautions are applied throughout the operation in accordance with standard procedures
	3.2 Warehouse is sited consistent with overall logistics support concept and consideration for siting
	3.3 Warehouse functional components are established in accordance with operational requirements and commodities required to be supplied
	3.4 Stores security is established and monitored
	3.5 Principles of warehousing are applied to obtain maximum operational effectiveness the warehouse and personnel

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	3.6 Stock location methods are implemented and monitored
	3.7 Storage principles, as they apply to different commodity groups, are applied
	3.8 Warehousing documentation methods are monitored to ensure warehouse accounting is accurate and visibility of stock location in supply chain is maintained
	3.9 Warehousing procedures relating to receipts and issues are monitored to ensure integrity of warehousing processes
	3.10 Warehousing procedures relating to hazardous stocks, segregation, dispersion requirements and stock compatibility are applied
	3.11 Stock inspections are carried out to confirm stock records are correct, life expectancy repackaging or renewal dates are applied, serviceability of packaging is being maintained, and to identify technical inspections or routine maintenance requirements
	3.12 Use of material handling equipment is monitored to ensure efficient and safe material handling within the warehouse
4 Manage return, salvage and disposal of supplies	4.1 Return processes are monitored to ensure they are applied in accordance with organisational policy and procedures
	4.2 Salvage processes and procedures are monitored to ensure recycling of damaged, discarded, condemned or abandoned materiel is in accordance with organisational policy and procedure
	4.3 Disposal processes are monitored to ensure material is appropriately removed from circulation and use in accordance with organisational policy and procedure

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5041A Organise supply support on deployment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5041 Organise supply support on deployment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- analysing task complexities such as limitations, freedoms, vulnerabilities, time limitations
- applying a broad range of problem-solving strategies
- applying supply knowledge
- interpreting instructions and applying information to actions and tasks
- interpreting policies and procedures
- making decisive, informed decisions that align with organisational requirements
- managing own planning tasks in accordance with organisational requirements
- moving forward despite planning task difficulty
- preparing and issuing instructions that clearly communicate intent and operational tasks
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- disposal processes
- environmental considerations for providing supply support
- financial delegation limits
- logistics support analysis principles and processes
- logistics support concepts
- organisation, its function and logistics support capabilities
- organisational policy and procedures relevant to supply
- organisational role relevant to specialist logistics support

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- organisational writing conventions
- planning process
- return processes
- salvage processes
- warehousing procedures for hazardous stocks, segregation, dispersion requirements and stock compatibility
- warehousing procedures for receipts and issues
- WHS/OHS.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5042 Organise road transport operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise logistics road transport operations in a deployed context in support of operations, in accordance with relevant organisational policy and procedures.

The application of this unit in the workplace includes planning road transport, and managing the delivery of road transport services including distributing material and supplies to sustain a deployed operation and to perform passenger transport.

This unit is applicable to logistics personnel responsible for organising and managing the delivery of road transport support in a deployment context.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential

Performance criteria describe the performance needed to demonstrate

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outcomes.	achievement of the element.
1 Prepare for transport operations	1.1 Operational requirement is analysed to establish scope of transport support
	1.2 Operational or organisational constraints are recognised and transport tasks are planned to align with these constraints
	1.3 Considerations for planning vehicle movement and tasking are applied to derive most efficient employment of transport assets and personnel
	1.4 Logistics information systems are utilised to monitor and coordinate transport support operations and to inform decision making process
	1.5 Transport requests are received and analysed, and transport plan is developed
	1.6 Work health and safety (WHS)/occupational health and safety (OHS) requirements and recognised safety precautions are applied throughout operation in accordance with standard procedures
2 Select transport route	2.1 Route is planned in accordance with route distance, geography, operational and technical considerations
	2.2 Route reconnaissance is conducted to gather route information and to assist in transport planning
	2.3 Transport route and plan are adjusted in accordance with changing circumstances and information
3 Provide transport operations	3.1 Delivery of transport support is managed to meet operational demands
	3.2 Personnel are supervised, and efficiently and effectively employed
	3.3 Fatigue management strategies are applied to ensure vehicles are operated by rested and alert drivers
	3.4 Preparation, movement and use of vehicles is monitored to ensure road transport is conducted with appropriate authority and effectively employed, in accordance with organisational policy and procedures
	3.5 Maintenance integrity of transport assets is monitored to ensure assets are available for support tasks
	3.6 Liaison with agencies involved in operation is carried out to ensure most effective coordination of effort

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3.7 Management and stakeholders are advised when significant issues or developments arise that may adversely impact on operation

3.8 Records are maintained and entered into information systems

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5042A Organise road transport operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5042 Organise road transport operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- analysing task complexities such as limitations, freedoms, vulnerabilities, time limitations
- applying a broad range of problem-solving strategies
- drafting and releasing complex forms of written communication
- interpreting instructions and applying to actions and tasks
- interpreting policies and procedures
- making decisive, informed decisions that align with organisational requirements
- managing at least two different road transport operations such as replenishment operations and passenger transport
- managing own planning tasks in accordance with organisational requirements
- moving forward despite task difficulty
- undertaking analysis to determine where internal and external factors impact on transport support requirements
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- environmental considerations for planning transport support
- fatigue management
- logistics analysis principles and processes
- logistics concepts
- organisation, its function and logistics capabilities
- organisational policy and procedures relevant to road transport

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- organisational writing conventions
- passenger transport operations
- planning process
- regulatory standards and requirements for road transport
- replenishment operations
- vehicle and transport equipment capabilities and limitations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations*, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5043 Conduct maintenance on deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise logistics maintenance support operations in a deployed context in support of operations, in accordance with relevant organisational policy and procedures.

This unit is applicable to logistics personnel responsible for organising and managing delivery of maintenance support in a field deployment context.

The unit will usually be applied in a frontline maintenance facility supporting equipment maintenance, repair and recovery to support organisational operations.

People who undertake this unit will usually be a technician or have an engineering background. This role requires management and leadership skills.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to demonstrate

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essential outcomes.	achievement of the element.
1 Analyse maintenance requirement	1.1 Maintenance tasks are received and analysed for operational maintenance requirements
	1.2 Information is sourced and analysed to identify maintenance factors to be considered in supporting operations
	1.3 Logistics information management systems are utilised in scheduling and coordinating maintenance
	1.4 Workshop equipment maintenance is scheduled within constraints of delivering maintenance support
	1.5 Considerations for production/maintenance planning are applied to derive most efficient employment of maintenance equipment and personnel
	1.6 Maintenance support enabling components are identified and established
	1.7 Instructions are prepared and delivered to implement and coordinate maintenance support
	1.8 Risk analysis is conducted to identify and mitigate against unacceptable risks
	1.9 Technical advice is provided to management and stakeholders
2 Manage maintenance support	2.1 Maintenance technical policy and procedure are applied when conducting maintenance support
	2.2 Work health and safety (WHS)/occupational health and safety (OHS) requirements and recognised safety precautions are applied throughout operation in accordance with standard procedures
	2.3 Maintenance personnel are supervised, and efficiently and effectively employed within their area of speciality
	2.4 Repair/recovery support requests are received and appropriate response is developed to support task
	2.5 Maintenance effort is monitored to ensure workload is effectively distributed across maintenance organisation
	2.6 Operational or organisational constraints are recognised and maintenance tasks are directed to align with these constraints
	2.7 Maintenance activity is monitored to ensure maintenance

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	organisations are conducting activity with appropriate authority and in accordance with organisational policy and procedures
	2.8 Liaison with agencies involved in operation, maintenance and supply chain is carried out to ensure most effective coordination of effort
	2.9 Maintenance support priorities are set to align maintenance support activities with organisational objectives
	2.10 Management and stakeholders are advised when significant issues or developments arise that may adversely impact on technical integrity of material within the organisation
	2.11 Maintenance records are maintained and entered into information systems
3 Forecast repair parts requirements	3.1 Repair parts agencies are liaised with to coordinate provisioning of repair parts to meet forecast maintenance requirements
	3.2 Supply and demand of repair parts is monitored to ensure repair parts and materials are available to support maintenance activities
	3.3 Management of repair parts records are monitored to ensure visibility over repair parts to support maintenance planning

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX5043A Conduct maintenance on deployed operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5043 Conduct maintenance on deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying maintenance support planning knowledge when planning support
- applying maintenance planning tools to inform maintenance support planning
- applying planning processes
- communicating technical advice
- delivering clear, concise, and accurate instructions
- identifying relationships between organisational goals and recognising how own planning contributes to achieving these goals
- liaising with external agencies to coordinate maintenance support
- preparing maintenance reports
- providing advice to managers
- supervising a team of tradespeople
- using information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- backloading management principles
- backlog management principles
- cannibalisation and salvage policy and procedures
- concept of reliability, availability and maintainability/usability codes
- grades of repair
- legislative and regulatory requirements
- likely consequences of terrain and weather on material
- lines of maintenance support
- maintenance advisory bulletins
- maintenance planning processes
- maintenance policy, procedures and instructions
- maintenance role relevant to integrated logistics support
- material maintenance plan
- repair parts policy as it relates to authorisation to fit and configuration control
- repair parts supply processes
- standard operating procedures
- technical regulations, policy and procedure
- types of maintenance support
- workflow management principles
- workshop production management principles.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice

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and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5044 Organise health support operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise health support operations in a field deployment context in support of operations, in accordance with relevant organisational policy and procedures.

This unit is applicable to logistics personnel responsible for organising and managing the delivery of health support in a field deployment context.

People who undertake this unit will usually be a clinician or a health care provider. This role requires management and leadership skills.

Health elements may be comprised of a range of health capability from different disciplines (such as dental, pathology, surgical), which, when brought together, form a comprehensive health support organisation. The composition of this health support organisation will be guided by the type and scale of operation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for health support operations	1.1 Information is sourced and analysed to identify health factors to be considered
	1.2 Considerations of production/maintenance planning are applied to derive the most efficient employment of health element equipment and personnel
	1.3 Maintenance of health equipment is scheduled within the constraints of delivering health support
	1.4 Preparedness of health personnel is monitored to ensure personnel are competent, authorised and ready to provide health care
	1.5 Principles of health support are applied to preparing and planning health support
	1.6 Instructions are prepared and delivered to implement and coordinate health support operations
	1.7 Technical advice is provided to management and stakeholders
2 Manage evacuation support	2.1 Evacuation planning factors are taken into consideration when planning and compiling an evacuation task order
	2.2 Evacuation assets are maintained in a state of high readiness to respond to evacuation tasking
	2.3 Processes and procedures are established to enable despatch and control of evacuation assets in response to tasking
	2.4 Evacuation support is delivered to support continuity of care to casualties requiring evacuation via the health element
	2.5 Evacuation support is delivered within operational environment constraints allowing for appropriate security and protection of evacuation assets
	2.6 Reception and despatch of casualties with other evacuation modes is coordinated
3 Manage health support	3.1 Interrelationship between health elements is managed to enable continuity of care as patient transitions through care agencies
	3.2 Health care specialists and providers are consulted to ensure patient holding is appropriate and is balanced with care required

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and needed to maintain health element mobility

3.3 Patient tracking is managed to ensure accurate picture of patient status at all times and to ensure personnel administrative system is informed of patient movements

3.4 Health records are maintained to enable accurate recording of care provided and basis for review and ongoing treatment

3.5 Health logistics are managed to ensure health resources available for care are consistent with care required and capability of health element

3.6 Health related reports and returns are prepared and submitted to assist with organisational health planning and coordination

3.7 Knowledge of relevant conventions and laws (such as the Geneva Conventions and the Laws of Armed Conflict) are applied to health support delivery

3.8 Welfare and administration of patients and health element personnel is monitored

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5044A Organise health support operations.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5044 Organise health support operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying knowledge of health planning and coordination
- applying health planning tools to inform health planning
- delivering clear, concise, accurate and authoritative instructions
- identifying relationships between organisational goals and recognising how own planning contributes to achieving these goals
- leading a team of medical experts as required
- liaising with external agencies to coordinate health support
- preparing health related reports and returns
- supervising a team of health care workers
- using information technology and software
- working closely with a senior clinical officer to coordinate health support.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- health stores and equipment resupply systems and procedures
- legislative and regulatory environment as it relates to materiel logistics
- logistics support analysis principles and processes
- organisational policy and procedures
- organisational role relevant to specialist logistic support
- patient tracking and administration
- planning processes
- policy and procedures relating to evacuation

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- preparedness requirements of health personnel
- principles of health support
- requirements relating to managing health waste
- supplying, handling and storing blood products
- tasks and composition of health elements and their points of interaction.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations*, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5045 Manage and monitor catering on deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise logistics catering operations in a field deployment context in support of operations, in accordance with relevant organisational policy and procedures.

This unit is applicable to logistics personnel responsible for organising and managing the delivery of catering support in a field deployment context.

This unit may be undertaken by personnel who are not a cook or a qualified chef, however, this role requires management and leadership skills.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for catering operations	1.1 Information is sourced and analysed to identify catering factors to be considered in supporting operations
	1.2 Logistics information management systems and planning tools are utilised in scheduling and coordinating catering
	1.3 Catering equipment maintenance is scheduled within constraints of delivering catering support to operations
	1.4 Catering facility establishment is monitored to promote a functional and technically efficient catering operation
	1.5 Instructions are prepared and delivered to implement and coordinate catering operations
	1.6 Technical advice is provided to management and stakeholders
	1.7 Work health and safety (WHS)/occupational health and safety (OHS) requirements and recognised safety precautions are applied throughout operation in accordance with standard procedures
2 Ensure compliance with food safety	2.1 Resources required to meet food safety requirements are accessed and made available
	2.2 Observance of food safety programs is monitored
	2.3 Corrective action in response to food safety non-compliance is taken in close consultation with senior caterer
	2.4 Food recall or quarantine notices are acted on to ensure food safety
3 Manage food service	3.1 Catering team is supervised to ensure links between receipt and storage of food, food preparation and food service are actively maintained to meet food standards and catering support requirements
	3.2 Menu planning and preparation is monitored to ensure menu complements the operational plan and provides sound nutritional balance to personnel
	3.3 Staff rostering is monitored to ensure it accurately reflects catering support requirements and utilises staff efficiently and sustainably
	3.4 Organisational policies and procedures relating to food service are implemented and monitored in delivering catering support

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	3.5 Consistent quality in service and food product is supervised to meet food standards and catering support requirements
	3.6 Inventory management relating to provisioning, procurement, supply, receipt and storage of food and food service material is supervised to meet food standards and catering support requirements
	3.7 External stakeholders are liaised with during ongoing monitoring of catering support requirements
	3.8 Processes and procedures relating to food usage and resource accounting are monitored
4 Minimise waste and manage food and waste disposal	4.1 Opportunities to reduce waste are identified and acted on within catering facility
	4.2 Cost control procedures are implemented to minimise waste within catering facility and to use catering resources efficiently
	4.3 Development and implementation of waste management arrangements are monitored to ensure waste management supports good field hygiene and environmental protection
	4.4 Waste management processes and procedures are monitored to ensure compliance with field hygiene and environmental standards
	4.5 Agencies responsible for removing waste and monitoring field hygiene are liaised with to ensure compliance with field hygiene and environmental standards

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX5045A Manage and monitor catering on deployed operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5045 Manage and monitor catering on deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- displaying resilience by continuing to move forward despite operation difficulty
- identifying relationships between organisational goals and recognising how own efforts contribute to achieving these goals
- leading a team
- liaising and negotiating with stakeholders
- providing catering support in a field environment
- using appropriate information technology and software
- utilising information technology systems related to catering.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- awareness of common microbiological, physical and chemical hazards related to foods handled
- catering cost control strategies
- catering documentation and accounting procedures
- different menu systems used to support operations (such as cyclic menus)
- factors that influence menu development
- five food groups and how these are integrated into a menu
- food recall procedures within own level of responsibility
- food storage, processing and handling requirements
- food waste minimisation methods
- layout and design principles of a field catering facility

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- legal obligations for food safety and quality
- options for responding to non-compliance in food safety
- organisational programs and systems for managing and supporting quality and food safety
- principles of a hazard analysis and critical control points (HACCP) based approach to managing food safety
- procedures for identifying unsafe and/or non-conforming practices or food product
- relationship between diet and nutrition with individual performance and operational capability
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and guidelines
- suitable standard for materials, measuring devices, equipment and utensils used in work area
- waste collection, recycling, handling and disposal.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5046 Carry out standard customs clearance practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out standard customs clearance practices in accordance with the current Australian Customs Act and amendments, as well as relevant legislative, regulatory and workplace requirements.

This unit applies to individuals working as a customs broker.

Work is undertaken in a range of environments, including small to large worksites in the customs broking industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed

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outcomes.	to demonstrate achievement of the element.
1 Identify consignment in accordance with current Australian Customs Act as amended	1.1 Import consignments are identified in accordance with current Australian Customs Act and customs policies and procedures
	1.2 Consignments not requiring formal entry are identified and appropriate responses are implemented
	1.3 Consignments requiring formal entry are identified and appropriate responses are implemented
2 Identify and determine type of formal import declaration required and its role	2.1 Goods requiring an entry for home consumption are identified
	2.2 Goods requiring an entry for warehousing are identified
	2.3 Goods requiring an ex warehouse entry are identified
	2.4 Requirements of input fields on declarations are explained and implemented
	2.5 Regulatory authority for goods required to be entered/not entered is explained and complied with
3 Determine date of entry for home consumption	3.1 Date of entry for home consumption is identified in accordance with current Australian Customs Act
	3.2 Advance entry provisions of current Australian Customs Act are reviewed as required
4 Respond to customs queries on current lodged declarations	4.1 Authority for Red Line queries is identified and whether or not query is within scope is determined
	4.2 Liaison is undertaken with importer to obtain required information necessary to respond to query
5 Apply authority to deal process	5.1 Consignment status in integrated cargo system is verified
	5.2 Consignment is dealt with in accordance with the authority to deal
6 Apply process and authority required to withdraw an import declaration	6.1 Double entries are identified and withdrawn
	6.2 Other import declarations not required are withdrawn in accordance with provisions of the

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	current Australian Customs Act and associated regulations
	6.3 Impact of withdrawal of an entry on rate of customs duty payable is interpreted
7 Apply customs controls on regulated premises	7.1 Differentiation is made between types of regulated premises
	7.2 Processes applicable to movement permissions are followed
	7.3 Fit and proper person check is explained
	7.4 Security and access requirements for a regulated premise are complied with
	7.5 Other licence conditions for a regulated premise are interpreted and applied
	7.6 Requirements of failure to comply with licence conditions are explained to licence holder
8 Manage information	8.1 Records are stored in accordance with regulatory requirements and workplace procedures
	8.2 Contingency plans for software application system are outlined and implemented in accordance with customs and workplace procedures and requirements
9 Comply with excisable and excise equivalent goods requirements	9.1 Excisable goods are identified
	9.2 Excise equivalent goods are identified
	9.3 Reporting requirements for excisable and excise equivalent goods are followed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5046A Carry out standard customs clearance practices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5046 Carry out standard customs clearance practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying procedures for compliance with customs and related legislation
- completing documentation related to work activities
- conducting calculations and appropriate adjustments as part of routine customs clearance operations
- identifying skills and knowledge required for developments in customs clearance practices
- interpreting and following operational instructions and prioritise work
- modifying activities depending on workplace contexts, risk situations and environments and taking appropriate initiative within allowable limits
- planning and organising work activities when carrying out customs clearance practices
- reading and interpreting current Australian Customs Act and amendments
- reading and interpreting relevant instructions, procedures and information
- recognising and dealing with routine issues that may arise during customs clearance operations
- selecting and using relevant computer/communications/office equipment and processes
- solving problems and routine issues.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- access requirements to a warehouse
- applicable legislation and regulations such as:
  - customs and related legislation for customs clearance functions
  - privacy legislation
- biosecurity issues that require action
- bonds
- customs controls on regulated premises
- depots
- different types of regulated premises
- documentation requirements for customs clearance practices
- ex warehouse entry format and process
- examination of cargo in a warehouse
- excise
- export of excise equivalent goods
- focus of operation of work systems, equipment, management and site operating systems required for customs clearance operations
- legislation establishing the duty rate
- movement permissions
- pathway requirements
- physical security of cargo in a warehouse
- process and authority required to withdraw an import declaration
- purpose of warehousing goods and obligations of warehouse proprietors to customs and relevant Australian Government functions
- relevant sections of customs and relevant legislation, regulations and codes of practice
- requirements for completing relevant documentation
- routine issues that may occur during customs clearance and appropriate action that can be taken to deal with these issues
- sale of goods in bond
- sources of information on new developments in customs clearance practices
- under bond approvals
- under bond movements, acquittals and out turn reports
- warehouses
- ways of learning skills and knowledge required for new developments in customs clearance practices
- workplace procedures and policies for customs clearance operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5047 Determine customs value

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out customs valuation using the transaction value method only, for the purpose of determining the customs value.

This unit applies to individuals working as a customs broker. Work must be carried out in compliance with the current Australian Customs Act as amended and related case law and workplace requirements concerning customs valuation functions.

Work is undertaken in a range of environments including small to large worksites in the customs broking and international trade industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Apply transaction valuation method	1.1 World Trade Organization (WTO) Customs Valuation Agreement is analysed
	1.2 Valuation specific information is identified in accordance with the current Australian Customs Act as amended
	1.3 Situations where it is appropriate to apply transaction valuation method are recognised and analysed
	1.4 Situations where alternate methods of valuation apply are recognised
	1.5 Situations where there is insufficient reliable information to determine if transaction valuation method applies are identified
	1.6 Valuation is determined from import documentation in accordance with the current Australian Customs Act
2 Identify import sales transaction for customs valuation purposes	2.1 Relevant import sales transaction is identified
	2.2 Owner and supplier are identified on documentation
	2.3 Any relationship between owner and supplier is acknowledged and implications of relationship for customs valuation are determined and managed in accordance with current Australian Customs Act as amended
3 Determine transaction value	3.1 Price in import sales transaction is identified
	3.2 Terms of trade relevant to import sales transaction are identified and analysed
	3.3 Adjusted price is calculated
	3.4 Price related costs and any other additions or deductions are determined taking into account relevant legislation and terms of specific import sales transaction
	3.5 Transaction value is calculated

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4 Identify factors that impact on price	4.1 Date and place of export are determined in accordance with current Australian Customs Act
	4.2 Rate of exchange is confirmed
5 Determine customs value	5.1 Customs value is calculated using appropriate rate of currency exchange
	5.2 Costs against goods are apportioned using factorisation
	5.3 All calculations are checked for accuracy, documented and verified as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5047 Determine customs value.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5047 Determine customs value

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying transaction valuation method
- calculating accurately
- calculating customs value
- comparing and analysing information
- determining price and elements of adjusted price
- identifying elements of price related costs
- identifying, interpreting and learning relevant skills and knowledge required for developments in customs valuation practices
- identifying relevant import sales transaction for customs valuation purposes
- negotiating, communicating and liaising effectively with clients and others
- reading and interpreting legislation
- recording valuation information on customs import declaration
- solving problems that may arise when determining customs valuations.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable rules, legislation and regulations:
  - case law
  - current Australian Customs Act as amended
- awareness of alternative valuation methods
- date and place of export
- factorisation i.e. apportionment of costs over a line value (each line of invoice for which there is a separate classification)
- price related costs and other legislated additions to or subtractions from price

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- rates of currency exchange
- transaction value.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5048 Determine import/export prohibitions/restrictions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply special permit requirements as part of customs broking activities in accordance with the current Australian Customs Act, relevant legislation and workplace requirements.

It includes identifying goods subject to import/export restrictions and/or prohibitions, identifying required permits, assessing permits for compliance, and facilitating the gaining of such permits.

This unit applies to individuals working as a customs broker.

Work is undertaken in a range of environments including small to large worksites in the customs broking industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Ensure goods comply with import/export restriction and/or prohibition	1.1 Goods subject to prohibitions and/or restrictions are correctly identified
	1.2 Type and requirement of prohibition and/or restriction is correctly identified
	1.3 Goods and commodities subject to prohibition and/or restriction are assessed for compliance under the relevant restriction/ permit requirement
2 Facilitate gaining of permits	2.1 Implications and expectations of special permits are clearly communicated to clients
	2.2 Applications are reviewed at client request to ensure compliance with regulatory requirements and client requirements
	2.3 Problems arising with permit applications are identified and addressed in accordance with relevant legislation, regulations and workplace policies and procedures
	2.4 Negotiations and discussions are entered into with clients and relevant personnel from permit issuing authorities as required to facilitate issuing of permits
	2.5 Application and permit documentation is lodged in accordance with relevant regulatory and workplace requirements
	2.6 Application processing is followed up as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5048A Determine import and/or export prohibitions and/or restrictions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5048 Determine import/export prohibitions/restrictions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- completing documentation related to work activities accurately
- identifying goods, consignors or consignments subject to import and/or export permit and/or restrictions
- identifying, interpreting and learning new skills and knowledge required for implementing developments about permit requirements
- identifying type of restrictions and /or permits
- identifying valid permits
- interpreting and following operational instructions and prioritising work
- planning and organising work activities when applying permit requirements
- reading and correctly interpreting appropriate Acts and regulations
- reading and interpreting relevant instructions, procedures and information
- selecting and using relevant sources of information when applying permit requirements
- solving problems that may arise when applying permit requirements
- verifying goods/consignments meet requirements of permit and/or import restriction.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian Dangerous Goods (ADG) Code and relevant wildlife conservation quarantine or other legislative requirements
- Australian Radiation Protection and Nuclear Safety Agency
- Imported Food Inspection Scheme (IFIS)
- National Industrial Chemicals Notification and Assessment Scheme (NICNAS)
- other relevant national and state/territory regulatory requirements and codes of practice
- problems that may occur when applying for permit requirements and appropriate action that can be taken to resolve these problems
- relevant Acts and regulations:
  - biosecurity and other legislation relevant to applying for permits
  - Commerce (Imports) Regulations 1940
  - Commerce (Trade Descriptions) Act 1905
  - Convention on International Trade in Endangered Species (CITES) listings
  - Copyright Act 1968
  - Current Australian Customs Act
  - Customs (Prohibited Exports) Regulations 1958
  - Customs (Prohibited Imports) Regulations 1956
  - Trade Marks Act 1995
- relevant commonwealth and state/territory government departments
- relevant database systems
- relevant permit procedures and guidelines
- steps involved in planning work activities
- Therapeutic Goods Administration
- Wine Australia
- workplace procedures and policies for applying permit requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5049 Determine indirect taxes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to determine indirect taxes as part of customs broking activities.

It includes assessing the applicability of indirect taxes, determining tax exemptions and taxes to be paid, and documenting the results of all tax determinations.

This unit applies to individuals working as a customs broker. Work must be carried out in compliance with relevant legislation, and workplace policies and procedures.

Work is undertaken in a range of environments including small to large worksites in the customs broking, international freight forwarding, integrated express delivery and import/export industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess applicability of indirect taxes to goods, commodities and transactions	1.1 Applicability of indirect taxes to goods and commodities is analysed and documented
	1.2 Allowable exemptions and specialised schemes relating to indirect taxes are researched for applicability to specific commodities and/or transactions
	1.3 Allowable exemptions are applied to goods and commodities in accordance with relevant legislation
	1.4 Accuracy of assessments is checked and verified
2 Calculate indirect taxes	2.1 Correct rate of indirect tax on goods and services is identified and applied in accordance with legislative requirements
	2.2 Relevant information such as overseas freight and insurances is obtained as required
	2.3 Data is input into software application systems for indirect tax calculation
3 Document indirect tax assessments	3.1 Indirect tax assessment results are recorded on appropriate documentation in accordance with legislative requirements
	3.2 Rates and amounts of indirect taxes payable are checked for accuracy and are verified in accordance with workplace procedures
	3.3 Completed documentation is stored, retained and provided to clients and other relevant personnel as required in accordance with current Australian Customs Act and relevant legislation and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5049A Determine indirect taxes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5049 Determine indirect taxes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- calculating indirect taxes accurately
- completing documentation related to work activities accurately
- communicating and liaising effectively with others when applying goods and services tax (GST) and other indirect tax legislation as part of customs broking activities
- determining applicability of GST and determining other indirect taxes
- documenting indirect tax assessments
- identifying and interpreting:
  - luxury car tax (LCT) problems that may occur when applying indirect taxes and appropriate action that can be taken to resolve these identified problems
  - non-taxable importations rules
  - wine equalisation tax (WET) rules
- reading and interpreting:
  - indirect tax schedules
  - instructions, procedures and information relevant to applying indirect tax legislation, as they relate to customs broking activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- applicable legislation and regulations:
  - A New Tax System (Goods and Services Tax) Act 1999, customs and other indirect tax legislation as they relate to implementing indirect tax legislation as part of customs broking activities
  - current Australian Customs Act and related legislation
  - export/import/quarantine/bond requirements
  - other indirect taxation legislation
- basic operation of the GST system
- calculations of GST on taxable importations
- delivered duty paid (DDP) transactions and impact on GST
- documentation and/or software system requirements for applying GST and other indirect tax legislation as they relate to customs broking activities
- key features of GST legislation
- GST:
  - accounting requirements
  - collection and remittance
  - input-taxed supplies
  - registration process
  - system overview
- GST-free goods and supplies
- impact of GST on:
  - customs functions
  - importers and exporters
- non-taxable importation
- roles and responsibilities of relevant Australian Government departments such as customs and taxation, as they relate to GST
- scope and operation of GST deferral scheme
- sources of information to identify GST-free goods and exemption codes
- sources of information on new developments in GST legislation as they relate to customs broking activities
- special rules for GST requirements
- transport and insurance costs attracting GST.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5050 Determine origin of goods and apply preference schemes or free trade agreements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to determine the origin of goods and to interpret the application of preference schemes and/or free trade agreements to those goods.

Work must be carried out in compliance with the relevant customs requirements, and relevant legislation and workplace requirements concerning the determination of origin of goods.

Work is undertaken in a range of environments including small to large worksites in the customs broking industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Determine eligibility for preferential tariff rates	1.1 Place or country of origin of goods presented for clearance is correctly identified in accordance with commercial documents, including certificates of origin
	1.2 Eligibility for preferential tariff rates, including free trade agreements, is assessed in accordance with commercial documents and relevant legislation
	1.3 Goods presented for clearance are checked to confirm eligibility and/or compliance with current Australian Customs Act and/or other legislation and associated rules of origin
	1.4 Certificates of origin are checked for accuracy and compliance with legislation and/or customs policy as required
	1.5 Compliance with direct shipment rules is confirmed as required
	1.6 Client is advised to provide additional information as required
2 Apply relevant preference scheme or free trade agreement	2.1 Requirements of relevant preference scheme are identified, read, correctly interpreted and applied in accordance with relevant legislation
	2.2 Requirements of relevant free trade agreement are identified, read, correctly interpreted and applied in accordance with relevant legislation
3 Establish relevant duty rate	3.1 Relevant tariff schedule is referenced in accordance with legislation
	3.2 Relevant duty rate is confirmed and applied

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5050A Determine origin of goods and apply preference schemes or free trade agreements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5050 Determine origin of goods and apply preference schemes or free trade agreements

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying correct preference scheme and rule
- applying quality procedures
- applying relevant free trade agreement
- applying relevant legislative and regulatory knowledge
- assessing evidence of compliance accurately
- communicating effectively with clients
- correctly identifying the requirements of applicable preference schemes and/or free trade agreements
- establishing correct origin code
- establishing correct preference rule and/or code
- identifying correctly:
  - eligible/non-eligible goods for preference purposes
  - places and countries where preferential tariff rates may apply
- providing accurate advice to clients
- reading and correctly interpreting appropriate legislation
- reading and correctly interpreting current documents and tariff schedules
- reading and interpreting tariff schedules
- sequencing activity competently.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australia’s current free trade agreements

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- free trade agreements under negotiation
- function of a Certificate of Origin advice
- how to determine appropriate duty rates under preferential tariff schemes and free trade agreements
- legislative and policy requirements for determining:
  - eligibility for preferential rates
  - origin of goods
- pathway requirements
- recognition of the requirements for claiming preference or the application of a particular free trade agreement, including direct shipment, certificates of origin and other declarations
- role and importance of free trade agreements
- types of preferential tariff schemes including classes of countries and places where special rates apply.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in *the Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIX5052 Determine complex customs value

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out complex customs valuation in accordance with customs and relevant legislation.

It includes applying the relevant method for the complex customs valuation required, identifying the contract of sale for customs valuation purposes, determining the price and elements of adjusted price, and identifying elements of price related costs. It also includes calculating customs value through the application of currency conversion and factorisation principles, and recording valuation information on customs declaration.

This unit applies to individuals working as a customs broker. Work must be carried out in compliance with the current Australian Customs Act as amended and case law concerning customs valuation.

Work is undertaken in a range of environments including small to large worksites in the customs broking and international trade industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply appropriate valuation method	1.1 Situations where transaction value method applies are recognised
	1.2 Situations where alternate methods of valuation apply are recognised
	1.3 Situations where there is insufficient reliable information to determine appropriate valuation method, are identified and referred in accordance with workplace policies and procedures
	1.4 Appropriate valuation method is selected and applied for the complex customs valuation situation identified
	1.5 Variations to the order of use of valuation methods are considered and applied in accordance with the provisions of the current Australian Customs Act
2 Apply elements of price related costs for a customs valuation	2.1 Correct treatment of royalty or licence fee in customs value is determined and followed in accordance with the current Australian Customs Act and relevant case law
	2.2 Correct treatment of commissions to be included in customs value is determined and followed in accordance with the current Australian Customs Act and relevant case law
	2.3 Correct valuation method for private import of cars and yachts is determined and followed in accordance with relevant legislation, case law and current Australian customs policies and procedures
3 Seek valuation advice	3.1 Requirement for an application for valuation advice is identified
	3.2 Valuation advice is prepared in response to identified concern
	3.3 Correct legislative and case law references are included in the application for valuation advice
	3.4 Post entry valuation advice to client is initiated as required
	3.5 Relevant documentation is passed on to client in accordance

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with legislation and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5052A Determine complex customs value.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5052 Determine complex customs value

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying conflict resolution strategies
- applying relevant method for a customs valuation
- calculating customs value for a complex customs valuation
- carrying out advanced calculations
- determining price and elements of adjusted price for a complex customs valuation
- following correct hierarchy for customs valuation work
- identifying elements of price related costs for a customs valuation
- identifying import sales transaction for customs valuation purposes
- identifying, interpreting and learning skills and knowledge required for developments in customs valuation practices
- reading and interpreting:
  - current Australian Customs Act and related legislation relevant to valuation
  - practice statements, procedures and information relevant to conducting customs valuations
- selecting and using appropriate workplace colloquial and technical language
- selecting and using relevant software application systems and related information
- solving problems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- application for valuation advice procedure and rulings
- applicable legislation and regulations:
  - current Australian Customs Act and relevant legislation
  - confidentiality agreements
- case law as it applies to valuation
- continuing professional development
- determination of:
  - adjusted price
  - customs value
  - import sales transaction
  - price related costs
- documentation requirements for customs valuations
- factorisation i.e. appointment of costs over a line value (each line of import declaration for which there is a separate classification)
- rejection of transaction value
- related parties
- sources of information on developments in customs valuation practices
- transaction value as the main method for valuing goods for customs purposes
- transfer pricing
- valuing privately owned passenger vehicles (PMVs)
- ways of learning the skills and knowledge required to implement developments in customs valuation practices:
  - continuing professional development programs
  - independent reading
  - networking with internal and external contacts
  - workplace coaching.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and

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numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5053 Determine tariff classification for complex goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to classify complex goods for import and export of goods in accordance with the current Australian Customs Act, relevant legislation and workplace requirements.

This unit applies to individuals working as a customs broker. Work must be carried in compliance with the current Customs Tariff Act, relevant legislation and workplace requirements concerning customs classification functions.

Work is undertaken in a range of environments including small to large worksites in the custom broking and international freight forwarding industries

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply identification principles to goods	1.1 Research resources to classify goods are accessed
	1.2 Objective and analytical classification principles are applied
	1.3 Administrative Appeals Tribunal (AAT) decisions and court cases are considered
	1.4 Precedents are considered
	1.5 Product research is undertaken and validation of identification is sought as required
2 Interpret and apply interpretive rules to goods	2.1 Appropriate interpretive rules (IRs) are identified and accessed when classifying goods
	2.2 IRs are applied to justify tariff classification of goods
3 Interpret and apply tariff section and chapter notes to goods	3.1 Tariff classification is considered in relation to legal notes
	3.2 Rejection of alternate headings is justified by reference to section and chapter notes
4 Select tariff headings	4.1 Terms in context of particular tariff headings and words are applied
	4.2 References to aid tariff interpretation are used as required
	4.3 Alternate headings are considered as appropriate
5 Select tariff sub-headings	5.1 AAT decisions, court cases and other precedents on tariff classification are interpreted and used to inform selection
	5.2 Sub-heading notes are reviewed in hierarchical order
	5.3 Dash system is applied to classification
	5.4 Relevant precedents are applied when classifying goods
6 Complete post classification requirements	6.1 Requirements for tariff classification advice are identified
	6.2 Tariff classification advice request is prepared in response to identified problems
	6.3 Applications for tariff concession order are made in response to client instructions

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6.4 Relevant documentation and other sources of information such as that sourced from the internet or from industry experts, is retained in accordance with legislative requirements and workplace procedures

6.5 Completed documentation is stored in accordance with relevant Australian Government department and legislative requirements, and workplace procedures

6.6 Tariff classification advice is provided to client in accordance with workplace procedures

6.7 Pre-or post classification areas of dispute are identified and dispute resolution procedures are initiated as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5053A Determine tariff classification for complex goods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5053 Determine tariff classification for complex goods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- carrying out advanced calculations
- communicating effectively with clients
- completing post classification requirements
- following designated process for classifying goods
- gathering and analysing information
- identifying, interpreting and applying interpretive rules (IRs) to the tariff to goods
- identifying, interpreting and learning new skills and knowledge to maintain currency when classifying complex goods
- locating and justifying a sub-heading (6 or 8 figure)
- locating, reading and interpreting instructions, procedures and other information relevant to classifying complex goods
- maintaining workplace documentation and records
- planning and organising work activities when classifying complex goods
- reading and interpreting relevant legislation for classifying complex goods
- selecting and using appropriate technical terms
- selecting and using relevant communication methods and office equipment suitable for the task
- selecting and justifying tariff headings (4 figure)
- selecting tariff headings to classify complex goods
- sequencing activity in a way that facilitates the classification of complex goods
- solving problems that may arise when classifying complex goods such as textiles and metals
- using relevant software application systems when classifying complex goods
- working systematically with required attention to detail.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current Australian Customs Act and relevant legislation
- dash system
- documentation and recording requirements to comply with customs requirements when classifying complex goods
- information on the process of classifying complex goods for importing and exporting goods through customs
- interpretive rules
- options available for resolving disputes
- procedural steps required to undertake work activities
- relevant information to provide to clients
- sources of information on current developments when classifying complex goods for the import and export of goods through customs (Administrative Appeals Tribunal [AAT] cases, court cases)
- strategies to classify:
  - functional units
  - multifunction machines
  - parts and accessories
- strategies to implement new developments in classifying complex goods
- tariff advice
- types of goods considered complex, and related classification and documentation requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5054 Comply with biosecurity border clearance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to assess documentation for compliance with biosecurity border clearance in accordance with legislation, regulatory requirements and workplace requirements.

This unit applies to individuals assessing documentation for compliance with biosecurity border clearance. Work is undertaken in a range of environments including small to large worksites in the custom broking and international freight forwarding industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Comply with non-commodity documentation requirements and declarations	1.1 Documentation for compliance with non-commodity concerns related to cargo type is assessed in accordance with the Non commodity for Containerised Cargo Clearance (NCCC) Scheme Processes and Outcomes Document (POD) and non-commodity information requirements policy
	1.2 Documentation for compliance with non-commodity concern statements is assessed in accordance with NCCC POD
	1.3 Treatment certificates are assessed for compliance with treatment certificate requirements for solid timber packaging or dunnage
	1.4 Documentation to determine delivery location category is assessed in accordance with NCCC POD and non-commodity information requirements policy
	1.5 Correct answers for non-commodity declaration are determined when lodging full import declaration in accordance with NCCC POD
	1.6 Correct answers for non-commodity declaration when lodging full import declaration are assessed in accordance with NCCC POD
	1.7 Relevant records are maintained in accordance with regulatory requirements and workplace procedures
2 Comply with commodity documentation requirements and declarations	2.1 Documentation for commodities is assessed within scope of arrangement in accordance with the Automatic Entry Processing for Commodities (AEPCOMM) POD
	2.2 Commodity related documentation is assessed for compliance with commodity concerns in accordance with the AEPCOMM POD
	2.3 Correct commodity code and premises identifier (ID) are determined for automatic entry processing for commodity as appropriate in accordance with the AEPCOMM
	2.4 Relevant records are maintained in accordance with regulatory requirements and workplace procedures
3 Comply with minimum document requirements	3.1 Documentation is assessed for compliance with overarching requirements in accordance with minimum documentary and import declaration requirements policy

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3.2 Documentation is assessed for compliance with format requirements in accordance with minimum documentary and import declaration requirements policy

3.3 Consignment specific documentation is assessed for compliance with relevant requirements (such as transport documentation or government certification) in accordance with minimum documentary and import declaration requirements policy

3.4 Relevant records are maintained in accordance with regulatory requirements and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5054A Comply with biosecurity border clearance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5054 Comply with biosecurity border clearance

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing documents, answering lodgement questions and determining appropriate automatic entry process (AEP) codes
- assessing documents with required attention to detail
- assessing whether documents are compliant with the requirements of the purpose for which they are to be used
- ensuring currency of relevant legislative and regulatory knowledge
- ensuring documents being assessed for an import shipment correctly input AEP codes
- maintaining records in accordance with regulatory requirements
- reading and interpreting relevant Acts and legislation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- general awareness of biosecurity border clearance requirements
- obligations of person engaged in a regulatory arrangement
- policies regarding compliance with requirements of a regulatory arrangement
- relevant legislation, regulations, schemes, policies and procedures such as:
  - Automatic Entry Processing (AEP) for Commodities Scheme
  - minimum documentary and import declaration requirements policy
  - non-commodity information requirements policy
  - Non-commodity for Containerised Cargo Clearance (NCCC) Scheme.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5055 Apply anti-dumping and countervailing measures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to identify goods subject to dumping and/or countervailing measures, and to calculate applicable duties.

Work must be carried out in compliance with relevant customs, legislation and workplace requirements concerning applying anti-dumping and/or countervailing duties.

Work is undertaken in a range of environments in the customs broking industry.

No licensing, legislative or certification requirement apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify goods subject to anti-dumping and/or countervailing measures	1.1 Dumping alert for a particular tariff classification and statistical code in an import declaration is recognised
	1.2 Dumping commodities register (DCR) is reviewed
	1.3 Date of effect is verified
	1.4 Place and/or country of export is determined as subject to anti-dumping and/or countervailing measures
	1.5 Goods are verified as of a kind subject to anti-dumping and/or countervailing measures
	1.6 Custom client identifiers (CCIDs) of the exporter and/or supplier of goods is determined as subject to anti-dumping and/or countervailing measures
2 Determine dumping elements	2.1 Exempt goods are declared in accordance with DCR
	2.2 Dumping specification number (DSN) is determined in accordance with DCR
	2.3 Dumping export price (DXP) is calculated in accordance with DCR
	2.4 Currency code for DXP is determined
	2.5 Export country code is determined as required
	2.6 Exchange rate is input as required
	2.7 Dumping unit quantity is reported in accordance with software application system requirements
3 Advise clients on anti-dumping and countervailing legislation	3.1 Clients are informed about basic requirements of anti-dumping and countervailing legislation
	3.2 Client understanding of anti-dumping and countervailing information provided is confirmed and any client misunderstanding is clarified
	3.3 Clients are made aware of administration, review and revocation of anti-dumping and/or countervailing measures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5055A Apply anti-dumping and countervailing measures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5055 Apply anti-dumping and countervailing measures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- advising clients about their obligations in regard to duty assessment
- advising clients on the impact/considerations of penalty legislation
- advising clients on the operation/aspects of the Australian anti-dumping and countervailing system
- calculating dumping export price (DXP)
- ensuring currency of relevant legislative and regulatory knowledge
- identifying exempt goods and suppliers
- identifying inclusive goods and suppliers
- identifying relevant country of export
- preparing duty assessments
- reading and interpreting appropriate Acts and regulations.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- assessing shipments using current government legislation including:
  - Australian Customs Act and regulations
  - Dumping Commodity Register (DCR)
  - Australian anti-dumping and countervailing legislation
- content and use of DCR
- processes to determine and calculate anti-dumping and countervailing duties.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5056 Carry out additional customs clearance practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to carry out customs clearance practices that are additional to the standard clearance practices, in accordance with the current Australian Customs Act and amendments, as well as relevant legislation, regulatory requirements and workplace requirements.

This unit applies to individuals working as a customs broker. Work must be carried out in compliance with relevant customs legislation and workplace requirements concerning customs clearance practices.

Work is undertaken in a range of environments, including small to large worksites in the custom broking industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Calculate landed costs	1.1 Documents are examined and factors required to calculate a landed cost are identified from commercial and customs documentation
	1.2 Client is contacted to verify contracted rate of exchange required in calculations
	1.3 Missing data is identified and rectification processes are initiated
2 Determine eligibility of import transaction for refund, rebate or remission of customs duty	2.1 Transaction documents are examined for accuracy and completeness
	2.2 Circumstances giving rise to eligible refund, rebate or remission opportunities are identified
	2.3 Relevant reason code is determined from current customs regulations
	2.4 Timeframes within which refunds are available is determined in accordance with current Customs Regulations
3 Determine eligibility of import consignments for entry under relevant legislation	3.1 Temporary import is identified and established as conforming to the requirements of the current Australian Customs Act and associated regulations
	3.2 Goods are identified as subject to carnet and dealt with in accordance with import requirements
	3.3 Goods are identified as a temporary import under event status and dealt with in accordance with import requirements
	3.4 Goods are identified as a temporary importation and dealt with in accordance with import requirements
	3.5 Application forms for securities relating to temporary imports and/or end use are accurately completed and lodged in accordance with

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	regulator requirements
4 Determine eligibility for and calculate drawback claims, and advise on Tradex Scheme procedures	4.1 Sufficient import and export information to prepare claim is collated 4.2 Eligibility of drawback claim is determined within prescribed timeframes and advice is provided accordingly 4.3 Drawback claim is prepared and calculated in accordance with a customs approved method 4.4 Situations suitable for Tradex Scheme registration are identified and advice is provided
5 Assess goods against export requirements	5.1 Goods subject to export requirements are identified including entry for export, in accordance with the current Australian Customs Act as amended 5.2 Circumstances where export permission is required are identified and required permissions are sought 5.3 Circumstances where export permission is not required are identified 5.4 Relevant export entry is completed and lodged in accordance with legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX5056A Carry out additional customs clearance practices.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5056 Carry out additional customs clearance practices

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying procedures for compliance with legislation
- carrying out complex calculations
- communicating effectively with a range of stakeholders
- conducting calculations and making appropriate adjustments as part of routine activities in customs clearance operations
- examining documents for accuracy and completeness
- identifying non-compliance and responding accordingly
- implementing timeframes
- implementing dispute resolution procedures
- managing quality customer service
- providing accurate advice
- reading and interpreting current customs regulations as amended
- reading and interpreting the current Australian Customs Act as amended
- sourcing information on developments in customs clearance practices
- using software application systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current Acts, regulations and amendments as they relate to refunds, remissions and drawbacks
- drawbacks and Tradex Scheme
- exports
- landed costs

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- refunds and post warrant amendments
- refunds, rebates and remissions of duty
- securities and temporary imports
- various forms and functions of securities and temporary importations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX5058 Review decisions of regulatory bodies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to review the decisions of regulatory bodies including current Australian Government departments with the responsibility for customs issues. It includes evaluating the need to initiate and/or respond to a dispute, developing and submitting a response and initiating further action.

This unit applies to individuals who work in the role of Customs Broker in an on-the-job environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Determine review options	1.1 Regulatory body decision is evaluated
	1.2 Available internal appeal procedures are explained and exhausted
	1.3 Available review mechanisms are outlined
	1.4 Consultation is held with client
2 Develop dispute response	2.1 Appropriate dispute resolution protocols are followed
	2.2 Stakeholders are engaged and consulted in response to development process
	2.3 Response is drafted and feedback is sought from stakeholders to refine response as required
3 Submit dispute response	3.1 Import declaration is paid under protest in accordance with Customs Act Section167 as required
	3.2 Dispute response documentation is forwarded to relevant regulatory authority in accordance with workplace procedures
4 Initiate further action	4.1 Dispute response is read and outcomes are evaluated to determine appropriateness of further action
	4.2 Stakeholders are consulted about appropriateness of further action and advice about escalating and/or retreating is provided
	4.3 Appropriate action is taken based on stakeholder consultation, in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX5058A Review decisions of regulatory bodies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX5058 Review decisions of regulatory bodies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying escalation and/or retreat processes as required
- communicating with clients to outline further actions to be taken
- determining action for the effective resolution of outstanding issues
- engaging and consulting with clients and stakeholders
- ensuring currency of relevant legislative and regulatory knowledge
- following procedures
- reading and interpreting legislation
- sequencing a submission in logical order.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- clearance advice procedures in accordance with border control policy sections of the Customs Act dealing with payments under protest
- customs prosecutions
- forfeiture, seizure and condemnation provisions of the Customs Act
- internal and external appeal processes for reviewing decisions
- monitoring and export examination powers under the relevant and current Customs Act, and related infringement notice guidelines and infringement notice regulations.

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Assessment Conditions

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Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX6001 Formulate materiel logistics strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to formulate materiel logistics strategies across the materiels life cycle in accordance with relevant organisational policy and procedures.

These strategies are formulated to ensure materiel and materiel systems are able to meet their stated capability requirement.

This unit was developed for logistics specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs.

This unit cannot be used in a qualification in which *TLIX6002 Contribute to materiel logistics strategies* has been used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse materiel logistics environment	1.1 Operational concept of materiel and materiel systems are analysed, and key factors and issues are identified for consideration and/or response
	1.2 External and internal factors likely to impact on materiel logistics needs and capabilities are continually monitored and analysed
	1.3 Key stakeholders are identified and consulted on materiel and materiel systems needs and capabilities in accordance with organisational policy and procedures
	1.4 Legislation and organisational policy and procedures that may impact on materiel logistics activity are identified and analysed
2 Develop materiel logistics strategies	2.1 Consultation and negotiation with key stakeholders is conducted in accordance with organisational policy and procedures
	2.2 Strategic objectives are defined and documented in materiel logistics strategies
	2.3 Costing analysis of strategic options is managed and documented in accordance with organisational policy and procedures
3 Establish priorities for materiel logistics strategies	3.1 Strategic priorities are developed and documented that support organisational materiel logistics objectives
	3.2 Strategic priorities are analysed to ensure they reflect key stakeholder capability requirements , in accordance with organisational policy and procedures
	3.3 Opportunities for strategic alliances and cooperative ventures are incorporated into strategies
4 Communicate materiel logistics strategies	4.1 Strategies are explained to key stakeholders
	4.2 Strategies are promoted across the organisation through a variety of communication channels, in accordance with organisational policy and procedures
5 Evaluate materiel	5.1 Materiel logistics strategies are regularly evaluated in

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logistics strategies	accordance with organisational policy and procedures
	5.2 Strategies are amended and documented in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX6001A Formulate materiel logistics strategies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX6001 Formulate materiel logistics strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- aligning materiel logistics strategy to organisational strategic objectives
- analysing and evaluating outcomes
- analysing materiel logistics information to determine where internal and external factors impact on the materiel logistics environment, and adjusting strategic planning activities accordingly
- applying project management knowledge when formulating materiel logistics strategies
- building and sustaining positive relationships with team members, stakeholders and clients
- committing to action, even in cases of limited information and conditions of uncertainty
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- exercising judgement by using intelligence and common sense to shape strategic thinking
- identifying and evaluating priorities, and adjusting them as necessary to ensure they meet objectives
- identifying, assessing and prioritising competing objectives
- initiating remedial action required
- managing materiel logistics contracts and their deliverables effectively
- managing time, and prioritising work to ensure objectives are met in accordance with required schedule
- preparing complex and sensitive material, presenting information confidently and selecting appropriate medium for maximum communication effect to influence a range of audiences
- reviewing and analysing performance measurement data to guide and direct team to ensure objectives are measured against defined parameters
- sourcing information on best practice approaches adopted in public and private sectors, demonstrating an insight into how industry operates and business drivers that influence industry with their dealings

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- undertaking research and analysis about operational concepts and strategic objectives to determine impacts on materiel logistics environment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- acquisition processes
- business processes
- capability performance measurement
- codification and cataloguing processes
- costing, which may include life cycle costing
- external environment scanning relating to environmental, sustainable, social, political economic and technological developments
- industrial base capability
- integrated logistics support
- international agreements and arrangements
- interoperability
- legislative and regulatory environment as it relates to materiel logistics
- logistics governance
- logistics support analysis principles and processes
- materiel logistics
- materiel system components
- organisational policy and procedures
- outsourcing/insourcing
- performance management techniques
- project management
- risk management
- strategic planning methodologies
- supply chain concepts
- technical regulation
- value chain concepts.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel logistics
- materiel logistics plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX6002 Contribute to materiel logistics strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to provide input to the development of materiel logistics strategies by employees or others who are not directly responsible for the development process itself. It includes contributing to the consultative, validation and review phases and providing feedback on the process.

This unit was developed for logistics specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

This unit cannot be used in a qualification in which *TLIX6001 Formulate materiel logistics strategies* has been used.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse the materiel logistics environment	1.1 Stakeholders are identified and consulted on materiel needs and capabilities in accordance with organisational policy and procedures
	1.2 Effective relationships are developed with stakeholders through consultation
	1.3 Legislation and organisational policy and procedures that may impact on materiel logistics activity are identified and analysed
	1.4 Key factors and issues that have been identified from the operational concept of the materiel and materiel system are reviewed
2 Contribute to materiel logistics strategies	2.1 Organisational objectives are contributed to in clear and measurable terms
	2.2 Strategies are contributed to ensure they reflect key stakeholder capability requirements
	2.3 Materiel logistics strategies are introduced, consistent with strategic direction and costing
3 Establish priorities for materiel logistics strategies	3.1 Strategic priorities are contributed and documented that support organisational materiel logistics objectives
	3.2 Strategic priorities are analysed to ensure they reflect key stakeholder capability requirements of, in accordance with organisational policy and procedures
	3.3 Opportunities for strategic alliances and cooperative ventures are incorporated into strategies
4 Review strategic performance	4.1 Performance indicators and other criteria for measuring achievement are developed and documented
	4.2 All key aspects of organisational performance are addressed in performance measures, to meet stakeholder interests
	4.3 Performance data is analysed on a regular and planned basis in terms of indicators and performance standards, in accordance with organisational policy and procedures
	4.4 Strategic performance is reported in accordance with

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organisational policy and procedures

4.5 Objectives and strategies are reviewed, revised and documented as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX6002A Contribute to materiel logistics strategies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX6002 Contribute to materiel logistics strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adhering to relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- analysing materiel logistics information to determine where internal and external factors impact on the materiel logistics environment, and adjusting strategic planning activities accordingly
- applying project management knowledge when contributing to materiel logistics strategies
- building and sustaining positive relationships with team members, stakeholders and clients
- committing to action, even in cases of limited information and conditions of uncertainty
- consulting and negotiating with internal and external stakeholders and resolving potential areas of conflict or concern to ensure overall objectives are achieved
- displaying resilience by continuing to move forward despite criticism or setbacks
- exercising judgement by using intelligence and common sense to shape strategic thinking
- identifying requirements for contribution and adjusting them as necessary to ensure they meet objectives
- identifying, assessing, and prioritising competing objectives to facilitate development of overall materiel logistics strategy
- initiating and efficiently monitoring processes
- initiating remedial action required
- managing time and prioritising work to ensure objectives are met in accordance with required schedule
- preparing complex and sensitive material, presenting information confidently and selecting appropriate medium for maximum communication effect to influence a range of audiences
- sourcing information on best practice approaches adopted in public and private sectors, demonstrating an insight into how industry operates and business drivers that influence industry with their dealings, including environmental and sustainability issues
- undertaking research and analysis to determine operational concepts and strategic objectives, and to identify impacts on materiel logistics environment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- acquisition processes
- business processes
- capability performance measurement
- codification and cataloguing processes
- costing, which may include life cycle costing
- external environment scanning relating to environmental, sustainable, social, political, economic and technological developments
- industrial base capability
- integrated logistics support
- international agreements and arrangements
- interoperability
- legislative and regulatory environment as it relates to materiel logistics
- logistics governance
- logistics support analysis principles and processes
- materiel logistics
- materiel system components
- organisational policy and procedures
- outsourcing/insourcing
- performance measurement
- project management
- strategic planning methodology
- supply chain concepts
- technical regulation
- value chain concepts.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to materiel logistics
- materiel logistics plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX6046 Plan deployed logistics support for significant operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan logistics support involving numerous logistics elements on deployment in support of significant operations, in accordance with relevant organisational policy and procedures.

The application of this unit in the workplace includes responding to organisational support tasks by developing a logistics plan that enables the organisation to operate effectively and to achieve its objectives.

This unit would typically apply to a senior logistician who is supporting a significant or complex deployment with more than one logistics element. This type of operation could involve the use of various organisational assets. This activity would usually occur in a headquarters as part of a planning team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse logistics requirement	1.1 Operational requirement is analysed to establish logistics support scope and intent
	1.2 Operating environment is identified and analysed to assess logistics support effect on delivery
	1.3 Operating environment infrastructure is analysed to identify its potential to support logistics operations and/or vulnerabilities that require consideration in planning
	1.4 Risks to logistics support delivery are identified and analysed to determine their likelihood of occurrence and potential consequences for logistics operation
	1.5 Critical facts and assumptions are made to allow planning to progress in absence of developed current situational knowledge
	1.6 Specialist logistics requirements are determined so that the different logistic element estimates are developed and considered in operational sustainability requirements
	1.7 Logistics capabilities are analysed against operational requirements to identify critical shortfalls and/or define logistic support limits
	1.8 Logistics planning information is communicated to other planning staff and management throughout the operation
2 Develop logistics plan	2.1 Logistics information management systems are utilised to compile and analyse planning data and information
	2.2 Options are developed, analysed and tested to establish broad advantages and disadvantages
	2.3 Tasks, priorities, and decisive points are identified and validated
	2.4 Preferred course of action is identified
	2.5 Integration of contracted support is considered for inclusion in plan
	2.6 Policy and procedures are developed to support logistics activity within operational area of deployment

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2.7 Logistics organisational structure is developed to meet estimates within organisational resource constraints

2.8 Control arrangements are established within operational command and management framework

2.9 Logistics plan is developed to support implementation of selected course of action

2.10 Plan is adjusted in accordance with changing operational need

2.11 Contingency plans are developed

2.12 Logistics plan is communicated to stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX6046A Plan deployed logistic support for significant operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX6046 Plan deployed logistics support for significant operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- analysing task complexities
- applying a broad range of problem-solving strategies to planning outcomes
- identifying operational intent and recognising how own planning contributes to mission success
- interpreting instructions and applying this to developing own actions and tasks
- interpreting technical policy and doctrine
- making informed decisions that align with organisational requirements
- moving forward despite planning task difficulty
- preparing and issuing written instructions
- reading and writing at a level to cope with a range of complex workplace materials
- undertaking analysis to determine where internal and external factors impact on logistics support requirements
- using appropriate information technology and software
- using organisational skills to manage planning tasks in concert with other stakeholders
- using planning tools
- working cooperatively as a member of a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- environmental considerations in planning logistics support
- logistics concepts
- logistics principles and processes
- organisation, its function and logistics capabilities
- organisational policy and procedure
- organisational role relevant to specialist logistics support
- organisational writing conventions
- planning process
- risks to logistics support.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX6047 Monitor and provide logistics staff support for significant deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to monitor and provide logistics staff support for significant deployed operations, in accordance with relevant organisational policy and procedures.

The application of this unit in the workplace includes providing the necessary staff support to enable an organisation to prepare for a deployment, to deploy, to remain sustained in an operating area and then to redeploy to its home location.

This unit is applicable to senior logistics personnel responsible for monitoring and coordinating logistics support at an organisational level.

The context of this performance is typically in the headquarters of an organisation with full access to information technology and support services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Support deployment preparations	1.1 Communications and reporting procedures are established with different logistics elements
	1.2 Corporate training requirements are formulated, resourced and implemented to ensure staff competence
	1.3 Organisational requirements are defined, communicated to stakeholders and monitored in accordance with organisational policy and procedure
	1.4 Deficiencies in manpower and equipment are identified and an organisational response is developed
	1.5 Scoping and definition of requirement for contracted support to organisational deployment and sustainment is undertaken
	1.6 Planning data is gathered from subordinate organisations, collated and analysed to develop contingency plans
	1.7 Collation and preparation of movement documentation for deployment is coordinated
2 Support organisation deployed elements	2.1 Operational demands and deployment information are accessed and analysed to identify factors to be considered in supporting operations
	2.2 Liaison with relevant agencies and supporting organisations (such as external contracted services) is conducted to gather information, access services and coordinate deployment activities and movements
	2.3 Procurement and delivery of equipment and stores is monitored and appropriate action is initiated to overcome shortages
	2.4 Operations of deployed elements are monitored and where issues are identified, organisational responses are developed and communicated
	2.5 Accounting for, and attribution of costs for, all organisational logistics deployment activities is monitored to ensure compliance with organisational policy and procedures
	2.6 Personnel rotation and reinforcement arrangements are monitored to ensure placement of personnel in support

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	operations is consistent with operational requirements and organisational policy and procedure
	2.7 Personnel and material tracking is monitored to ensure accurate knowledge of location and status of personnel and material
3 Support organisation extraction and redeployment	3.1 Priorities for extraction of logistic elements are determined based on need to support organisational activities
	3.2 Redeployment plan is developed
	3.3 Liaison with relevant agencies is conducted to gather information, access services and coordinate redeployment activities and movements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX6047A Monitor and provide logistic staff support for significant deployed operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX6047 Monitor and provide logistics staff support for significant deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- analysing task complexities
- applying a broad range of problem-solving strategies to planning outcomes
- identifying operational intent and recognising how own planning contributes to operation success
- interpreting instructions and applying this to developing actions and tasks
- interpreting policy and procedures
- making informed decisions that align with organisational requirements
- managing own planning tasks in accordance with other staff planners
- moving forward despite planning task difficulty
- preparing and issuing written instructions
- undertaking analysis to determine where internal and external factors impact on health support requirements, and adjusting planning accordingly
- using appropriate information technology and software
- working cooperatively as a member of a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- channels of communication and processes for obtaining advice, approvals
- environmental considerations in planning logistics support
- equal employment opportunity, equity and diversity principles
- legislation, regulations, and guidelines relating to deployment logistics support
- logistics concepts including mobilisation, deployment, reception, staging, onward movement, integration, sustainment, redeployment and reconstitution
- organisation, its function and logistics support capabilities
- organisational policy and procedure
- organisational writing conventions
- planning process.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX6048 Manage the deployment and delivery of logistics support

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage the deployment and delivery of complex or significant logistics support in a deployed context in support of operations, in accordance with relevant organisational policy and procedures.

The application of this unit in the workplace includes preparing for logistics operations, deploying a logistics team from a home location to a field environment, and managing the internal operation of logistics support, extraction and return to a home location.

This unit is applicable to senior logistics personnel responsible for organising and managing delivery of integrated logistics support in a field deployment context.

This unit is designed for large operations that require significant logistics support; a typical example would be an overseas deployment for disaster support involving numerous logistics elements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Manage preparation of logistic elements for deployment	1.1 Operational requirement is analysed to establish scope and intent of logistics support
	1.2 Deployment requirements are received and interpreted to determine logistics support required
	1.3 Work health and safety (WHS)/occupational health and safety (OHS) requirements and recognised safety precautions are applied throughout operation in accordance with standard procedures
	1.4 Corporate training requirements are formulated, resourced and implemented to ensure staff competence
	1.5 Deficiencies in manpower and equipment are identified and organisational response is developed
	1.6 Forecast shortages on arrival in operating area are anticipated and action is taken to ensure logistics support can be established and sustained
	1.7 Preparation, packaging and marking of equipment and stores, including hazardous material, is managed to ensure effective and efficient movement
	1.8 Movement documentation of personnel and materiel is managed to ensure it is completed
	1.9 Organisational requirements are managed to ensure all personnel are ready for deployment and provided with support for duration of the operation
	1.10 Instructions are prepared and issued to logistics element managers to enable them to prepare for deployment
2 Manage movement of logistic elements	2.1 Movement to point of departure and arrival is coordinated to ensure efficient movement of all personnel and material
	2.2 Preparation of material for movement is managed to ensure packaging, containerisation and sequencing of transportation is consistent with operational need

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	2.3 Waivers required for movement of hazardous cargo are obtained in accordance with organisational policy and procedure
	2.4 Relevant agencies are liaised with to ensure effective and efficient movement of all personnel and material
	2.5 Logistics support to reception and staging area is coordinated to avoid congestion of personnel and materiel during disembarkation in operational area
3 Manage deployment and concentration of logistic elements within area of operations	3.1 Operational deployment instructions are received and interpreted to determine deployment requirements, tasks and operational commander intent
	3.2 Logistics deployment instructions are prepared and issued to logistics element managers
	3.3 Movement to deployment site is managed in accordance with operational environment and management instructions
	3.4 Logistics team is sited
	3.5 Operational or organisational constraints are recognised and logistics tasks are directed to align with these constraints
	3.6 Activity is monitored to ensure logistics elements are conducting activity with appropriate authority and in accordance with organisational policy and procedures
	3.7 Delivery of logistics support is managed to meet operational demands
	3.8 Logistics support priorities are set to align activities with organisational objectives
	3.9 Logistics information systems are utilised to monitor and coordinate logistics support operations and to inform decision making process
	3.10 Technical advice regarding use and allocation of logistics support is provided to maximise efficiency and effectiveness of services to supported organisation

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	3.11 Liaison with agencies involved in the operation is carried out to ensure most effective coordination of effort
	3.12 Management and stakeholders are advised when significant issues or developments arise that may adversely impact on the operation
	3.13 Reports and returns relevant to integrated logistics support are prepared and issued in accordance with organisational policy and procedure
4 Manage extraction of logistic elements from area of operations and redeployment to home location	4.1 Redeployment instructions are prepared and issued to logistics element managers
	4.2 Scaling down and withdrawal of deployment site is monitored to ensure it is consistent with operational environment and organisational requirements
	4.3 Movement to departure port is coordinated to ensure it is consistent with operational requirements
	4.4 Return movement to home base is coordinated through relevant authorities in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIX6048A Manage the deployment and delivery of logistic support.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX6048 Manage the deployment and delivery of logistics support

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing task complexities
- applying a broad range of problem-solving strategies to planning outcomes
- controlling risk when planning and executing integrated logistic support
- identifying operational intent and recognising how own planning contributes to operational success
- interpreting instructions and applying this information to developing actions and tasks
- interpreting policy and procedures
- liaising with internal and external organisations and representatives to plan and accomplish tasks
- making informed decisions that align with organisational requirements
- managing own planning tasks
- moving forward despite task difficulty
- undertaking analysis to determine where internal and external factors impact on health support requirements, and adjusting planning accordingly
- using appropriate information technology and software
- working cooperatively as a member of a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- channels of communication and processes for obtaining advice, approvals
- environmental considerations in logistics support
- equal employment opportunity, equity and diversity principles
- functional and technical siting requirements of specialist logistics teams
- likely logistics needs of deployed dependencies
- legislation, regulations, and guidelines relating to deployment logistic support
- logistics concepts including a knowledge of mobilisation, deployment, reception, staging, onward movement, integration, sustainment, redeployment and reconstitution
- organisation, its function and logistics capabilities
- organisational policy and procedure
- organisational writing conventions
- planning process
- specialist logistics support services including transport, material maintenance, supply, catering and health support.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLIX6049 Undertake provisioning in support of deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake provisioning for deployed elements of an organisation in support of operations, in accordance with relevant organisational policy and procedures.

The application of this unit in the workplace includes planning and controlling necessary stockholding levels of all items of supply. Supply provisioning is a quantitative analysis and involves detailed mathematical calculations of supply factors such as known usage rates and time factors.

This unit is typically applicable to senior logistics personnel responsible for planning and coordinating logistics supply support at an organisational level.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse operational requirement	1.1 Operational requirement is analysed to establish provisioning requirements
	1.2 Operational factors are analysed to identify variables to be considered in provisioning
	1.3 Technical supply factors are analysed to identify variables to be considered in provisioning
	1.4 Liaison with other logistics planners is undertaken to inform specialist supply aspects of provisioning requirement
2 Calculate provisioning requirement	2.1 Stockholding factors are determined and analysed to provide a basis for provisioning calculation
	2.2 Time factors are determined and analysed to establish duration of supply and lead time required for provisioning
	2.3 Usage rates are calculated to define frequency and quantity of stock to be consumed by dependencies
	2.4 Total liability period is calculated to establish period dependencies will be required to provide initial self-sustainment before routine replenishment is available
	2.5 Assets and liabilities are identified through analysis of stockholding and time factors in accordance with organisational policy and procedure
	2.6 Surpluses or deficiencies are calculated based on established assets and liabilities
3 Develop and report provisioning requirement	3.1 Provisioning data is created based upon analysis and provisioning calculations
	3.2 Provisioning requirement is adjusted in accordance with changing operational need
	3.3 Provisioning requirement is communicated to stakeholders

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX6049A Undertake provisioning in support of deployed operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX6049 Undertake provisioning in support of deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately and completing mathematical calculations
- analysing task complexities such as limitations, freedoms, vulnerabilities, time limitations
- applying a broad range of problem-solving strategies to planning outcomes
- calculating provisioning requirements of all classes of supply
- engaging with a range of stakeholders to research and collate provisioning information
- identifying accurately, inputs required to undertake provisioning in accordance with operational task
- interpreting policies and procedures
- interpreting policy and instructions, and applying this information to actions and tasks
- making informed decisions that align with organisational requirements
- managing own planning tasks in accordance with organisational requirements
- moving forward despite task difficulty
- preparing and issuing instructions that clearly communicate intent and tasks
- producing provisioning outputs required to support distribution planning
- undertaking analysis to determine where internal and external factors impact on logistics support requirements, and adjusting planning accordingly
- using appropriate information technology and software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- composition and capability of supply systems and installations
- environmental considerations in provisioning
- fundamentals of sustainment to deployed provisioning
- imperatives of supply
- logistics support concepts
- national support base that supports procurement
- organisation, its function and logistics support capabilities
- organisational policy and procedure relating to procurement and provisioning
- organisational role relevant to specialist logistics support
- organisational role relevant to specialist provisioning
- organisational writing conventions
- planning processes as they apply to deployed operations
- provisioning calculation processes
- relevant risk factors as they apply to deployed operations
- time and stockholding factors, and their effect on provisioning.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLIX6050 Plan distribution operations on deployment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan logistics distribution operations in a deployed context in support of operations, in accordance with relevant organisational policy and procedures.

The application of this unit includes developing distribution support plans to deliver supplies and transport to sustain an organisation. While distribution planning is conducted on its own, it is also conducted alongside other logistics planners in a cooperative environment where planners share information and work together to produce a cohesive and integrated logistics support plan.

This unit is applicable to logistics personnel responsible for planning and coordinating logistics support at an organisational level.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse operational requirement	1.1 Operational task is received and analysed for distribution requirements
	1.2 Information is sourced and analysed to identify operational and technical factors to be considered in supporting distribution operations
	1.3 Logistics information management systems are utilised to compile and analyse distribution planning data and information
	1.4 Usage rates of different supply classes are calculated based on historical data and consideration of operational and technical supply factors
	1.5 Provisioning calculations are undertaken to develop stockholding plans and to identify replenishment arrangements, including reorder points and reorder quantities
	1.6 Distribution estimates are produced
2 Develop distribution plan	2.1 Distribution capabilities are identified based on stock distribution requirement, and operational and technical support requirements
	2.2 Organisational structure is developed to meet distribution requirements in accordance with organisational resource constraints
	2.3 Integration of contracted support is considered for inclusion in plan
	2.4 Technical control arrangements are established within operational command and management framework
	2.5 Distribution plan is created and approved in accordance with organisational policy and procedures
	2.6 Risk analysis is conducted against distribution plan to identify and mitigate against unacceptable risks
	2.7 Recommendations are provided to management regarding distribution operations and employment of distribution

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	capabilities
	2.8 Distribution plan is communicated to stakeholders
3 Integrate maintenance plan with logistics support plan	3.1 Liaison with other logistics stakeholders is undertaken to ensure distribution plan is integrated into larger logistics or operational plan/s
	3.2 Distribution plan is adjusted in accordance with changing operational need or need to synchronise with other logistics functions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX6050A Plan distribution operations on deployment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX6050 Plan distribution operations on deployment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- analysing task complexities
- applying a broad range of problem-solving strategies to planning outcomes
- communicating complex ideas and arguments in a persuasive manner
- identifying operational intent and recognising how own planning contributes to mission success
- interpreting instructions and applying this to developing own actions and tasks
- interpreting technical policy and doctrine
- making informed decisions that align with organisational requirements
- managing planning tasks in collaboration with other stakeholders
- moving forward despite planning task difficulty
- preparing and issuing written instructions
- reading and writing at a level to cope with a range of complex workplace materials
- undertaking analysis to determine where internal and external factors impact on logistics requirements
- using appropriate information technology and software
- using planning tools
- working cooperatively as a member of a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- environmental considerations for planning logistics support
- legislative and regulatory environment as it pertains to distribution and logistic support
- logistics support concepts
- logistics support concepts including mobilisation, deployment, reception, staging, onward movement, integration, sustainment, redeployment and reconstitution
- organisational structures and support services
- techniques to deal with opposing views and to negotiate a consensus position
- transport logistics including stock distribution and transportation strategies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX6051 Plan maintenance for deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan logistics maintenance operations in operations, in accordance with relevant organisational policy and procedures.

This unit is applicable to logistics personnel responsible for planning and coordinating maintenance support at an organisational level.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse requirements	1.1 Operational task is received and analysed for maintenance requirements

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	1.2 Information is sourced and analysed to identify maintenance factors to be considered in supporting operations
	1.3 Recommendations are provided to management regarding maintenance support and employment of maintenance capabilities
2 Develop maintenance plan	2.1 Logistics information management systems are utilised to compile and analyse maintenance planning data and information
	2.2 Maintenance equipment failure and repair data are used to establish type and scope of deployment maintenance support
	2.3 Maintenance estimates are produced to support courses of action
	2.4 Maintenance policy and procedures are reviewed and/or amended or developed to support maintenance activity within operational area of deployment
	2.5 Maintenance organisational structure is developed to meet maintenance estimates within organisational resource constraints
	2.6 Integration of contracted maintenance support is considered for inclusion in plan
	2.7 Technical control arrangements are established within operational command and management framework
	2.8 Maintenance plan is created in accordance with organisational policy and procedures
	2.9 Risk analysis is conducted against maintenance plan to identify and mitigate unacceptable risks
	2.10 Maintenance plan is communicated to stakeholders
3 Integrate maintenance plan with logistics plan	3.1 Liaison with other logistics stakeholders is undertaken to ensure maintenance plan is integrated into larger logistics or operational plan
	3.2 Maintenance plan is adjusted in accordance with changing operational need or need to synchronise with other logistics functions

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX6051A Plan maintenance for deployed operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX6051 Plan maintenance for deployed operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- analysing task complexities
- applying a broad range of problem-solving strategies to planning outcomes
- identifying operational intent and recognising how own planning contributes to mission success
- interpreting instructions and applying this to developing own actions and tasks
- interpreting technical policy and doctrine
- making informed decisions that align with organisational requirements
- managing planning tasks in collaboration with other stakeholders
- moving forward despite the planning task difficulty
- preparing and issuing written instructions
- reading and writing at a level to cope with a range of complex workplace materials
- undertaking analysis to determine where internal and external factors impact on logistics support requirements
- using appropriate information technology and software
- using maintenance planning tools
- working cooperatively as a member of a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- backloading management principles
- backlog management principles
- grades of repair
- integrated logistics support (ILS)
- legislative and regulatory environment relating to materiel maintenance
- likely consequences of terrain and weather on material
- lines of maintenance support
- logistics support concepts
- maintenance doctrine, instructions and advisory bulletins
- maintenance planning
- operational requirements of maintenance support
- organisational structures and support services
- reliability, availability, maintainability (RAM)
- technical regulations, policy and procedure
- types of maintenance support
- workflow management principles.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLIX6052 Plan health support for deployed personnel

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan health support in support operations, in accordance with relevant organisational policy and procedures.

This unit was written to support Defence operations that are likely to involve casualties and are therefore supported by health elements. However, the skills and knowledge are applicable to a variety of deployed operations such as health support for natural disasters and humanitarian activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse health	1.1 Operational situation and tempo are analysed to establish scope

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	requirements	and intent of health support
		1.2 Information is sourced and analysed to identify health support planning factors
		1.3 Information systems are utilised to compile and analyse casualty planning data
		1.4 Health risk assessments are prepared to classify health risks to the organisation and to inform development of health estimate
		1.5 Casualty estimates are produced to inform health planning and compilation of health estimate
		1.6 Health estimates are produced to support a number of courses of action to support command appreciation
2	**Develop health support plan**	2.1 Health support organisational structure is developed to meet health estimates in accordance with organisational resource constraints
		2.2 Lines of health support and types of health support are identified along with clear lines of responsibility and agreed casualty exchange points
		2.3 Imperatives of health support are applied to developing health support plan and identifying a preferred course of action
		2.4 Health support control measures are determined to provide adequate regulation of casualties and to support casualty survivability
		2.5 Health information requirements are planned and integrated into health support plan to ensure health information is collected and analysed to inform ongoing health planning
		2.6 Health administration requirements are planned and integrated into health support plan
		2.7 Health plan is developed to detail provision of services, and establishment and operation of operational health elements
		2.8 Health plan is communicated to stakeholders
3	**Integrate health plan**	3.1 Liaison with other stakeholders is undertaken to ensure health plan is integrated into larger logistics or operational plan
		3.2 Health plan is adjusted in accordance with changing operational tempo or need to synchronise with other logistics functions

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3.3 Specialist health input and recommendations are provided to management regarding health support and employment of health support capabilities

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX6052A Plan health support for deployed personnel.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX6052 Plan health support for deployed personnel

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- analysing task complexities
- applying a broad range of problem-solving strategies to planning outcomes
- identifying operational intent and recognising how own planning contributes to operation success
- interpreting instructions and applying this information to developing actions and tasks
- interpreting policy and procedures
- making informed decisions that align with organisational requirements
- managing own planning tasks in collaboration with other staff planners
- moving forward despite planning task difficulty
- preparing and issuing written instructions
- undertaking analysis to determine where internal and external factors impact on health support requirements, and adjusting planning accordingly
- using appropriate information technology and software
- working cooperatively as a member of a team.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- environmental consideration for planning health support
- estimation of casualty numbers and types
- functionality and operation of logistics information management systems
- health capabilities
- health intelligence sources, collection and analysis processes
- health planning inputs to staff planning process
- health stores and equipment including resupply systems and procedures
- integrated logistics support (ILS)
- legislative and regulatory environment relating to materiel logistics and health services delivery
- organisational policy and procedure relating to health support
- patient tracking and administration
- policy and procedures relating to surface evacuation
- preparedness requirements of health personnel and equipment
- principles of health support
- requirements relating to managing health waste
- risks to health support
- staff planning process
- supplying, handling and storing blood products
- tasks and composition of health elements, and their points of interaction
- writing conventions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

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TLIX6053 Coordinate health support operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate health support operations in support operations in accordance with relevant organisational policy and procedures.

This unit is applicable to logistics personnel who have specialist health planning skills and are responsible for coordinating logistics support across a variety of health elements at an organisational level.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Coordinate health information collection to aid	1.1 Health information requirements are identified to contribute to establishing and maintaining an accurate

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health planning and health support delivery	understanding of current and potential health threats
	1.2 Health elements are liaised with to establish arrangements for collecting and reporting information
	1.3 Information management systems and information from health elements are utilised to compile and analyse health data and information to identify significant trends or data and develop an understanding of current and emerging health threats
	1.4 Health estimates are produced and updated based on analysis of health information and direction from health specialists
	1.5 Health estimates are communicated to stakeholders to enable appropriate employment of health support capabilities
2 Undertake casualty regulation in support of operations	2.1 Casualty regulation strategies are determined and implemented to ensure efficient routing of casualties to appropriate treatment facilities
	2.2 Effectiveness of casualty regulation strategies is monitored and adapted to ensure strategies reflect environmental and operational situation needs
	2.3 Casualty evacuation is coordinated to support appropriate movement of casualties around area of operations
3 Coordinate supply and support services to health facilities	3.1 Arrangements for removing and disposing health related waste are coordinated
	3.2 Water resupply to health facilities is monitored to ensure water availability is consistent with health dependency being supported
	3.3 Laundry support to health facilities is coordinated to ensure linen and clothing availability is consistent with health dependency being supported
	3.4 Mortuary support to health facilities is coordinated to ensure remains storage is consistent with operational need and operational plan for handling and repatriating human remains
	3.5 Medical and dental supply arrangements are monitored to ensure perishable and/or disposable items are supplied consistent with health dependency being

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	supported, and identified and forecasted usage rates
	3.6 Procurement, transportation and supply of whole blood is coordinated to ensure surgical elements have sufficient quantities of blood to meet current and potential health care
4 Coordinate health administration	4.1 Accurate records of organisational clinical workload and patient care statistics are maintained to provide a basis for analysis and service improvement
	4.2 Medical reports and returns are prepared and issued to provide an accurate picture of health status
	4.3 Advice is prepared and provided on health administration matters to health elements to ensure delivery of health care and handling of health administrative matters are in accordance with organisational policy and procedure
	4.4 Casualty notification and report updates are prepared and issued to notify and provide updates on casualty status to family or other interested parties
	4.5 Relevant agencies are liaised with to seek advice on casualty welfare and administration, and to ensure health support provided is in accordance with organisational policy and procedures
	4.6 Health support operations are monitored to ensure health support provided is in accordance with organisational policy and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX6053A Coordinate health support operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX6053 Coordinate health support operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and validating numerical information accurately
- applying a broad range of problem-solving strategies to planning outcomes
- applying organisational policy and procedures relating to health support delivery
- applying outcomes of health risk analysis to planning and coordinating current operations
- collating and analysing health information to identify current and emerging health threats
- coordinating health administration in accordance with organisational policy and procedure
- coordinating provision of health support service to deployed health facilities
- identifying operational intent and recognising how own work contributes to operational success
- identifying viable and useful health information sources and facilitating their collection
- interpreting instructions and applying to actions and tasks
- interpreting policies and procedures
- maintaining health threat assessment (health estimate) based on collection and analysis of health information
- making informed decisions that align current health support operation to organisational requirements
- making specific recommendation/s to medical specialist regarding emerging health threats
- managing own tasks in collaboration with other planners
- moving forward despite planning task difficulty
- preparing and issuing written instructions
- undertaking analysis to determine where internal and external factors impact on health support requirements and adjusting planning accordingly
- using appropriate information technology and software
- working cooperatively as a member of a team.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- casualty regulation strategies, concepts and principles
- environmental consideration in health support
- functionality and operation of logistics information management systems
- health information collection, analysis and application
- health stores and equipment including resupply systems and procedures
- laundry requirements relating to health support
- legislative and regulatory environment relating to materiel logistics and health services delivery
- mortuary requirements relating to health support
- organisational policy and procedure relating to health support
- patient tracking and administration
- policy and procedure relating to evacuation
- principles of health support
- requirements relating to managing health waste
- risks to health support
- supplying, handling and storing blood products
- tasks and composition of health elements and their points of interaction.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

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- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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UEGNSG005A Prepare to work in the gas industry

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor **1)**

1.1) Descriptor

This unit covers the basic mandatory requirements of the regulations, codes and practices and how they apply to various gas industry work functions.

It encompasses an overview of the industry, types of gases, relevant mandatory safety regulations and organisational policies, procedures and work practices required for working in the Australian gas industry.

Application of the Unit

Application of the Unit **2)**

This competency standard shall apply to any safe work site where Gas Industry operations occur including the transmission, distribution and LPG sectors. It is subject to all Environmental Legislative requirements, Workplace Health and Safety (WHS)/Occupational Health and Safety (OHS) and Duty of Care requirements being met for the environment and the workplace.

This unit is intended as an entry level competency at AQF 2 for new entrants in the gas industry. It is suitable for pre-employment and employment-based programs under an approved contract of training

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Licensing/Regulatory Information

License to practice

3) License to practice

During Training:

Competency development activities are subject to regulations directly related to licencing, workplace health and safety and where applicable contracts of training such as apprenticeships.

In the workplace:

The skills and knowledge described in this unit are not subject to licence regulation other than those directly related to Environmental Legislation, Chemical Management, Workplace Health and Safety/Occupational Health and Safety, gas/electricity/water industry safety and compliance, industrial relations, environmental protection, telecommunications, anti-discrimination and training.

Commonwealth, State/Territory or Local Government legislation and regulations may exist that limit the age at which a person can operate certain equipment. Other conditions may apply to this competency under State and Territory legislative and regulatory requirements

Pre-Requisites

Prerequisite Unit(s)

4)

4.1) Competencies

Granting competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed.

There are no pre-requisite competencies for this unit.

4.2) Literacy and numeracy skills

Participants are best equipped to achieve competency in this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 ‘Literacy and Numeracy’

Reading	3	Writing	3	Numeracy	3

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Employability Skills Information

Employability Skills **5)**

This unit contains Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

6) *Elements describe the essential outcomes of a unit of competency.* *Performance criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the evidence guide.*

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to determine the requirements for working in the Australian gas industry	1.1 Instructions for determining the relevant regulations, codes and practices are communicated and confirmed to ensure clear understanding.
	1.2 WHS/OHS policies and procedures are communicated and confirmed to ensure they are understood as they apply to the carrying out of the work.
	1.3 Appropriate personnel are consulted to ensure the work is coordinated effectively with others involved.
	1.4 Resources and materials needed to do the work are confirmed and obtained in accordance with established procedures.
	1.5 Schedule for the work is confirmed in accordance with

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		instructions and requirements.
2. Determine the requirements for working in the Australian gas industry	2.1	WHS/OHS policies and procedures and safe work practices are followed to eliminate or minimise incidents.
	2.2	Schedule for the work is followed to ensure work is completed in an agreed time, to a quality standard and with a minimum of waste.
	2.3	Further instructions are sought from appropriate personnel in the event of unplanned happenings or conditions.
	2.4	Ongoing checks of work quality are undertaken in accordance with instructions and requirements.
3. Complete work and relevant documentation	3.1	Final checks are made to ensure the work conforms with instructions and to requirements.
	3.2	Appropriate personnel are notified of completion of the work.
	3.3	Work area is cleaned up and made safe and sustainable energy practices are followed.
	3.4	Appropriate documentation of the relevant regulations, codes and practices is completed in accordance with instructions and established procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

7) *This describes the required skills and knowledge and their level for this unit.*

Evidence shall show that knowledge has been acquired of the mandatory safety, regulatory and industry requirements for working in the Australian gas industry. The knowledge and skills shall be contextualised to current industry standards, technologies and practices.

The extent of the required skills and knowledge is given below. It forms an integral

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part of this unit.

KS01-G002A Australian gas industry policies and procedures

Evidence shall show an understanding of the mandatory safety, regulatory and industry requirements for working in the Australian gas industry to an extent indicated by the following aspects:

T1. Overview of the gas industry in Australia, encompassing:

- Production
- Transmission
- Distribution
- LPG/Gaseous Fuels
- Industrial, commercial and domestic applications

T2. Australian gas resources, encompassing:

- Major Gas Fields

T3. Gases produced in Australia(details required)Types of gases, encompassing:

- properties
- characteristics
- applications
- combustion
- ventilation

T4. Overview of statutory authorities and regulatory bodies that operate in the Gas Industry, encompassing:

- Federal and State/Territory, Local Government
- Roles and functions
- Employer and employee responsibilities
- Overview of relevant licencing/regulatory requirements

T5. Overview of Australian Standards, guidelines, codes of practice and regulations

- Hierarchy of legislation/codes
- Federal and State/Territory Acts and Regulations
- Australian Standards, guidelines, codes of practice
- Employer and employee responsibilities, rights and obligations.
- Overview of relevant Australian Standards, Guidelines, codes of practice and regulations

T6. Industry stakeholders, encompassing:

- Industry associations;
- Employee organisations
- Other relevant organisations

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Evidence Guide

EVIDENCE GUIDE

8) The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

The Evidence Guide forms an integral part of this unit. It must be used in conjunction with all parts of the unit and performed in accordance with the Assessment Guidelines of this Training Package.

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Overview of Assessment

8.1)

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the industry-preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accordance with industry and regulatory policy.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Sources of evidence need to be 'rich' in nature to minimise error in judgment.

Activities associated with normal everyday work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

Critical aspects of evidence required to demonstrate competency in this unit

8.2)

Before the critical aspects of evidence are considered all prerequisites must be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated performance criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines – UEG11'. Evidence shall also comprise:

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- A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
  - Implement Occupational Health and Safety workplace procedures and practices, including the use of risk control measures as specified in the performance criteria and range statement encompassing:
  - Apply sustainable energy principles and practices as specified in the performance criteria and range statement
  - Demonstrate an understanding of the required skills and knowledge as described in this unit. It may be required by some jurisdictions that RTOs provide a percentile graded result for the purpose of regulatory or licensing requirements.
  - Demonstrate an appropriate level of skills enabling employment
  - Conduct work observing the relevant Anti-Discrimination legislation, regulations, polices and workplace procedures
- Demonstrated consistent performance across a representative range of contexts from the prescribed items below:
  - Prepare to work in the Australian gas industry as described in 8) Range Statement and including:

    A Requirements to enter the workplace including, the use of work permits and clearances and isolation permissions.

    B Risk control and safe work methods.

    C Need and requirements of work procedures and instructions.

    D Requirements for dealing with accidents and emergencies within the scope of responsibility.

    E Procedures/protocols for dealing with unplanned events

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Context of and specific resources for assessment

8.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- WHS/OHS
- policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed in this unit.

These should be used in the formal learning/assessment environment.

Note:

Where simulation is considered a suitable strategy for assessment, conditions for assessment must be authentic and as far as possible reproduce and replicate the workplace and be consistent with the approved industry simulation policy.

The resources used for assessment should reflect current industry practices in relation to applying WHS/OHS practices in the workplace.

Method of assessment

8.4)

This unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

Note:
Competent performance with inherent safe working practices is expected in the Industry to which this unit applies. This requires that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit.

Concurrent assessment and relationship with other units

8.5)

For optimisation of training and assessment effort, competency development in this unit may be arranged concurrently with unit:

UEGNSG141A	Apply Workplace Health and Safety regulations, codes and practices in the gas industry

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Range Statement

RANGE STATEMENT

9) *This relates to the unit as a whole providing the range of contexts and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.*

This unit shall be demonstrated in relation to mandatory safety, regulatory and practice requirements for working in the Australian gas industry. This includes an overview of the gas industry and resources in Australia, types of gases, relevant statutory authorities and regulatory bodies, Australian Standards, guidelines, codes of practice and regulations, and industry stakeholders.

Generic terms used throughout this Vocational Standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms that apply are given in Volume 2, Part 2.1.

Unit Sector(s)

Gas Industry

Custom Content Section

Competency Field 11)

Gas industry

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UEGNSG141A Apply Workplace Health and Safety regulations, codes and practices in the gas supply industry

Modification History

This unit is a replacement in the gas supply industry for unit UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace.

Unit Descriptor

Unit Descriptor **1)**

1.1) Descriptor

This unit specifies the mandatory requirements of Workplace Health and Safety (WHS)/Occupational Health and Safety (OH&S) and how they apply to the various gas supply industry work functions.

It encompasses responsibilities for health and safety, risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.

Application of the Unit

Application of the Unit **2)**

This unit addresses information, processes and techniques for the application of general workplace/occupational health and safety requirements in gas supply industry workplaces and is essential for employees without managerial or supervisory responsibilities.

It is subject to all Workplace Health and Safety (WHS)/Occupational Health and Safety (OH&S) and duty of care requirements being met for the workplace.

This unit is intended as an entry level AQF 2 competency for new entrants in the gas supply industry. It is suitable for employment-based programs under an approved contract of training.

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Licensing/Regulatory Information

License to practice **3)**

During Training:

Competency development activities are subject to regulations directly related to licencing, Workplace Health and Safety/Occupational Health and Safety and where applicable contracts of training such as apprenticeships.

In the workplace:

The application of the skills and knowledge described in this unit are not subject to license regulation other than those directly related to Workplace Health and Safety (WHS)/Occupational Health and Safety (OH&S), gas/electricity/water industry safety and compliance, industrial relations, environmental protection, telecommunications, anti-discrimination and training.

Commonwealth, State/Territory or Local Government legislation and regulations may exist that limit the age at which a person can operate certain equipment. Other conditions may apply under State and Territory legislative and regulatory requirements.

Pre-Requisites

Prerequisite Unit(s) **4)**

4.1) Competencies

There are no prerequisite competencies for this unit.

Literacy and numeracy skills **4.2)**

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 'Literacy and Numeracy'

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Reading 3 Writing 3 Numeracy 3

Employability Skills Information

Employability Skills **5)**

This unit contains Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

6) *Elements describe the essential outcomes of a unit of competency*

Performance criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA	
1 Prepare to enter a work area	1.1	Work area access permits are obtained from appropriate personnel according to established procedures
	1.2	Safe work methods for controlling risk are obtained, read and understood prior to undertaking a work activity.
	1.3.	Preparations for the isolation of the plant/machine/equipment are carried out where required to prevent creation of hazards from loss of machine/system/process control according to established procedures.

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ELEMENT	PERFORMANCE CRITERIA	
	1.4	Tools and equipment needed for the work are checked for safety and correct functionality according to established procedures and regulatory requirements.
2 Apply safe working practices.	2.1	Safe work methods for controlling risk are followed accurately.
	2.2	Workplace procedures for dealing with accidents, fires and emergencies are followed according to work procedures and scope of responsibility and competencies.
3. Follow workplace procedures for hazard identification and risk control	3.1	Hazards are identified and control measures implemented and monitored through active participation in the consultation process with employer and other employees.
	3.2	Hazards in the work area are recognised and reported to appropriate personnel according to established procedures.
	3.3	WHS/OH&S records of incidents are completed in accordance with regulatory requirements and established procedures.
	3.4	Workplace instructions and training are followed accurately within established procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

7) *This describes the skills and knowledge and their level, required for this unit.*

Evidence shall show that knowledge has been acquired of safe working practices and applying WHS/OH&S practices in the workplace.

The knowledge and skills shall be contextualised to current industry standards, technologies and practices. The extent of the required skills and knowledge is provided below. It forms an integral part of the unit.

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REQUIRED SKILLS AND KNOWLEDGE

KS01-G141A Workplace/Occupational Health and Safety principles in the gas supply industry

Evidence shall show an understanding of Workplace Health and Safety (WHS)/Occupational Health and Safety (OH&S) to an extent indicated by the following aspects

T1. The basic legal requirements covering workplace/occupational health and safety in the workplace encompassing:

- underlying principles of WHS/OH&S
- general aims and objectives of the relevant state or territory legislation relating to WHS/OH&S.
- enterprise policies and procedures
- employer and employee responsibilities, rights and obligations.
- major functions of safety committees and representatives.
- powers given to Workplace/Occupational Health and Safety Inspectors
- housekeeping and potential hazards in relation to improper housekeeping
- selecting appropriate personal protective equipment (PPE) given hazardous situations

T2. The work environment encompassing:

- typical hazards associated with a range of work environments
- procedures used to control the risks associated with these hazards
- principles of risk assessment / management and state the purpose of each.
- hierarchy of WHS/OH&S hazard control measures.
- required documentation for risk assessment.
- commonly used workplace safety signs.
- workplace emergencies that pose a threat to health and safety and suitable procedure for an emergency workplace evacuation.
- appropriate fire extinguisher for a given type of fire.
- requirements for the location, mounting and maintenance of portable fire extinguishers.
- basic process of fighting a fire.
- Importance of safe premises, buildings and security in an industrial setting and the consequences of non- compliance.
- standard work procedure.

T3. Manual Handling encompassing:

- typical manual handling injuries and the effect they can have on lifestyle
- situations that may cause manual handling injuries
- correct procedures for lifting and carrying to prevent manual handling injuries

T4. Chemicals in the workplace encompassing:

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REQUIRED SKILLS AND KNOWLEDGE

- hazardous substances and dangerous goods.
- classification of chemicals as hazardous substances and/or dangerous goods
- requirements for labelling of chemicals in the workplace
- safe storage procedures for chemicals
- purpose and interpretation of material safety data sheet (MSDS)

T5. Working at heights encompassing:

- dangers associated with working on ladders and scaffolds
- identification of work area as a height risk and use appropriate safety equipment to prevent a fall
- selecting an appropriate ladder for a given situation and perform a safety check before use
- precautions that should be taken when ascending and working off a ladder
- precautions that should be taken when working on and around a scaffold and elevated platforms.

T6. Confined spaces encompassing:

- hazards associated with working in a confined space
- identifying workplace situations that could be classified as a confined space
- requirements for working in a designated confined space

T7. Hazardous areas encompassing:

- hazards associated with working in a hazardous area
- identifying workplace situations that could be classified as a hazardous area
- requirements for working in a designated hazardous area

T8. Physical and psychological hazards encompassing:

- short and long term effects of excessive noise and techniques to avoid damage to hearing due to excessive noise
- effects of vibration on the human body and work practices to protect against vibration
- effects of thermal stress on the human body and work practices to protect against thermal stress
- effects of ultraviolet (UV) radiation on the human body and work practices to protect against UV radiation.
- dangers associated with laser operated equipment and tools and suitable protective measures to overcome the danger.
- occupational overuse syndrome, how it occurs and means to overcome it
- factors that cause stress in the workplace, symptoms of a person suffering from stress and personal stress management techniques
- detrimental effects and dangers of drug and alcohol use in the workplace

T9. Working safely with gases encompassing:

- types and classes: fuelled, flammable and other relevant gases

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REQUIRED SKILLS AND KNOWLEDGE

- effects of gases on the human body
- common causes of gas accidents and ignition
- products of (complete and incomplete) combustion
- precautions that can minimise the chance of gas accidents and ignition
- requirements for working with gases
- fire protection and control/extinguishing

T10. Working safely with electricity encompassing:

- effects of electric shock on the human body
- common causes of electrical accidents
- static electricity
- precautions that can minimise the chance of electric shock
- precautions when of removing an electric shock victim from a live electrical situation

T11. First Aid in the workplace encompassing:

- First Aid response procedures
  - DRS
  - Overview of ABCD
- responsibilities of the First Aider.
- priorities of first aid management for any accident or injury.
- procedures required at an accident scene.
- legal and ethical issues, which may impact on the management of care.
- 'Duty of Care'.
- examination of a casualty for injuries.

Evidence Guide

EVIDENCE GUIDE

8) The Evidence Guide forms an integral part of this unit. It must be used in conjunction with all parts of the unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment	**8.1)** Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the

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industry-preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accordance with industry and regulatory policy.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Sources of evidence need to be 'rich' in nature to minimise error in judgment.

Activities associated with normal everyday work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

Critical aspects of evidence required to demonstrate competency in this unit

8.2)

Before the critical aspects of evidence are considered all prerequisites must be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated performance criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines - UEG11'. Evidence shall also comprise:

- A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
    - Implement Workplace/Occupational Health and Safety workplace procedures and practices, including the use

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of risk control measures as specified in the performance criteria and range statement encompassing:

- Apply sustainable energy principles and practices as specified in the performance criteria and range statement
- Demonstrate an understanding of the required knowledge and skills as described in this unit. It may be required by some jurisdictions that RTOs provide a percentile graded result for the purpose of regulatory or licensing requirements.
- Demonstrate an appropriate level of skills enabling employment
- Conduct work observing the relevant Anti-Discrimination legislation, regulations, polices and workplace procedures

- Demonstrated consistent performance across a representative range of contexts from the prescribed items below:
  - Applying WHS/OH&S practices in the workplace as described in 9) Range and including:

    A Preparing to enter the workplace including, the use of work permits and clearances and isolation permissions.

    B Understanding and following risk control safe work methods.

    C Applying work procedures and instructions as they apply to risk control measures.

    D Dealing with accidents and emergencies within the scope of responsibility.

    E Participation in consultation processes, identifying hazards and implementing and monitoring control measures.

    F Dealing with unplanned events

Note:
Ability to implement these Workplace/Occupational Health and Safety measures shall be demonstrated on all occasions safety issues arise.

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EVIDENCE GUIDE

Context of and specific resources for assessment

8.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- WHS/OH&S policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed in this unit.

These should be used in the formal learning/assessment environment.

Note:

Where simulation is considered a suitable strategy for assessment, conditions for assessment must be authentic and as far as possible reproduce and replicate the workplace and be consistent with the approved industry simulation policy.

The resources used for assessment should reflect current industry practices in relation to applying WHS/OH&S practices in the workplace.

Method of assessment

8.4)

This unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

Note:
Competent performance with inherent safe working practices is expected in the Industry to which this unit applies. This requires that the specified required knowledge and skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the knowledge and skills described in this unit.

Concurrent assessment and relationship with other units

8.5)

This unit shall be assessed concurrently, as it relates to other units undertaken in a possible skill clusters or qualification.

Components of this unit are included in the critical aspects of evidence of all units to help ensure the appropriate level of responsibility for safety has been acquired

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Range Statement

RANGE STATEMENT

9) *This relates to the unit as a whole providing the range of contexts and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.*

This unit shall be demonstrated in relation to each of the following:

- Relevant Workplace/Occupational Health and Safety legislation, regulations and codes of practice related to hazards present in the industry and particular workplace
- Accepted industry work procedures and the specific safety procedures and work instructions for particular workplaces in the gas supply industry

Generic terms used throughout this Vocational Standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms that apply are given in Volume 2, Part 2.1.

Unit Sector(s)

Gas supply industry

Competency Field

Competency Field **11)**

Cross discipline

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UEGNSG601A Assess the operational capability of gas safety equipment on tankers

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor **1**)

This Unit covers the assessment of the gas and safety equipment on a tanker for the distribution of LPG. It includes assessing the equipment, identifying faults, using standard operating procedures, liaising with appropriate persons, conducting inspections and tests tankers/vehicles as is detailed in the National Road Transport competency standards TDTC407A and TDTC597A. Tankers include heavy rigid or heavy combination truck.

Application of the Unit

Application of the Unit **3**)

This competency standard shall apply to work sites where the distribution of liquefied petroleum gas occurs.

Licensing/Regulatory Information

License to practice **3.1**)

The skills and knowledge described in this unit are not subject to licence regulation other than those directly related to Occupational Health and Safety, gas/electricity/water industry safety and compliance, industrial relations, environmental protection, telecommunications, anti discrimination and training. Commonwealth, State/Territory or Local Government legislation and regulations may exist that limits the age of

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License to practice **3.1)**

operating certain equipment.

Pre-Requisites

Prerequisite Unit(s) **2)**

Competencies **2.1)**

Granting of competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed:

Nil

Employability Skills Information

Refer to the Evidence Guide

Elements and Performance Criteria Pre-Content

5) Elements describe the essential outcomes of a competency standard unit

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare to assess gas and safety equipment on tankers in accordance with requirements and standard operating procedures	1.1 Work instructions are received and confirmed according to standard operating procedures
	1.2 Relevant requirements and established procedures to be followed for the work to be performed are discussed with all persons to establish and confirm the work schedule

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ELEMENT	PERFORMANCE CRITERIA	
	1.3	OHS, environmental and sustainable energy policies and procedures to be followed for the work to be performed are received and confirmed
	1.4	Suggestions to assist with the assessing the operational capability of gas safety equipment on tankers are made to others involved in the work
	1.5	Hazards are identified, OHS risks assessed and control measures are prioritised, implemented and monitored including emergency exits kept clear according to established procedures
	1.6	Scope of responsibility under the relevant work permit is received and confirmed according to requirements and established procedures with relevant persons where applicable
	1.7	Resources including equipment and tools are visually inspected and personal protective equipment required for the job are obtained and in working order according to established procedures
	1.8	All components of the tanker and associated equipment are checked and the relevant responsibilities associated with First Aid and other related work safety procedures at the worksite are confirmed in accordance with requirements and established procedures.
	1.9	Client issues are referred to appropriate persons in accordance with industry community standards
	1.10	Inspection procedures are carried out according to manufacturer's specifications and the work schedule for a quality outcome and to minimise risk and damage to property, commerce and individuals in accordance with established procedures
2 Identify and assess faults of gas and safety equipment on	2.1	OHS policies and procedures and safe work practices are followed to eliminate or minimise incidents and hazards

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ELEMENT	PERFORMANCE CRITERIA	
tankers		
	2.2	Lifting, climbing, working in confined spaces and aloft, and use of power tools, techniques and practices are safely followed in accordance with given instructions and according to requirements confirmed to eliminate the prospects of incidents
	2.3	Operational knowledge for the assessing of the operational capability of gas safety equipment on tankers is confirmed to ensure completion in an agreed timeframe and to quality standards with a minimum of waste according to requirements and established procedures
	2.4	Assessing the operational capability of gas safety equipment on tankers is carried out in accordance with requirements and given instructions and established procedures
	2.5	Hazard warnings and safety signs are recognised and hazards and assessed OHS risks are reported to the immediate authorised persons for directions according to established procedures
	2.6	Non-routine events are referred to the immediate authorised persons for directions according to established procedures
	2.7	Problems associated with the assessing of the operational capability of gas safety equipment on tankers are dealt with using acquired known solutions and skills related to routine procedures to ensure work instructions and established procedures are met
	2.8	Records are maintained and ongoing checks of quality of the work are undertaken in accordance with given instructions and established procedures
3 Complete assessment and report results of inspection and testing of gas safety equipment on tankers	3.1	Work undertaken is checked against work schedule and anomalies reported to authorised persons in accordance with established procedures
	3.2	Accidents and incidents are actioned and

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ELEMENT	PERFORMANCE CRITERIA	
		reported to authorised persons in accordance with established procedures
	3.3	Work site is rehabilitated, cleaned up and made safe in accordance with given instructions and established procedures
	3.4	Tools, equipment and any surplus resources and materials are, where appropriate, cleaned, checked and returned to storage in accordance with established procedures
	3.5	Results of inspection and testing are accurately recorded and Appropriate persons are notified of work completion according to established procedures
	3.6	Clear reference is made to any items which may affect future operational outcomes and work completion records, report forms and data sheets are completed accurately in accordance with given instructions and established procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

6) This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired of safe working practices for assessing the operational capability of gas safety equipment on tankers. The extent of the essential knowledge and associated skills required is given in Volume 2 Part 2.2.

G 2.1.1	Working in the gas sector
G 2.1.2	Identify roles of statutory authorities
G 2.1.3	Identify employment roles and responsibilities
G 2.1.4	Apply relevant OHS regulations, policies and procedures
G 2.1.5	Maintain safe, clean and healthy workplace

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REQUIRED SKILLS AND KNOWLEDGE

G 2.1.6	Work safely with hazardous materials and equipment
G 2.1.7	Apply safe manual handling techniques in the workplace
G 2.1.8	Control traffic at the work site
G 2.1.9	Respond to emergency and accident situations
G 2.1.10	Apply relevant environmental legislation, regulations and codes of practice
G 2.1.11	Protect and maintain the environment
G 2.1.12	Communicate in the workplace
G 2.1.13	Communicate effectively in a team
G 2.1.14	Read and interpret workplace documents
G 2.1.15	Complete routine workplace forms, memos and reports
G 2.1.16	Identify requirements of work activity
G 2.1.17	Apply basic planning skills
G 2.1.18	Conduct tasks to complete work activity
G 2.1.19	Review work activity
G 2.1.20	Customer relations
G 2.1.21	Problem solving
G 2.1.22	Confined spaces
G 2.6.1	Occupational Health and Safety for working with LPG gas
G 2.6.2	Diagnose and rectify faults for LPG
G 2.6.3	Operate equipment within its limitations

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Evidence Guide

EVIDENCE GUIDE

8) The Evidence Guide forms an integral part of this Unit and shall be used in conjunction with all components parts of the unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment

8.**1**)

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry's preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accord with Industry and Regulatory policy in this regard.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment.

Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practiced. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

Critical aspects of evidence required to demonstrate

8.**2**)

Before the critical aspects of evidence are considered all prerequisites shall be met.

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competency in this unit

Evidence for competence in this unit shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines UEG06'. Evidence shall also comprise:

- A representative body of Performance Criteria demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
  - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and range
  - Apply sustainable energy principles and practices as specified in the Performance Criteria and range
  - Demonstrate an understanding of the essential knowledge and associated skills as described in this unit to such an extent that the learner's performance outcome is reported in accordance with the preferred approach; namely a percentile graded result, where required by the regulated environment
  - Demonstrate an appropriate level of skills enabling employment
  - Conduct work observing the relevant Anti discrimination legislation, regulations, polices and workplace procedures
  - Demonstrate performance across a representative range of contexts from the prescribed items below.

Range of tools/equipment/materials/procedures/ workplaces/other variables		
Group No	**The minimum number of items on which skill is to be demonstrated**	**Item List**
A	At least 6	Tanks, valves and fittings Seals and gaskets Pump and drive shaft Meters

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		Emergency equipment Pipes Pneumatic/electronic control equipment Gauges Hoses and connections including hose protection systems Earthing straps Hydraulic equipment
B	At least 4	Water leaks Oil leaks Damaged hoses Gas/air leaks Valves not operating Electric control cable damage
C	All	Work utilising relevant OHS legislation, regulations, codes of practice, policies and procedures Working knowledge of AS 2865 Maintain a safe and clean workplace Work safely with hazardous materials and equipment Apply safe manual handling techniques Respond to emergency situations Communicate effectively in the workplace Apply basic planning skills Diagnose and rectify faults for LPG Operate equipment within its

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		limitations
D	At least one occasion	Deal with an unplanned event by drawing on essential knowledge and associated skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items

Context of and specific resources for assessment

8.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed by this Competency Standard Unit.
- Appropriate environmental regulation and work practices.
- Appropriate organisational requirements.
- Appropriate work environment, equipment and tools.

In addition to the resources listed above, in Context of and specific resources for assessment, evidence should show demonstrated competency in assessing the operational capability of gas safety equipment on tankers.

Assessment of this competency must also be undertaken in either an actual workplace or under a simulated work environment. Assessment must also integrate the Key Competencies.

Method of assessment

8.4)

This Competency Standard Unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

Note:
Competent performance with inherent safe working practices is expected in the Industry to which this Competency Standard Unit applies. This requires that the specified Essential Knowledge and Associated Skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and associated skills described in this unit.

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Concurrent assessment and relationship with other units

8.5)

There are no recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed with allied Competency Standard Units where listed.

UEGNSG102A	Carry out work activities in a utilities industry work environment
UEGNSG103A	Comply with workplace OHS procedures and practices
UEGNSG104A	Comply with environmental policies and procedures
UEGNSG105A	Establish the work site

Key Competencies

8.6)

Evidence that particular Key Competencies have been achieved within this Competency Standard Unit is in the context of the following Performance Criteria of evidence. See Volume 2, Part 4 for an explanation of Key Competencies and levels of this Training Package.

Key Competencies	**Example of Application**	**Performance Level**
How are ideas and information communicated within this competency?	Refer to the following Performance Criteria for examples of application: 1.4; 2.6; 3.5	2
How can information be collected, analysed and organised?	Refer to the following Performance Criteria for examples of application: 1.5; 2.5; 3.1; 3.	1
How are activities planned and organised?	Refer to the following Performance Criteria for examples of application: 1.2	2
How is team work	Refer to the following Performance Criteria for	

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used within this competency?	examples of application: 1.2; 1.4	1
How are mathematical ideas and techniques used?	Refer to the following Performance Criteria for examples of application:	N/A
How are problem solving skills applied?	Refer to the following Performance Criteria for examples of application:	N/A
How is use of technology applied?	Refer to the following Performance Criteria for examples of application:	N/A

Skills Enabling Employment

8.7)

Evidence that competency in this unit incorporates skills enabling employment is in the context of the following performance. See Volume 2, Part 5 for definitions and an explanation of skills enabling employment.

Skills for Employment		**Example of Application**
1	Developing and using skills within a real workplace	Refer to the following Performance Criteria for examples of application: All
2	Learning to learn in the workplace	Refer to the following Performance Criteria for examples of application: 1.1; 1.5
3	Reflecting on the outcome and process of work task	Refer to the following Performance Criteria for examples of application: 3.1; 3.6
4	Interacting and understanding of the context of the work task	Refer to the following Performance Criteria for examples of application: 1.2; 2.5; 2.8; 3.3

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5	Planning and organising the meaningful work task	Refer to the following Performance Criteria for examples of application: 1.4; 1.5; 1.7
6	Performing the work task in non-routine or contingent situations	Refer to the following Performance Criteria for examples of application: 2.6; 2.7

Range Statement

RANGE STATEMENT

7) This relates to the competency standard unit as a whole providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.

This Competency Standard Unit shall/may be demonstrated in relation to assessing the operational capability of gas safety equipment on tankers.

The following constants and variables included in the element/Performance Criteria in this unit are fully described in the Definitions Section of this volume and form an integral part of the Range Statement of this unit:

Equipment (2)

Faults

Standard operating procedures (2)

Appropriate persons (2)

Inspection and testing (2)

Tankers

Requirements

Established procedures

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Unit Sector(s)

Not Applicable

Literacy and numeracy skills

Literacy and numeracy skills **2.2**)

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 'Literacy and Numeracy'

Reading 3 Writing 3 Numeracy 3

Competency Field

Competency Field **4**)

LPG.

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UEGNSG614A Load, unload, exchange and connect LPG cylinders

Modification History

This unit replaces UEGNSG603B Load, unload and exchanging gas cylinders

Unit Descriptor

Unit Descriptor **1) Scope:**

1.1) Descriptor

This unit covers the loading, unloading, transporting, exchanging and connecting liquefied petroleum gas (LPG) cylinders to an approved installation in accordance with relevant legislation, codes, regulations and established procedures.

This encompasses following procedures to correctly and safely carry out the work using appropriate materials, tools and equipment.

Application of the Unit

Application of the Unit **2)**

This unit shall apply to work sites where the distribution of liquefied petroleum gas cylinders occurs, subject to all Workplace Health and Safety (WHS)/Occupational Health and Safety (OHS) and duty of care requirements being met for the workplace. Typically it applies to cylinder delivery drivers and service/ installation gas fitters who exchange LPG gas cylinders connected to an approved gas installation.

This unit is intended as an entry level AQF 2 competency for new entrants in the gas industry. It is suitable for employment-based programs under an approved contract

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of training.

Licensing/Regulatory Information

License to practice **3)**

During Training:

Competency development activities are subject to regulations directly related to licensing, occupational health and safety and where applicable contracts of training such as apprenticeships.

In the workplace:

The skills and knowledge described in this unit are not subject to licence regulation other than those directly related to Workplace Health and Safety (WHS)/ Occupational Health and Safety (OHS), gas/electricity/water industry safety and compliance, industrial relations, environmental protection, telecommunications, anti-discrimination and training.

Commonwealth, State/Territory or Local Government legislation and regulations may exist that limits the age of operating certain equipment. Other conditions may apply to this competency under State and Territory legislative and regulatory requirements.

Pre-Requisites

Prerequisite Unit(s) **4)**

Competencies **4.1)**

Granting of competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed:

UEGNSG141A	Apply Workplace Health and Safety regulations, codes and practices in the

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Prerequisite Unit(s) **4)**

	gas industry
UEGNSG005A	Prepare to work in the Australian gas industry

Literacy and numeracy skills **4.2)**

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 ‘Literacy and Numeracy’

Reading	3	Writing	3	Numeracy	3

Employability Skills Information

Employability Skills **5)**

This unit contains Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

6) *Elements describe the essential outcomes of a competency standard unit*	*Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.*

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA	
1 Prepare to load/unload truck, , exchange and connect LPG cylinders	1.1	Work instructions are received and confirmed with appropriate persons
	1.2	Relevant requirements and established procedures to be followed for the work to be performed are discussed with all persons to establish and confirm the work schedule
	1.3	WHS/OHS, environmental and sustainable energy policies and procedures to be followed for the work to be performed are received and confirmed
	1.4	Suggestions to assist with the loading, unloading and exchanging of gas cylinders are made to others involved in the work
	1.5	Hazards are identified, WHS/OHS risks assessed and control measures are prioritised, implemented and monitored including emergency exits kept clear according to established procedures
	1.6	Scope of responsibility under the relevant work permit are received and confirmed according to requirements and established procedures with relevant persons where appropriate
	1.7	Resources including equipment, tools and personal protective equipment required for the job are obtained and in working order according to established procedures
	1.8	Relevant responsibilities associated with First Aid and other related work safety procedures at the worksite are confirmed in accordance with requirements and established procedures to ensure safety measures and followed in the instance of an incident.
	1.9	Client issues are referred to appropriate persons in accordance with industry standards

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ELEMENT	PERFORMANCE CRITERIA	
	1.10	Site is prepared according to given instructions and the work schedule for a quality outcome and to minimise risk and damage to property, commerce and individuals in accordance with established procedures
2 Load/unload truck, exchanging and connect LPG cylinders	2.1	WHS/OHS policies and procedures and safe work practices are followed to eliminate or minimise incidents and hazards
	2.2	Lifting, climbing, working in confined spaces and aloft, and use of power tools, techniques and practices are safely followed in accordance with given instructions and according to requirements confirmed to eliminate the prospects of incidents
	2.3	Operational knowledge for correct positioning of the truck, loading, unloading and exchanging of gas cylinders is confirmed to ensure completion in an agreed timeframe and to quality standards with a minimum of waste according to requirements and established procedures
	2.4	The loading, unloading, exchanging and connection of gas cylinders is carried out in accordance with given instructions and established procedures
	2.5	Potential hazards and safety risks are reported to the immediate authorised persons for directions according to established procedures
	2.6	Non-routine events are referred to the immediate authorised persons for directions according to established procedures
	2.7	Problems associated with the loading, unloading and exchanging of gas cylinders are dealt with using acquired known solutions and skills related to routine procedures to ensure work instructions and established procedures are met
	2.8	Ongoing checks of quality of the work are undertaken in accordance with given instructions and established procedures

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ELEMENT	PERFORMANCE CRITERIA	
3 Complete work and relevant documentation	3.1	Work undertaken is checked against work schedule and anomalies reported to authorised persons in accordance with established procedures
	3.2	Accidents and incidents are actioned and reported to authorised persons in accordance with established procedures
	3.3	Work site is rehabilitated, cleaned up and made safe in accordance with given instructions and established procedures
	3.4	Tools, equipment and any surplus resources and materials are, where appropriate, cleaned, checked and returned to storage in accordance with established procedures
	3.5	Appropriate persons are notified of work completion according to established procedures
	3.6	Delivery documentation and work completion records, report forms and data sheets are completed accurately in accordance with given instructions and established procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

7) *This describes the skills and knowledge and their level, required for this unit.*

Evidence shall show that knowledge has been acquired of safe working practices for loading, unloading and exchanging gas cylinders.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies. The extent of the required skills and knowledge is provided below. It forms an integral part of this unit.

KS01-G614A LPG cylinder transportation, handling and connection

Evidence shall show an understanding of loading, unloading, transporting, exchanging and connecting liquefied petroleum gas (LPG) gas cylinders to an approved installation in accordance with as per relevant legislation, codes, regulations

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REQUIRED SKILLS AND KNOWLEDGE

and established procedures to an extent indicated by the following aspects:

T1. Relevant Australian Standards, guidelines and codes of practice

T2. Relevant OHS policies and procedures.

- Safety signs including workplace hazards and warnings

T3. LPG cylinders

- Properties of LP Gas
- Types, construction, size, valves, labelling, Material Safety Data Sheets (MSDS)
- Transportation requirements
- Handling, loading, unloading,
- Disconnecting and connecting
- Out of gas procedures
- Leak testing

T4. Personal Protection Equipment

- Types, application, checking, maintenance and storage

T5. Hazard identification, risk assessment and control

- Work Permits, JHA’s, JSA’s, JSEA’s, SWM’s, etc.
- Use of spill kits and PPE

T6. Manual handling

- Characteristics, types, techniques

T7. Traffic control at a worksite

- relevant traffic authority regulations
- signs/devices and techniques to control pedestrians and traffic
- monitoring traffic controls

T8. Accidents and emergency

- Types: fire, gas leak Procedures
- Emergency equipment and procedures
  - breathing apparatus
  - gas detectors/oxygen monitoring devices
- Reporting

T9. Organisation's policies, quality requirements, specifications, forms and reports for work activity

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Evidence Guide

EVIDENCE GUIDE

8) The Evidence Guide forms an integral part of this Competency Standard Unit and shall be used in conjunction with all components parts of this unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment **8.1)**

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry's preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accord with Industry and Regulatory policy in this regard.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment.

Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practiced. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

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Critical aspects of evidence required to demonstrate competency in this unit **8.2)**

Before the critical aspects of evidence are considered all prerequisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines — UEG11'. Evidence shall also comprise:

- A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
  - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and range
  - Apply sustainable energy principles and practices as specified in the Performance Criteria and range
  - Demonstrate an understanding of the required knowledge and associated skills as described in this unit to such an extent that the learner's performance outcome is reported in accordance with the preferred approach; namely a percentile graded result, where required by the regulated environment
  - Demonstrate an appropriate level of employability skills
  - Conduct work observing the relevant Anti-discrimination legislation, regulations, polices and workplace procedures
- Demonstrate performance across a representative range of contexts from the prescribed items below.
  - Loading, unloading, transporting, exchanging and connecting liquefied petroleum gas (LPG) gas cylinders to an approved installation in accordance with relevant legislation, codes, regulations and established procedures as described in 9.) Range Statement and including:

Range of tools/equipment/procedures/workplace

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Group	The minimum number of items on which skill is to be demonstrated	Item List
A. Equipment/tools	All	• Cylinder trolley • Hoses and fittings • Hand tools Leak detection devices • Truck tail gate loader • Tray gates and ropes
B. Procedures	All	• OHS • Cylinder transportation • Cylinder loading and unloading • Cylinder exchange and connecting • Hazard identification, risk assessment and control • Emergency procedures and response action • Organisations
C. Unplanned event	At least one occasion	Deal with an unplanned event by drawing on required knowledge and associated skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items

Context of and specific resources for assessment **8.3)**

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials

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to undertake actual work as prescribed by this Competency Standard Unit.

- Appropriate environmental regulation and work practices.
- Appropriate organisational requirements.
- Appropriate work environment, equipment and tools.

These should be part of the formal learning/assessment environment.

Assessment of this competency must also be undertaken in either an actual workplace or under a simulated work environment.

Note:

Where simulation is considered a suitable strategy for assessment, conditions must be authentic and as far as possible reproduce and replicate the workplace and be consistent with the approved industry simulation policy.

The resources used for assessment should reflect current industry practices in relation to locating, proving and protecting utility assets.

Method of assessment **8.4)**

This Competency Standard Unit shall be assessed by methods given in Volume 1, Part 3 ‘Assessment Guidelines’.

Note: Competent performance with inherent safe working practices is expected in the Industry to which this Competency Standard Unit applies. This requires that the specified required Skills and Knowledge are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the required skills and knowledge described in this unit.

Concurrent assessment and **8.5)**

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relationship with other units

There are no recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed with allied Competency Standard Units where listed.

UEGNSG132A	Carry out work basic activities in a gas industry work environment
UEGNSG141A	Apply Workplace Health and Safety regulations codes and practices in the gas industry
UEGNSG140A	Apply environmental policies and procedures in the utilities industry
UEGNSG134A	Establish a utilities infrastructure work site

Range Statement

RANGE STATEMENT

9) *This relates to the competency standard unit as a whole providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.*

This unit shall be demonstrated in relation to loading, unloading, transporting, exchanging and connecting LPG cylinders to an approved gas installation

The following constants and variables included in the element/Performance Criteria in this unit are fully described in the Definitions Section of this volume and form an integral part of the Range Statement of this unit:

- Appropriate Persons
- Tools, Equipment and Materials
- Records/Documentation
- Delivery Area
- Loading and Unloading of Cylinders

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Unit Sector(s)

Not applicable.

Competency Field

Competency Field **11)**

LPG.

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UETTDRRF02B Perform pole top rescue

Modification History

Release	Action		Details	Points
	Update	Pre-requisite	HLTAID001 Provide cardiopulmonary resuscitation	

Unit Descriptor

Unit Descriptor **1) Scope:**

1.1) Descriptor

This Competency Standard Unit covers the performance of pole top rescue procedures as an emergency procedure required in the work place. It specifies the mandatory requirements of rescue from a pole top and how they apply in the context of transmission, distribution and rail work functions. It encompasses responsibilities for rescue, health, safety and risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.

Application of the Unit

Application of the Unit **2)**

This competency standard unit shall be selected as part of an endorsed skill set for the purposes of refresher training and/or to meet regulatory and/or network requirements.

Delivery and assessment of this unit should be undertaken within regard to the requirements of License to Practice (1.2 above), Prerequisite Competencies and Literacy and Numeracy skills (2 above) and the recommendations for concurrent assessment and relationship with other units (9.5 below).

Practice in the workplace and during training is also subject to regulations directly related to occupational

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health and safety and where applicable contracts of training such as apprenticeships.

Note:

1. Compliance with permits may be required in various jurisdictions and typically relates to the operation of plant, machinery and equipment such as elevating work platforms, powder operated fixing tools, power operated tools, vehicles, road signage and traffic control and lifting equipment. Permits may also be required for some work environments such as confined spaces, working aloft, near live electrical apparatus and site rehabilitation.

2. Compliance may be required in various jurisdictions relating to currency in First Aid, confined space, lifting, risk safety measures etc

Licensing/Regulatory Information

License to practice **3)**

The skills and knowledge described in this unit may require a licence/registration to practice in the work place subject to regulations for undertaking of electrical work. Practice in workplace and during training is also subject to regulations directly related to Occupational Health and Safety, electricity/telecommunications/gas/water industry safety and compliance, environmental protection, anti discrimination and training. Commonwealth, State/Territory or Local Government legislation and regulations may exist that limits the age of operating certain equipment.

ESI employees are required to maintain currency in this Unit for authorisation/approval to work on ESI Networks.

Pre-Requisites

Prerequisite Unit(s) **4)**

Competencies **4.1)**

Granting of competency in this unit shall be made only after competency in the following unit(s) has/have been

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Prerequisite Unit(s) **4)**

confirmed.

Where pre-requisite pathways have been identified. All competencies in the Common Unit Group must be have been completed.

Common Unit Group

Unit Code	Unit Title
HLTAID001	Provide cardiopulmonary resuscitation

Literacy and numeracy skills **4.2)**

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 “Literacy and Numeracy”

Reading 3 Writing 3 Numeracy 3

Employability Skills Information

Employability Skills **5)**

This unit contains employability skills

Elements and Performance Criteria Pre-Content

6) Elements describe the essential outcomes of a competency standard unit

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT **PERFORMANCE CRITERIA**

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ELEMENT	PERFORMANCE CRITERIA
1 Prepare to perform pole top rescue	1.1 Instruction in hazards and risk control measures for specific work functions and work areas are identified and obtained. (This will include the risk assessment and control measures taken by the individual performing the rescue).
	1.2 Tools and emergency equipment are checked for safety, functionality and placed in an accessible location to facilitate response and rescue according to established procedures.
2 Carry out pole top rescue.	2.1 Workplace procedures and work instructions for controlling risk are followed.
	2.2 Workplace procedures for accessing the pole top and removing the victim where necessary from contact with live apparatus.
	2.3 Workplace procedures for attaching the emergency lowering equipment and lowering the victim to the ground are followed.
	2.4 Workplace procedures for carrying out CPR, if required, at the site and treatment where necessary by medical professionals are followed.
	2.5 The worksite is secured and entry controlled until appropriate authorities inspect and release the site.
3 Complete the pole top rescue procedure	3.1 Processes for reporting accidents and/or incidents to authorised personnel are confirmed in accordance with established procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

8) Essential Knowledge and Associated Skills (EKAS): This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired of pole top rescue equipment and procedures.

All knowledge and skills detailed in this unit should be contextualised to current

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REQUIRED SKILLS AND KNOWLEDGE

industry practices and technologies.

KS01-TRF02B Pole Top Rescue

Evidence shall show an understanding of pole top rescue to an extent indicated by the following aspects:

T1 Emergency procedures for the pole top rescue of a victim encompassing:

- Inspection of rescue equipment
- Assessing hazards to rescuer, victim and others
- Isolation procedures where appropriate
- Knowledge of Safe Approach Distances (SAD's) appropriate to Pole Top Rescue
- Involvement of external emergency services

T2 Emergency procedures for the skills for the pole top rescue of a victim encompassing:

- Placement of rescue equipment
- Controlling hazards to rescuer, victim and others
- Maintaining Safe Approach Distances (SAD's) appropriate to Pole Top Rescue
- Practical demonstration of rescuing a person
- Removing victim to safe location / place of safety

Evidence Guide

EVIDENCE GUIDE

9) This provides essential advice for assessment of the competency standard unit and must be read in conjunction with the Performance Criteria and the range statement of the competency standard unit and the Training Package Assessment Guidelines.

The Evidence Guide forms an integral part of this Competency Standard Unit and shall be used in conjunction with all component parts of this unit and, performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment **9.1)**

In accordance with the National Refresher Training Recognition Protocol for the Electricity Supply Industry, this unit is identified as a Refresher Training unit and is only available for use by industry to meet industry protocols and regulatory requirements.

Industry has defined Refresher Training as:

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"A competency confirmation event which may include training, the purpose of which is to compensate for or prevent deterioration in a previously achieved standard of performance"

Under the protocol and the applicable State or Territory legislative and regulatory requirements, Electricity Supply Industry employees are required to maintain currency in this Unit for authorisation/approval to work on ESI Networks.

Industry accepts that opportunities to practice emergency procedures are generally restricted to simulated exercises in a controlled environment during competency confirmation programs.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments.

An industry endorsed Learning Assessment Plan (LAP) has been developed to support this unit.

Critical aspects of evidence required to demonstrate competency in this unit

9.2)

Before the critical aspects of evidence are considered all prerequisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated at each competency confirmation event.

- In accordance with State and Territory regulations and the "Assessment Guidelines – UET12". Evidence shall also comprise:
  - A performance demonstrated within the timeframes

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typically expected of the rescue procedure. In particular the assessment of this unit shall confirm that a candidate is able to:

- Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and range; and

- Demonstrate an understanding of the essential knowledge and associated skills as described in this unit to such an extent that the learner's performance outcome is reported in accordance with the preferred approach; namely a percentile graded result, where required by the regulated environment.
  - Demonstrated performance across a representative range of contexts from the prescribed items below:

Range of tools/equipment/materials/procedures/workplaces/other variables		
Group No	**The minimum number of items on which skill is to be demonstrated**	**Item List**
A	All, to the satisfaction of the assessor:	Inspection and placement of rescue equipment
B	All, to the satisfaction of the assessor	Perform pole top rescue in accordance with workplace procedures

Context of and specific resources for assessment **9.3)**

This unit should be assessed as it relates to organisational rescue practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to safely undertake actual performance of pole top rescue procedures in the workplace.

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In addition to the resources listed above, in Context of and specific resources for assessment, evidence should show demonstrated competency working in a realistic environment and a variety of conditions.

Method of assessment

9.4)

This Competency Standard Unit shall be assessed by methods given in Volume 1, Part 3 “Assessment Guidelines”.

Note:

Competent performance with inherent safe working practices is expected in the Industry to which this Competency Standard Unit applies. This requires that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and associated skills described in this unit.

Concurrent assessment and relationship with other units

9.5)

For optimisation of training and assessment effort, competence in this unit is not recommended to be assessed concurrently with any other unit.

Range Statement

RANGE STATEMENT

10) This relates to the competency standard unit as a whole providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.

This Competency Standard Unit shall be demonstrated in relation to performing pole top rescue procedures in the workplace and will include the following:

Applying work procedures and instructions as they apply to risk control and personal safety measures.

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RANGE STATEMENT

Inspection and placement of rescue equipment to facilitate a prompt response and rescue from an incident at the pole top.

Applying rescue procedures as applicable to poles which may include; wood, spun concrete, steel/concrete, steel, and composites with cross arms which may include; wood, steel, and composites.

Accessing the pole top and placing, securing and attaching the rescue equipment/lowering device to the victim in accordance with workplace procedures.

Removing the victim from contact with any live conductors/apparatus where necessary in accordance with workplace procedures.

Lowering the victim to the ground and performing CPR if required in accordance with workplace procedures.

Facilitating treatment by medical professionals when and where required

The following constants and variables included in the element/Performance Criteria in this unit are fully described in the Definitions Section 1 of this volume and form an integral part of the Range Statement of this unit:

- Appropriate and relevant persons
- Assessing risk
- Assessment
- Authorisation
- Emergency
- Established procedures
- Fall prevention
- Hazards
- Identifying hazards
- Inspect
- Legislation
- Notification
- OHS practices
- OHS issues
- Permits and/or permits to work
- Personnel
- Requirements
- Rescue Equipment Testing procedures
- Work clearance systems

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Unit Sector(s)

Not applicable.

Competency Field

Competency Field **11)**

Refresher Training Unit.

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TLI Transport and Logistics Training Package

Modification History

Release Number	Release Date	Comments
2.1	16 January 2017	Amendment to assessment conditions.
2.0	28 February 2016	This is the second release of this Training Package. Qualifications, units of competency and their associated assessment requirements, and Skill Sets have been added to the TLI Transport and Logistics Training Package Release 2.0 as part of the transition to the *Standards for Training Packages*. Details of the added components can be found in the mapping tables and component lists throughout the document. This release includes: • twenty five (25) qualifications • two hundred and sixty seven (267) units of competency and associated assessment requirements • twenty eight (28) Skill Sets. **ISC Upgrade: qualifications** • TLI50415 Diploma of Logistics – unit added to general elective units list TLIJ5007 Conduct internal quality audits **ISC Upgrade: units of competency** • TLIE2007 Use communications systems, minor edit to PC 2.6 • TLIL5055 Manage a supply chain, reference to the Trade Practice Act removed from knowledge evidence.
1.0	19 October 2015	Primary release of the TLI Transport and Logistics Training Package. This release includes: • thirty-seven (37) qualifications • four hundred and thirty-nine (439) units of competency and associated assessment conditions • sixty-three (63) Skill Sets.

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Credit Arrangements

At the time of endorsement of this Training Package no national credit arrangements exist.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLISS00092 Mentoring Skill Set

Modification History

Release 1. This is the first release of this skill set in the TLI Transport and Logistics Training Package.

This skill set replaces and is equivalent to the TLISS00070 Mentoring Skill Set.

Description

This Skill Set reflects the work required by people who mentor individuals or small groups (two to five people) across all sectors of the Transport and Logistics Industry.

Pathways Information

The TLISS00092 Mentoring Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIM400 Mentor individuals or small groups
4

Target Group

People interested in mentoring individuals or small groups (two to five people) across all sectors of the Transport and Logistics Industry.

This Skill Set has been developed by industry for experienced workers who take on the role of mentoring in an on-the-job environment. It is intended for use by workers across a range of sectors in the Transport and Logistics Industry.

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Suggested words for Statement of Attainment

This TLISS00092 Mentoring Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who prepare for, undertake and review mentoring to develop the required workplace competence in other workers on a one-to-one or small group basis in an on-the-job environment.

Custom Content Section

Not applicable.

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TLISS00093 Integrated Logistics Support Inventory Controller Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00020 Integrated Logistics Support Inventory Controller Skill Set.

Description

This Skill Set is for individuals who have functional responsibility for the control of inventory and includes defining stockholding policy, usage rates, demand management, performance management and disposal.

Pathways Information

The TLISS00093 Integrated Logistics Support Inventory Controller Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **7 units** of competency must be attained.

PSPGOV404B Develop and implement work unit plans

PSPPROC303A Carry out basic procurement

TLIP5036 Manage assets

TLIR4001 Monitor supplier performance

TLIX4028 Apply knowledge of logistics

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TLIX4030 Apply knowledge of materiel sustainment

TLIX4035 Maintain technical data and information

Target Group

People interested in a practitioner role, generally in the acquisition phase of the materiel life cycle. This role involves establishing the inventory management supply chain for the in-service phase of the materiel life cycle and strongly aligns with the roles of Logistic Inventory Controller.

Suggested words for Statement of Attainment

This TLISS00093 Integrated Logistics Support Inventory Controller Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who control line items or fleets within a supply system in an acquisition environment.

Custom Content Section

Not applicable.

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TLISS00094 Integrated Logistics Support Management Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00021 Integrated Logistics Support Management Skill Set.

Description

This Skill Set is for individuals who work as an integrated logistics support (ILS) manager.

Pathways Information

The TLISS00094 Integrated Logistics Support Management Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIX5003 Develop and review integrated logistics support plans

TLIX5004 Develop integrated logistics support processes and procedures

TLIX5005 Manage integrated logistics support operations

TLIX5010 Provide specialist integrated logistics support advice

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Target Group

People interested in an ILS manager role, generally in the acquisition phase of the materiel life cycle. An ILS manager coordinates ILS activities to contribute to the design of the mission and support systems. ILS Managers often manage a team.

Suggested words for Statement of Attainment

This TLISS00094 Integrated Logistics Support Management Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for the integrated logistics support management function.

Custom Content Section

Not applicable.

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TLISS00095 Integrated Logistics Support Practitioner Skill Set

Modification History

Release 1. New Skill Set

This Skill Set replaces and is equivalent to the TLISS00019 Integrated Logistics Support (ILS) Practitioner Skill Set.

Description

This Skill Set is for individuals who work as a specialist integrated logistics support (ILS) practitioner.

Pathways Information

The TLISS00095 Integrated Logistics Support Practitioner Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **7 units** of competency must be attained.

PSPGOV404B	Develop and implement work unit plans
PSPPROC303A	Carry out basic procurement
TLIX4007	Implement and monitor integrated logistics support plans
TLIX4008	Conduct integrated logistics support activities
TLIX4009	Apply integrated logistics support processes and procedures
TLIX4028	Apply knowledge of logistics

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TLIX4030 Apply knowledge of materiel sustainment

Target Group

People interested in a practitioner role, generally in the acquisition phase of the materiel life cycle. A practitioner is part of the team and contributes to the overall management of the ILS program but is not responsible for the program.

Suggested words for Statement of Attainment

This TLISS00095 Integrated Logistics Support Practitioner Skill Set meets the industry requirements for the specialist integrated logistics support (ILS) practitioner role.

Custom Content Section

Not applicable.

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TLISS00096 Logistics Configuration Management Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00024 Logistics Configuration Management Skill Set.

Description

This Skill Set is for individuals who perform tasks relating to configuration items.

Pathways Information

The TLISS00096 Logistics Configuration Management Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIX402 Implement and monitor configuration management plans
2

TLIX402 Conduct configuration management activities
3

TLIX402 Apply configuration management processes and procedures
4

TLIX403 Apply knowledge of technical regulatory framework
2

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Target Group

People interested in a management role and in applying technical and administrative direction and surveillance to identify and document the functional and physical characteristics of a configuration item, to control changes to those characteristics and to record and report change processing and implementation status.

Suggested words for Statement of Attainment

This TLISS00096 Logistics Configuration Management Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who conduct configuration management.

Custom Content Section

Not applicable.

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TLISS00097 Logistics Executive Management Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00025 Logistics Executive Management Skill Set.

Description

This Skill Set is for individuals who move into materiel logistics executive management streams.

Pathways Information

The TLISS00097 Logistics Executive Management Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **6 units** of competency must be attained.

BSBMGT605 Provide leadership across the organisation

BSBRSK501 Manage risk

PSPGOV602B Establish and maintain strategic networks

PSPGOV605A Persuade and influence opinion

PSPGOV60 Prepare high-level/sensitive written materials

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6A

PSPPOL603 Manage policy implementation
A

Target Group

People interested in an executive role. Executives manage programs, program offices or directorates and will require a sound understanding of the acquisition and sustainment phases of the materiel logistics life cycle.

Suggested words for Statement of Attainment

These units of competency from the BSB Business Training Package and the PSP Public Sector Training Package meet the.

This TLISS00097 Logistics Executive Management Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for executive managers within the specific area of materiel logistics.

Custom Content Section

Not applicable.

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TLISS00098 Logistics Inventory Controller Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00026 Logistics Inventory Controller Skill Set.

Description

This Skill Set is for individuals who have functional responsibility for the control of inventory.

Pathways Information

The TLISS00098 Logistics Inventory Controller Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **7 units** of competency must be attained.

PSPGOV404B	Develop and implement work unit plans
PSPPROC303A	Carry out basic procurement
TLIP5036	Manage assets
TLIR4001	Monitor supplier performance
TLIX4028	Apply knowledge of logistics
TLIX4029	Apply knowledge of integrated logistics support

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TLIX4035 Maintain technical data and information

Target Group

People interested in a practitioner role, generally in the in-service phase of the materiel life cycle. This role involves defining stockholding policy, monitoring usage rates, demand planning, performance management and disposal.

Suggested words for Statement of Attainment

This TLISS00098 Logistics Inventory Controller Skill from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who control line items or fleets within a supply system in a logistics environment.

Custom Content Section

Not applicable.

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TLISS00099 Logistics Product Management Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00027 Logistics Product Management Skill Set.

Description

This Skill Set is for individuals who manage line items or fleets within a supply system.

Pathways Information

TLISS00099 Logistics Product Management Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLIL50 Manage a supply chain
55

TLIP50 Manage assets
36

TLIR50 Manage suppliers
14

TLIX40 Apply knowledge of integrated logistics support
29

TLIX50 Manage materiel sustainment operations
14

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Target Group

People interested in a management role and in managing line items or fleets in a logistics environment from supplier, through the supply chain to the client as well as in managing maintenance processes.

Suggested words for Statement of Attainment

This TLISS00099 Logistics Product Management Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individual who manage line items or fleets within a supply system.

Custom Content Section

Not applicable.

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TLISS00100 Logistics Sustainment Management Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00028 Logistics Sustainment Management Skill Set.

Description

This Skill Set is for individuals who work as logistics sustainment managers.

Pathways Information

The TLISS00100 Logistics Sustainment Management Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIX5012 Develop and review materiel sustainment plans

TLIX5013 Develop materiel sustainment processes and procedures

TLIX5014 Manage materiel sustainment operations

TLIX5019 Provide specialist materiel sustainment advice

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Target Group

People interested in a management role, generally in the in-service phase of the materiel life cycle. A manager will use integrated logistics support (ILS) and other disciplines to manage mission and support systems. Sustainment managers often manage a team.

Suggested words for Statement of Attainment

This TLISS00100 Logistics Sustainment Management Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for the logistics sustainment management function.

Custom Content Section

Not applicable.

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TLISS00101 Logistics Sustainment Practitioner Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00029 Logistics Sustainment Practitioner Skill Set.

Description

This Skill Set is for individuals who work as a specialist logistics practitioner in materiel sustainment.

Pathways Information

TLISS00101 Logistics Sustainment Practitioner Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **7 units** of competency must be attained.

PSPGOV404B Develop and implement work unit plans

PSPPROC303A Carry out basic procurement

TLIX4016 Implement and monitor materiel sustainment plans

TLIX4017 Conduct materiel sustainment activities

TLIX4018 Apply materiel sustainment processes and procedures

TLIX4028 Apply knowledge of logistics

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TLIX4029 Apply knowledge of integrated logistics support

Target Group

People interested in a practitioner role, generally in the in-service phase of the materiel life cycle. Practitioners use integrated logistics support (ILS) and other disciplines to sustain mission and support systems.

Suggested words for Statement of Attainment

This TLISS00101 Logistics Sustainment Practitioner Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a logistics sustainment practitioner.

Custom Content Section

Not applicable.

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TLISS00102 Access and Move a Track Vehicle Within a Defined Worksite Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00001 Access and Move a Track Vehicle Within a Defined Worksite Skill Set.

Description

This Skill Set is for individuals who access rail track to run track vehicle within a defined worksite as part of their job role.

Pathways Information

The TLISS00102 Access and Move a Track Vehicle Within a Defined Worksite Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIC205 Access rail track to run track vehicle within defined worksite
4

TLIF208 Safely access the rail corridor
0

Target Group

People interested in track vehicle operations within the rail infrastructure environment where a track vehicle is to be moved within a defined worksite.

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Suggested words for Statement of Attainment

This TLISS00102 Access and Move a Track Vehicle Within a Defined Worksite Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a track vehicle operator within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00103 Accessing the Rail Corridor Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00002 Accessing the Rail Corridor Skill Set.

Description

This Skill Set is for individuals who access the rail corridor.

Pathways Information

The TLISS00103 Accessing the Rail Corridor Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIF2080 Safely access the rail corridor

Target Group

People interested in induction to the rail corridor. This Skill Set is intended for anyone who is required to access the rail corridor and/or rail danger zone as part of their job role.

Suggested words for Statement of Attainment

This TLISS00103 Accessing the Rail Corridor Skill Set from the TLI Transport and

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Logistics Training Package meets the industry requirements for individuals who work within the rail environment and access the rail infrastructure corridor.

Custom Content Section

Not applicable.

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TLISS00104 Aluminothermic Welding Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00003 Aluminothermic Welding Skill Set.

Description

This Skill Set is for individuals who heat and cut materials using oxy-LPG equipment and weld rail using the aluminothermic welding process.

Pathways Information

The TLISS00104 Aluminothermic Welding Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIW3015 Weld rail using aluminothermic welding process

TLIW3035 Heat and cut materials using oxy-LPG equipment for the rail industry

Target Group

People interested in the role of aluminothermic welder within the rail infrastructure environment.

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Suggested words for Statement of Attainment

This TLISS00104 Aluminothermic Welding Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as an aluminothermic welder within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00105 Blocking Protection Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00004 Blocking Protection Skill Set.

Description

This Skill Set is for individuals who implement track blocking protection as part of their job role as a protection officer.

Pathways Information

The TLISS00105 Blocking Protection Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **3 units** of competency must be attained.

TLIF2080 Safely access the rail corridor

TLIF3083 Conduct track protection assessment

TLIL3082 Implement absolute signal blocking

Target Group

People interested in the role of protection officer or anyone required to implement track blocking protection within the rail infrastructure environment.

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Suggested words for Statement of Attainment

This TLISS00105 Blocking Protection Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a protection officer operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00106 Conduct Track Protection Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00005 Conduct Track Protection Skill Set.

Description

This Skill Set is for individuals who carry out a track protection assessment as part of their job role.

Pathways Information

The TLISS00106 Conduct Track Protection Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIF2080 Safely access the rail corridor

TLIF3083 Conduct track protection assessment

Target Group

People interested in the role of protection/access planner or people required to conduct a track protection assessment prior to work being carried out within the rail infrastructure environment.

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Suggested words for Statement of Attainment

This TLISS00106 Conduct Track Protection Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a protection/access planner operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00107 Control Rail Traffic Through Worksite Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00006 Control Rail Traffic Through Worksite Skill Set.

Description

This Skill Set is for individuals who control rail traffic through a worksite as part of their job role as a protection officer.

Pathways Information

The TLISS00107 Control Rail Traffic Through Worksite Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **3 units** of competency must be attained.

TLIF2080 Safely access the rail corridor

TLIF3083 Conduct track protection assessment

TLIL3083 Implement a track work authority and manage rail traffic through worksites

Target Group

People interested in the role of protection officer within the rail infrastructure environment or people required to control rail traffic through a worksite.

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Suggested words for Statement of Attainment

This TLISS00107 Control Rail Traffic Through Worksite Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a protection officer operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00108 Coordinate Multiple Work Groups Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00007 Coordinate Multiple Work Groups Skill Set.

Description

This Skill Set is for individuals who plan and coordinate protection for multiple work groups as part of their job role of coordinating protection officer/possession protection officer.

This Skill Set can only be attained in addition to one or more Skill Sets for the role of protection officer or possession protection officer.

Pathways Information

The TLISS00108 Coordinate Multiple Work Groups Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIL4069	Plan and coordinate protection for multiple worksites within limits of a work on track authority

Target Group

People interested in the role of coordinating protection officer/coordinating possession protection officer within the rail infrastructure environment, who are required to plan and coordinate protection for multiple work groups.

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People who have attained TLIW2001 Operate under track protection rules and are interested in a coordinating role.

Suggested words for Statement of Attainment

This TLISS00108 Coordinate Multiple Work Groups Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a coordinating protection officer/coordinating possession protection officer operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00109 Decommission Mechanical Signalling Infrastructure and Interlocking Equipment Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00008 Decommission Mechanical Signalling Infrastructure and Interlocking Equipment Skill Set.

Description

This Skill Set is for individuals who decommission mechanical signalling infrastructure equipment and interlocking equipment from service, in accordance with safeworking and regulatory requirements, and workplace procedures.

Pathways Information

The TLISS00109 Decommission Mechanical Signalling Infrastructure and Interlocking Equipment Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIS4007	Decommission mechanical signalling infrastructure and interlocking equipment from service

Target Group

People interested in decommissioning mechanical signalling infrastructure and interlocking equipment in a rail infrastructure environment.

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Suggested words for Statement of Attainment

This TLISS00109 Decommission Mechanical Signalling Infrastructure and Interlocking Equipment Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who decommission mechanical signalling and interlocking equipment in the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00110 Electric Track Welding Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00010 Electric/Track Welding Skill Set.

Description

This Skill Set is for individuals who heat and cut materials using oxy-LPG equipment and apply an electric welding process to rail.

Pathways Information

The TLISS00110 Electric Track Welding Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIW00 36 Apply electric welding process to rail

TLIW30 35 Heat and cut materials using oxy-LPG equipment for the rail industry

Target Group

People interested in the role of electric track welder within the rail infrastructure environment.

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Suggested words for Statement of Attainment

This TLISS00110 Electric Track Welding Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as an electric track welder within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00111 Examining Concrete/Masonry Structures Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00011 Examining Concrete/Masonry Structures Skill Set.

Description

This Skill Set is for individuals who examine concrete/masonry structures in accordance with rail industry standards and workplace requirements.

Pathways Information

The TLISS00111 Examining Concrete/Masonry Structures Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIB30 Examine concrete/masonry structures
98

Target Group

People interested in a role that includes examining concrete/masonry structures within the rail infrastructure environment.

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Suggested words for Statement of Attainment

This TLISS00111 Examining Concrete/Masonry Structures Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail infrastructure environment and are required to examine concrete/masonry structures.

Custom Content Section

Not applicable.

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TLISS00112 Examining Steel Structures Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00012 Examining Steel Structures Skill Set.

Description

This Skill Set is for individuals who examine steel structures in accordance with rail industry standards.

Pathways Information

The TLISS00112 Examining Steel Structures Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI32515 Certificate III in Rail Infrastructure or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLIB3088 Examine steel structures

MEM1800 Use hand tools
1C

MEM2400 Perform basic penetrant testing
1B

MEM2400 Perform basic magnetic particle testing
3B

MEM2401 Apply metallurgy principles
2C

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Target Group

People interested in a role that includes examining steel structures within the rail infrastructure environment who have a TLI32515 Certificate III in Rail Infrastructure or equivalent.

Suggested words for Statement of Attainment

This TLISS00112 Examining Steel Structures Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail infrastructure environment and are required to examine steel structures.

Custom Content Section

Not applicable.

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TLISS00113 Examining Timber Structures Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00013 Examining Timber Structures Skill Set.

Description

This Skill Set is for individuals who examine timber structures in accordance with rail industry standards.

Pathways Information

The TLISS00113 Examining Timber Structures Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI32515 Certificate III in Rail Infrastructure or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIB30 Examine timber structures
87

Target Group

People interested in a role that includes examining timber structures within the rail infrastructure environment who have a TLI32515 Certificate III in Rail Infrastructure or equivalent.

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Suggested words for Statement of Attainment

This TLISS00113 Examining Timber Structures Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail infrastructure environment and are required to examine timber structures.

Custom Content Section

Not applicable.

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TLISS00114 Flashbutt Welding Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00014 Flashbutt Welding Skill Set.

Description

This Skill Set is for individuals who weld rail using flashbutt welding in accordance with rail industry standards.

Pathways Information

The TLISS00114 Flashbutt Welding Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIW30 16 Weld rail using flashbutt welding process

Target Group

People interested in the role of flashbutt welder within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure or equivalent.

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Suggested words for Statement of Attainment

This TLISS00114 Flashbutt Welding Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a flashbutt welder within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00115 Handsignaller Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00015 Handsignaller Skill Set.

Description

This Skill Set is for individuals who perform handsignaller duties.

Pathways Information

The TLISS00115 Handsignaller Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIF208 Safely access the rail corridor
0

TLIF208 Perform handsignaller duties
2

Target Group

People interested in the role of handsignaller and are involved in protection duties in the rail corridor within the rail infrastructure environment.

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Suggested words for Statement of Attainment

This TLISS00115 Handsignaller Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a handsignaller operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00116 Install Mechanical Equipment Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00016 Install Mechanical Equipment Skill Set.

Description

This Skill Set is for individuals who install mechanical signalling and/or locking and interlocking equipment within a rail environment.

Pathways Information

The TLISS00116 Install Mechanical Equipment Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIS3009 Install mechanical signalling locking and interlocking devices

Target Group

People interested in installing mechanical equipment within a rail infrastructure environment. It is intended for operations on equipment used in mechanical signalling, locking and interlocking.

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Suggested words for Statement of Attainment

This TLISS00116 Install Mechanical Equipment Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who install mechanical signalling and/or locking and interlocking equipment within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00117 Installing Minor Structures Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00017 Installing Minor Structures Skill Set.

Description

This Skill Set is for individuals who install minor structures.

Pathways Information

The TLISS00117 Installing Minor Structures Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIS2013 Install minor structures

Target Group

People interested in a role that includes installing minor structures within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

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Suggested words for Statement of Attainment

This TLISS00117 Installing Minor Structures Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail infrastructure environment and are required to install minor structures.

Custom Content Section

Not applicable.

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TLISS00118 Installing Transoms Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00018 Installing Transoms Skill Set.

Description

This Skill Set is for individuals who install transoms.

Pathways Information

The TLISS00118 Installing Transoms Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIS2028 Install and replace transoms

Target Group

People interested in a role that includes installing transoms within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

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Suggested words for Statement of Attainment

This TLISS00118 Installing Transoms Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail infrastructure environment and are required to install transoms.

Custom Content Section

Not applicable.

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TLISS00119 Light On-track Equipment Operation Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00023 Light On-track Equipment Operation Skill Set.

Description

This Skill Set is for individuals who propel and operate basic mechanical or hydraulic light on-track equipment.

Light on-track equipment is considered to be less than 10 tonnes that may be lifted on or off track mechanically.

Pathways Information

The TLISS00119 Light On-track Equipment Operation Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the core units from the TLI32515 Certificate III in Rail Infrastructure or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIB2085 Apply track fundamentals

TLIC2059 Propel and operate light on-track equipment

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Target Group

People interested in a role requiring the operation of light on-track equipment in the rail infrastructure environment.

Suggested words for Statement of Attainment

This TLISS00119 Light On-track Equipment Operation Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who propel and operate light on-track equipment in the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00120 Lookout Working Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00030 Lookout Working Skill Set.

Description

This Skill Set is for individuals who perform lookout duties.

Pathways Information

The TLISS00120 Lookout Working Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIF208 Safely access the rail corridor
0

TLIF208 Perform lookout duties
1

Target Group

People interested in the role of lookout within the rail infrastructure environment.

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Suggested words for Statement of Attainment

This TLISS00120 Lookout Working Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a lookout operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00121 Maintain Aerial Signal/Telecommunication Lines and Cables Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00031 Maintain Aerial Signal/Telecommunication Lines and Cables Skill Set.

Description

This Skill Set is for individuals who maintain aerial signal/telecommunication lines and cables.

Pathways Information

The TLISS00121 Maintain Aerial Signal/Telecommunication Lines and Cables Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIB3058 Maintain aerial signal/telecommunications lines and cables

Target Group

People interested in maintaining aerial signal/telecommunication lines and cables within a rail infrastructure environment, once they have been isolated by an authorised and qualified electrical technician.

People requiring this Skill Set would also work on electrical signalling equipment as a major activity.

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Suggested words for Statement of Attainment

This TLISS00121 Maintain Aerial Signal/Telecommunication Lines and Cables Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who maintain aerial signal or telecommunication lines and cables operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00122 Maintain Bridge Bearings Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00032 Maintain Bridge Bearings Skill Set.

Description

This Skill Set is for individuals who maintain bridge bearings.

Pathways Information

The TLISS00122 Maintain Bridge Bearings Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIB2083 Maintain bridge bearings

Target Group

People interested in a role that includes carrying out maintenance of bridge bearings within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

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Suggested words for Statement of Attainment

This TLISS00122 Maintain Bridge Bearings Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail infrastructure environment and are required to maintain bridge bearings.

Custom Content Section

Not applicable.

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TLISS00123 Maintain Mechanical Equipment Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00033 Maintain Mechanical Equipment Skill Set.

Description

This Skill Set is for individuals who maintain mechanical signalling and/or locking and interlocking equipment within a rail environment.

Pathways Information

The TLISS00123 Maintain Mechanical Equipment Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **3 units** of competency must be attained.

TLIB3046 Service and clean mechanical signalling equipment and infrastructure

TLIB3047 Repair and adjust mechanical signalling equipment and infrastructure

TLIB3053 Maintain mechanical signalling locking and interlocking devices

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Target Group

People interested in carrying out maintenance of mechanical equipment within a rail infrastructure environment.

It is intended for operations on equipment used in mechanical signalling, locking and interlocking.

Suggested words for Statement of Attainment

This TLISS00123 Maintain Mechanical Equipment Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who maintain mechanical signalling and/or locking and interlocking equipment.

Custom Content Section

Not applicable.

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TLISS00124 Minor Track Equipment Operation Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00035 Minor Track Equipment Operation Skill Set.

Description

This Skill Set is for individuals who operate minor track equipment, which covers equipment that can be lifted on or off track manually.

Pathways Information

The TLISS00124 Minor Track Equipment Operation Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the core units from the TLI21315 Certificate II in Rail Infrastructure or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIW30 Operate minor track equipment
27

Target Group

People interested in the role of minor rail plant operator in the rail infrastructure environment.

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Suggested words for Statement of Attainment

This TLISS00124 Minor Track Equipment Operation Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a minor rail plant operator in the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00125 Operate Signalling/Point Control Equipment Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00038 Operate Signalling/Point Control Equipment Skill Set.

Description

This Skill Set is for individuals who operate stand alone signalling and/or point control equipment as part of their job role.

While this Skill Set is not aligned to any specific qualification and can be achieved separately, it is unlikely to be used outside of a more complex job role.

Pathways Information

The TLISS00125 Operate Signalling/Point Control Equipment Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIF2080 Safely access the rail corridor

TLIW3026 Operate stand alone signalling/point control equipment

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Target Group

People interested in the rail infrastructure or operations environment and are required to operate stand alone signalling and/or point control equipment as part of their duties.

Suggested words for Statement of Attainment

This TLISS00125 Operate Signalling/Point Control Equipment Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail corridor environment and operate stand alone signalling and/or point control equipment.

Custom Content Section

Not applicable.

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TLISS00126 Plan Track Possessions Protection Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00039 Plan Track Possessions Protection Skill Set.

Description

This Skill Set is for individuals who plan and implement track possession protection as part of their job role as a protection officer.

Pathways Information

The TLISS00126 Plan Track Possessions Protection Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIC2081 Pilot rail traffic within work on track authority limits

TLIF2080 Safely access the rail corridor

TLIF3083 Conduct track protection assessment

TLIL3084 Implement a local possession authority

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Target Group

People interested in the role of possession protection officer within the rail infrastructure environment and are required to plan and implement track possession protection.

Suggested words for Statement of Attainment

This TLISS00126 Plan Track Possessions Protection Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a possession protection officer operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00127 Rail Adjustment Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00040 Rail Adjustment Skill Set.

Description

This Skill Set is for individuals who adjust rail.

Pathways Information

The TLISS00127 Rail Adjustment Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the core units from the TLI21315 Certificate II in Rail Infrastructure (Track Work) or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIB310 Adjust rail
2

Target Group

People interested in the role of rail adjustor within the rail infrastructure environment.

Suggested words for Statement of Attainment

This TLISS00127 Rail Adjustment Skill Set from the TLI Transport and Logistics

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Training Package meets the industry requirements for individuals who work as a rail adjustor within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00128 Rail Infrastructure Induction Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00041 Rail Infrastructure Induction Skill Set.

Description

This Skill Set is for individuals who are new to the rail infrastructure environment.

Pathways Information

The TLISS00128 Rail Infrastructure Induction Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLIB102 Maintain and use hand tools
8

TLID100 Shift materials safely using manual handling methods
1

TLIF100 Follow work health and safety procedures
1

TLIF208 Safely access the rail corridor
0

TLIW20 Operate under track protection rules
01

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Target Group

People interested in basic induction into the rail infrastructure environment. This Skill Set is intended for use by temporary workers or those who will be carrying out basic activities in the rail infrastructure environment.

Suggested words for Statement of Attainment

This TLISS00128 Rail Infrastructure Induction Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who commence work within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00129 Repairing Concrete/Masonry Structures Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00043 Repairing Concrete/Masonry Structures Skill Set.

Description

This Skill Set is for individuals who repair concrete/masonry structures.

Pathways Information

The TLISS00129 Repairing Concrete or Masonry Structures Skill Set is part of the TLI Transport and logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIB209 Repair concrete/masonry structures
6

TLIS203 Use chemical repair products
6

Target Group

People interested in the role of concrete or masonry structures repairer within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

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Suggested words for Statement of Attainment

This TLISS00129 Repairing Concrete or Masonry Structures Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a concrete/masonry structures repairer operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00130 Repairing Steel Structures Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00044 Repairing Steel Structures Skill Set.

Description

This Skill Set is for individuals who repair steel structures.

Pathways Information

The TLISS00130 Repairing Steel Structures Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIB2082 Repair steel structures

TLIW303 Apply protective coating systems to structures
4

Target Group

People interested in the role of steel structures repairer within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

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Suggested words for Statement of Attainment

This TLISS00130 Repairing Steel Structures Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a steel structures repairer operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00131 Repairing Timber Structures Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00045 Repairing Timber Structures Skill Set.

Description

This Skill Set is for individuals who repair timber structures.

Pathways Information

The TLISS00131 Repairing Timber Structures Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIB2081 Repair timber structures

Target Group

People interested in the role of timber structures repairer within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Structures) or equivalent.

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Suggested words for Statement of Attainment

This TLISS00131 Repairing Timber Structures Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a timber structures repairer operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00132 Suburban Network Train Driver Assistant Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00049 Suburban Network Train Driver Assistant Skill Set.

Description

This Skill Set is for individuals who assist a suburban train driver.

Pathways Information

The TLISS00132 Suburban Network Train Driver Assistant Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI32315 Certificate III in Electric Passenger Train Guard.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLIB011 Assist with preparation of a train prior to operation
7

TLIC301 Shunt rolling stock
7

TLIC302 Stable a motive power unit
7

TLIL303 Assist with train operations
9

TLIW30 Operate stand alone signalling/point control equipment
26

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Target Group

People interested in the role of an electric passenger train guard and required to act as Driver Assistant on diesel operated locomotives who have a TLI32315 Certificate III in Electric Passenger Train Guard.

Suggested words for Statement of Attainment

This TLISS00132 Suburban Network Train Driver Assistant Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as an electric passenger train guard and act as a Driver Assistant on diesel operated locomotives.

Custom Content Section

Not applicable.

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TLISS00133 Track Grinding Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00050 Track Grinding Skill Set.

Description

This Skill Set is for individuals who grind rails.

Pathways Information

The TLISS00133 Track Grinding Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the core units from the TLI21315 Certificate II in Rail Infrastructure (Track Work) or equivalent units.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIW20 Grind rails
12

Target Group

People interested in the requirements to grind rail within the rail infrastructure environment.

Suggested words for Statement of Attainment

This TLISS00133 Track Grinding Skill Set from the TLI Transport and Logistics

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Training Package meets the industry requirements for individuals who work as a track grinder operating within the rail infrastructure environment and are required to grind rails as part of their job role.

Custom Content Section

Not applicable.

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TLISS00134 Track Inspection Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00051 Track Inspection Skill Set.

Description

This Skill Set is for individuals who inspect track infrastructure.

Pathways Information

The TLISS00134 Track Inspection Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Track Work) or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIB3099 Examine track infrastructure

TLIB3100 Visually inspect track infrastructure

Target Group

People interested in the role of track inspector within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Track Work).

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Suggested words for Statement of Attainment

This TLISS00134 Track Inspection Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a track inspector operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00135 Track Lubrication Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00052 Track Lubrication Skill Set.

Description

This Skill Set is for individuals who install and/or maintain track lubrication equipment.

Pathways Information

The TLISS00135 Track Lubrication Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Track Work) or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIB1093 Clean equipment and restore worksite

TLIS2012 Install and service rail lubrication equipment

Target Group

People interested in the role of track lubricator within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Track Work) or equivalent.

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Suggested words for Statement of Attainment

This TLISS00135 Track Lubrication Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a track lubricator operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00136 Track Occupancy Protection Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00053 Track Occupancy Protection Skill Set.

Description

This Skill Set is for individuals who are required to implement track occupancy protection as part of their job role as a protection officer.

Pathways Information

The TLISS00136 Track Occupancy Protection Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIC208 Pilot rail traffic within work on track authority limits
1

TLIF208 Safely access the rail corridor
0

TLIF308 Conduct track protection assessment
3

TLIL306 Implement a track occupancy authority
5

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Target Group

People interested in the role of protection officer within the rail infrastructure environment and are required to implement track occupancy protection.

Suggested words for Statement of Attainment

This TLISS00136 Track Occupancy Protection Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a protection officer operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00137 Track Patrol Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00054 Track Patrol Skill Set.

Description

This Skill Set is for individuals who patrol track infrastructure.

Pathways Information

The TLISS00137 Track Patrol Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Track Work) or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIB3100 Visually inspect track infrastructure

Target Group

People interested in the role of track patroller within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Track Work) or equivalent.

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Suggested words for Statement of Attainment

This TLISS00137 Track Patrol Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a track patroller operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00138 Travel Medium/Heavy On-Track Equipment Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00055 Travel Medium/Heavy On-track Equipment Skill Set.

Description

This Skill Set is for individuals who travel medium or heavy on-track equipment.

Medium or heavy on-track equipment is considered to weigh more than 10 tonnes and is permanently railed.

Pathways Information

The TLISS00138 Travel Medium/Heavy On-Track Equipment Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the core units from TLI21315 Certificate II in Rail Infrastructure or equivalent.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIB2085 Apply track fundamentals

TLIC2058 Travel medium or heavy self-propelled on-track equipment

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Target Group

People interested in a role that requires medium or heavy on-track equipment to be travelled in the rail infrastructure environment.

Suggested words for Statement of Attainment

This TLISS00138 Travel Medium/Heavy On-Track Equipment Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who are required to travel medium or heavy on-track equipment in the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00139 Travel Track Vehicle Under Block Working Conditions Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00056 Travel Track Vehicle Under Block Working Conditions Skill Set.

Description

This Skill Set is for individuals who are required to access rail track to travel a track vehicle under block working conditions as part of their job role.

Pathways Information

The TLISS00139 Travel Track Vehicle Under Block Working Conditions Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIC0084	Access rail track to travel track vehicles under manual block working conditions
TLIF2080	Safely access the rail corridor

Target Group

People interested in the role of track vehicle operator working specifically under block working conditions within the rail infrastructure environment.

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Suggested words for Statement of Attainment

This TLISS00139 Travel Track Vehicle Under Block Working Conditions Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a track vehicle operator within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00140 Travel Track Vehicle Under Occupancy Authority Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00057 Travel Track Vehicle Under Occupancy Authority Skill Set.

Description

This Skill Set is for individuals who are required to access rail track to travel a track vehicle under occupancy authority as part of their job role.

Pathways Information

The TLISS00140 Travel Track Vehicle Under Occupancy Authority Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **3 units** of competency must be attained.

TLIC008 Access rail track to travel track vehicle under a proceed authority
3

TLIC205 Access rail track to run track vehicle within a defined worksite
4

TLIF208 Safely access the rail corridor
0

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Target Group

People interested in the role of track vehicle operator working specifically under occupancy authorities within the rail infrastructure environment.

Suggested words for Statement of Attainment

This TLISS00140 Travel Track Vehicle Under Occupancy Authority Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a track vehicle operator within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00141 Ultrasonic Points and Crossings Testing Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00060 Ultrasonic Points and Crossings Testing Skill Set.

Description

This Skill Set is for individuals who test points and crossings using ultrasonic equipment.

Pathways Information

The TLISS00141 Ultrasonic Points and Crossings Testing Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Track Work) or a recognised qualification in nondestructive testing equivalent to a Certificate II or above.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIS301 Test rail using ultrasonic equipment
0

TLIS301 Test rail using nondestructive testing equipment
1

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Target Group

People interested in testing points and crossings using either ultrasonic or nondestructive testing equipment in the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Track Work) or a recognised qualification in nondestructive testing equivalent to a Certificate II or above.

Suggested words for Statement of Attainment

This TLISS00141 Ultrasonic Points and Crossings Testing Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as an ultrasonic points and crossings tester operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00142 Ultrasonic Rail Testing Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00061 Ultrasonic Rail Testing Skill Set.

Description

This Skill Set is for individuals who test rail using ultrasonic equipment.

Pathways Information

The TLISS00142 Ultrasonic Rail Testing Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI21315 Certificate II in Rail Infrastructure (Track Work) or a recognised qualification in nondestructive testing equivalent to a Certificate II or above.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIS3010 Test rail using ultrasonic equipment

Target Group

People interested in the role of ultrasonic rail tester within the rail infrastructure environment who have a TLI21315 Certificate II in Rail Infrastructure (Track Work) or a recognised qualification in nondestructive testing equivalent to a Certificate II or above.

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Suggested words for Statement of Attainment

This TLISS00142 Ultrasonic Rail Testing Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as an ultrasonic rail tester operating within the rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00143 Certify Rolling Stock Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00062 Certify Rolling Stock Skill Set.

Description

This Skill Set is for individuals who certify rolling stock as fit for operation following maintenance activities.

Pathways Information

The TLISS00143 Certify Rolling Stock Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIB01 Certify rolling stock prior to handover
27

Target Group

People interested in the certification of rolling stock prior to its return to operation. This may be certification of new rolling stock or following maintenance activities.

Suggested words for Statement of Attainment

This TLISS00143 Certify Rolling Stock Skill Set from the TLI Transport and

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Logistics Training Package meets the industry requirements for individuals who work within the rail maintenance environment and are required to certify rolling stock prior to its return to operation.

Custom Content Section

Not applicable.

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TLISS00144 Move Rolling Stock Within Defined Limits Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00063 Move Rolling Stock Within Defined Limits Skill Set.

Description

This Skill Set is for individuals who move rolling stock within defined limits. This would occur within a rail yard, private siding or maintenance operation.

Pathways Information

The TLISS00144 Move Rolling Stock Within Defined Limits Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIB012 Conduct pre-movement checks on motive power units
8

TLIB013 Start up and shut down a single locomotive
2

TLIB312 Conduct pre-movement checks on rolling stock
9

TLIC007 Operate a motive power unit within defined limits
9

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Target Group

People interested in rail safety worker requirements for safely moving rolling stock within defined limits.

Suggested words for Statement of Attainment

This TLISS00144 Move Rolling Stock Within Defined Limits Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail environment and are required to carry out rail safety activities including moving rolling stock within a rail yard, terminus or private siding.

Custom Content Section

Not applicable.

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TLISS00145 Rail Maintainer Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00064 Rail Maintainer Skill Set.

Description

This Skill Set is for individuals who carry out rail maintenance activities within a rail yard or maintenance facility. It covers the rail safe working aspects of the rail maintainer job roles.

Pathways Information

The TLISS00145 Rail Maintainer Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLIB2122 Apply awareness of fundamentals of rail operations in yards or sidings

TLIB3019 Test train braking system

TLIB3123 Apply awareness of motive power unit fundamentals

TLIB3129 Conduct pre-movement checks on rolling stock

TLIF0098 Apply personal and equipment lockouts for rolling stock

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Target Group

People interested in maintaining rolling stock.

Suggested words for Statement of Attainment

This TLISS00145 Rail Maintainer Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail maintenance environment and are required to carry out rail safety activities.

Custom Content Section

Not applicable.

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TLISS00146 Tram or Light Rail Turnout Construction Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00065 Tram or Light Rail Turnout Construction Skill Set.

Description

This Skill Set is for individuals who are required to construct turnouts for tram or light rail systems.

Pathways Information

The TLISS00146 Tram or Light Rail Turnout Construction Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI22215 Certificate II in Tram or Light Rail Infrastructure.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIS3040	Construct concrete or steel points and crossings

Target Group

People interested in a role required to construct tram or light rail turnouts who have a TLI22215 Certificate II in Tram or Light Rail Infrastructure.

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Suggested words for Statement of Attainment

This TLISS00146 Tram or Light Rail Turnout Construction Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the tram or light rail infrastructure environment and are required to construct turnouts.

Custom Content Section

Not applicable.

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TLISS00147 Tram or Light Rail Turnout Installation Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00066 Tram or Light Rail Turnout Installation Skill Set.

Description

This Skill Set is for individuals who are required to install turnouts on a tram or light rail system.

Pathways Information

The TLISS00147 Tram or Light Rail Turnout Installation Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI22215 Certificate II in Tram or Light Rail Infrastructure.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIS3045	Install turnouts

Target Group

People interested in a role required to install turnouts on tram or light rail tracks who have a TLI22215 Certificate II in Tram or Light Rail Infrastructure.

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Suggested words for Statement of Attainment

This TLISS00147 Tram or Light Rail Turnout Installation Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the tram or light rail infrastructure environment and are required to install turnouts.

Custom Content Section

Not applicable.

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TLISS00148 Submerged ARC Welding Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00067 Submerged ARC Welding Skill Set.

Description

This Skill Set is for individuals who are required to carry out submerged ARC welding to tram or light rail tracks.

Pathways Information

The TLISS00148 Submerged ARC Welding Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI32915 Certificate III in Tram or Light Rail Infrastructure.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIW00 Weld rail on tram/light rail systems using submerged ARC welding process 44

Target Group

People interested in a role carrying out submerged arc welding on tram or light rail tracks including straight track, and points and crossings who have a TLI32915 Certificate III in Tram or Light Rail Infrastructure.

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Suggested words for Statement of Attainment

This TLISS00148 Submerged ARC Welding Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the tram or light rail infrastructure environment and are required to carry out submerged ARC welding on tram or light rail tracks.

Custom Content Section

Not applicable.

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TLISS00149 Tram or Light Rail Track Inspection Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00068 Tram or Light Rail Track Inspection Skill Set.

Description

This Skill Set is for individuals who are required to inspect tram or light rail tracks to ensure they are fit for operations.

Pathways Information

The TLISS00149 Tram or Light Rail Track Inspection Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI22215 Certificate II in Tram or Light Rail Infrastructure.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TLIB3099	Examine track infrastructure
TLIB3100	Visually inspect track infrastructure

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Target Group

People interested in the role of a tram or light rail track inspector who have a TLI22215 Certificate II in Tram or Light Rail Infrastructure.

Suggested words for Statement of Attainment

This TLISS00149 Tram or Light Rail Track Inspection Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a tram or light rail track inspector operating within the tram or light rail infrastructure environment.

Custom Content Section

Not applicable.

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TLISS00150 Tram or Light Rail Track Sweeping Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00069 Tram or Light Rail Track Sweeping Skill Set.

Description

This Skill Set is for individuals who are required to operate specialised equipment to carry out track cleaning operations on tram or light rail tracks.

Pathways Information

The TLISS00150 Tram or Light Rail Track Sweeping Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI32915 Certificate III in Tram or Light Rail Infrastructure.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **1 unit** of competency must be attained.

TLIC0073 Conduct tram/light rail track cleaning operations

Target Group

People interested in a role that is required to operate tram or light rail track cleaning equipment on tram or light rail tracks including straight track, and points and crossings who have a TLI32915 Certificate III in Tram or Light Rail Infrastructure.

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Suggested words for Statement of Attainment

This TLISS00150 Tram or Light Rail Track Sweeping Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the tram or light rail infrastructure environment and are required to operate tram or light rail track cleaning equipment on tram or light rail tracks.

Custom Content Section

Not applicable.

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TLISS00151 Lead Shunter Skill Set

Modification History

Release 1. New Skill Set

This Skill Set replaces and is equivalent to the TLISS00071 Lead Shunter Skill Set.

Description

This Skill Set is for individuals who carry out the duties of a lead shunter within a rail yard, rail terminal or rail sidings.

Pathways Information

The TLISS00151 Lead Shunter Skill Set is part of the TLI Transport and Logistics Training Package.

This Skill Set is only to be undertaken in addition to the TLI22015 Certificate II in Shunting.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **3 units** of competency must be attained.

TLIF3058 Apply safeworking rules and regulations to rail functions

TLIF3085 Apply local incident response procedures

TLIG3002 Lead a work team or group

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Target Group

People working as a lead shunter/senior terminal operator providing guidance to one or more shunters/terminal operators within a rail yard or terminal who have a TLI22015 Certificate II in Shunting.

Suggested words for Statement of Attainment

The TLISS00151 Lead Shunter Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail maintenance environment and are required to provide leadership to other shunters.

Custom Content Section

Not applicable.

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TLISS00152 Rail Operations Safeworking Skill Set

Modification History

Release 1. New Skill Set

This Skill Set replaces and is equivalent to the TLISS00077 Rail Operations Safeworking Skill Set.

Description

This Skill is for individuals who are required to apply safeworking as part of their duties within a rail operations environment.

Pathways Information

The TLISS00152 Rail Operations Safeworking Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **3 units** of competency must be attained.

TLIC2078 Identify and respond to signals and trackside signs

TLIF2080 Safely access the rail corridor

TLIF3058 Apply safeworking rules and regulations to rail functions

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Target Group

People who have a TLI22315 Certificate II in Rail Customer Service or higher qualification, work in a rail operations environment and are required to apply limited safeworking activities as part of their duties.

Suggested words for Statement of Attainment

The TLISS00152 Rail Operations Safeworking Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within a rail operations environment and are required to carry out safeworking activities.

Custom Content Section

Not applicable.

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TLISS00153 Rail Signal Panel Operation Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00078 Rail Signal Panel Operation Skill Set.

Description

This Skill Set is for individuals who are required to operate a rail signal panel as part of their duties within a rail operations environment.

Pathways Information

The TLISS00153 Rail Signal Panel Operation Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLIC2078 Identify and respond to signals and trackside signs

TLIF2080 Safely access the rail corridor

TLIF3058 Apply safeworking rules and regulations to rail functions

TLIL3072 Operate signal panel or equipment

TLIW2037 Clip and secure points

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Target Group

People interested in working in a rail operations environment and are required to operate a signal panel or signalling equipment as part of their duties.

Suggested words for Statement of Attainment

This TLISS00153 Rail Signal Panel Operation Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail environment and are required to operate a signal panel or signalling equipment.

Custom Content Section

Not applicable.

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TLISS00154 Train Buffet Operation Skill Set

Modification History

Release 1. New Skill Set

This Skill Set replaces and is equivalent to the TLISS00089 Train Buffet Operation Skill Set.

Description

This Skill Set is for individuals required to operate a buffet service on a train as part of their duties within a rail operations environment.

Pathways Information

The TLISS00154 Train Buffet Operation Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **4 units** of competency must be attained.

SITXFSA101 Use hygienic practices for food safety

TLII2015 Operate the on-train buffet car

TLII3009 Provide on-board services to customers

TLIL2048 Prepare for train departure

Target Group

People working on a train who are required to buffet services as part of their duties.

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Suggested words for Statement of Attainment

The TLISS00154 Train Buffet Operation Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work within the rail environment and are required to carry out train buffet service activities.

Custom Content Section

Not applicable.

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TLISS00155 Road Safety Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00046 Road Safety Skill Set.

Description

This Skill Set is for individuals who are new to driving on roads. It is a basic introduction to road safety for those interacting with other road users. This skill set may support other road safety or road use programs.

Pathways Information

This TLISS00155 Road Safety Skill Set is part of the TLI Transport and Logistics Training Package and may be used to support road use and road safety qualifications.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **6 units** of competency must be attained.

TLIF0075	Demonstrate awareness of interacting with other road users
TLIF0076	Demonstrate awareness of factors to reduce road harm
TLIF0077	Demonstrate knowledge of risk factors and consequences in interacting with other road users
TLIF0078	Recognise motor vehicle road crash risks and post-crash actions
TLIF0079	Select a safe vehicle
TLIF2010	Apply fatigue management strategies

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Target Group

This Skill Set is intended for use by year 10 through to year 12 students, to equip them with a broader knowledge of the underpinning concepts of road use and road safety.

Suggested words for Statement of Attainment

This TLISS00155 Road Safety Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who need to understand road safety and road use.

Custom Content Section

Not applicable.

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TLISS00156 Tow Truck Driver Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00088 Tow Truck Driver Skill Set.

Description

This Skill Set is for new and existing tow truck drivers who operate a tow truck.

Pathways Information

This TLISS00156 Tow Truck Driver Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIB2079 Set up and secure a towing situation

TLIC3035 Manage the operation of a tow truck

TLIF1001 Follow work health and safety procedures

TLII1002 Apply customer service skills

Target Group

People interested in the role of tow truck driver in the tow truck industry.

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Suggested words for Statement of Attainment

This TLISS00156 Tow Truck Driver Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who prepare and operate a tow truck.

Custom Content Section

Not applicable.

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TLISS00157 Road Transport Driver Skill Set

Modification History

Release 1. New Skill Set.

Description

This Skill Set is for individuals who work as drivers in the road transport industry.

Pathways Information

The TLISS00157 Road Transport Driver Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **6 units** of competency must be attained.

TLID2004	Load and unload goods/cargo
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures
TLIF2006	Apply accident-emergency procedures
TLIF2010	Apply fatigue management strategies
TLIH3002	Plan and navigate routes

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Target Group

People interested in the role of driver in the road transport industry.

Suggested words for Statement of Attainment

This TLISS00157 Road Transport Driver Skill from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a road transport driver.

Custom Content Section

Not applicable.

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TLISS00158 Chemical Tanker Driver Skill Set

Modification History

Release 1. New Skill Set.

Description

This Skill Set is for individuals who work as chemical tanker drivers in the road transport industry.

Pathways Information

The TLISS00158 Chemical Tanker Driver Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIC0001	Operate chemical tanker
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF3096	Carry out emergency response to a dangerous goods incident
TLILIC0001	Licence to transport dangerous goods by road

Target Group

People interested in the role of chemical tanker driver in the road transport industry.

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Suggested words for Statement of Attainment

This TLISS00158 Chemical Tanker Driver Skill Set from the TLI Transport and Logistics Training Package meets some of the industry safety compliance requirements for individuals seeking to operate as a chemical tanker driver in the road transport industry.

The relevant state/territory road transport regulator will provide information about other industry safety compliance requirements.

Custom Content Section

Not applicable.

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TLISS00159 Fuel Tanker Driver Skill Set

Modification History

Release 1. New Skill Set.

Description

This Skill Set is for individuals who work as fuel tanker drivers in the road transport industry.

Pathways Information

The TLISS00159 Fuel Tanker Driver Skill Set contributes to the Certificate IV in Driving Operations within the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **6 units** of competency must be attained.

TLIC0002	Operate fuel tanker
TLID4049	Bottom load a dangerous goods tanker
TLID4050	Discharge a dangerous goods tanker
TLIE4025	Prepare and process transport documentation for dangerous goods
TLIF3096	Carry out emergency response to a dangerous goods incident
TLILIC0001	Licence to transport dangerous goods by road

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Target Group

People interested in the role of fuel tanker driver in the road transport industry.

Suggested words for Statement of Attainment

This TLISS00159 Fuel Tanker Driver Skill Set from the TLI Transport and Logistics Training Package meets some of the industry safety compliance requirements for individuals seeking to operate as a fuel tanker driver in the road transport industry.

The relevant state/territory road transport regulator will provide information about other industry safety compliance requirements.

Custom Content Section

Not applicable.

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TLISS00160 LP Gas Tanker Driver Skill Set

Modification History

Release 1. New Skill Set.

Description

This Skill Set is for individuals who work as LP gas tanker drivers in the road transport industry.

Pathways Information

The TLISS00160 LP Gas Tanker Driver Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIC0003	Operate LP gas tanker
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF3096	Carry out emergency response to a dangerous goods incident
TLILIC0001	Licence to transport dangerous goods by road

Target Group

People interested in the role of LP gas tanker driver in the road transport industry.

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Suggested words for Statement of Attainment

This TLISS00160 LP Gas Tanker Driver Skill Set from the TLI Transport and Logistics Training Package meets some of the industry safety compliance requirements for individuals seeking to operate as an LP gas tanker driver in the road transport industry.

The relevant state/territory road transport regulator will provide information about other industry safety compliance requirements.

Custom Content Section

Not applicable.

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TLISS00161 Owner Driver Skill Set

Modification History

Release 1. New Skill Set.

Description

This Skill Set is for individuals who work as owner drivers in the road transport industry.

Pathways Information

The TLISS00161 Owner Driver Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **6 units** of competency must be attained.

BSBFIA303	Process accounts payable and receivable
TLID2004	Load and unload goods/cargo
TLIE3004	Prepare workplace documents
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures
TLIF2010	Apply fatigue management strategies

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Target Group

People interested in working as an owner driver in the road transport industry.

Suggested words for Statement of Attainment

This TLISS00161 Owner Driver Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who operate as an owner driver in the road transport industry.

Custom Content Section

Not applicable.

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TLISS00162 Driving Instructor Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00009 Driving Instructor Skill Set.

Description

This Skill Set reflects the work required by assessors who train and assess learner drivers/riders prior to issuance of a driver/motorcycle licence. It is also for assessors/examiners who assess drivers upgrading their licences in the heavy vehicle classes.

Pathways Information

This Skill Set is part of the TLI Transport and Logistics Training Package.

In some jurisdictions this Skill Set is required in addition to the TLI41216 Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction), or the TLI41316 Certificate IV in Transport and Logistics (Road Transport – Heavy Vehicle Driving Instruction), or the TLI41416 Certificate IV in Transport and Logistics (Road Transport – Motorcycle Riding Instruction).

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements. Individuals seeking certification should check with the relevant state/territory regulator.

Skill Set Requirements

A total of **2 units** of competency must be attained.

TAEASS401B Plan assessment activities and processes

TAEASS402B Assess competence

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Target Group

This Skill Set is for people interested in training and assessing learner drivers/riders, and for assessors/examiners who assess drivers upgrading their licences in the heavy vehicle classes.

Suggested words for Statement of Attainment

This TLISS00162 Driving Instructor Skill Set from the TLI Transport and Logistics Training Package meets the industry and regulatory requirements for assessors who train and assess learner drivers/riders prior to issuance of a driver/motorcycle licence and for assessors/examiners who assess drivers upgrading their licences in the heavy vehicle classes.

Custom Content Section

Not applicable.

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TLISS00163 Complier/Classifier Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces but is not equivalent to the TLISS00072 Compiler Classifier Skill Set.

Description

This Skill Set reflects the work required by people who undertake compiler/classifier duties in the Customs Broking Industry.

Pathways Information

The TLISS00163 Compiler/Classifier Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **8 units** of competency must be attained

TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIE3021	Work and communicate effectively with others
TLIX0001	Determine tariff classification of goods
TLIX0002	Initiate cargo border procedures
TLIX0003	Conduct advanced border clearance functions
TLIX5046	Carry out standard customs clearance practices
TLIX5047	Determine customs value
TLIX5054	Comply with biosecurity border clearance

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Target Group

People interested in working as a compiler/classifier in the Customs Broking Industry.

Suggested words for Statement of Attainment

This TLISS00163 Compiler/Classifier Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who are compilers/classifiers in the Customs Broking Industry.

Custom Content Section

Not applicable.

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TLISS00164 International Freight Forwarding Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces but is not equivalent to the TLISS00022 International Freight Forwarding Skill Set.

Description

This Skill Set reflects the work required by people who undertake international freight forwarding duties in the International Freight Forwarding Industry.

Pathways Information

The TLISS00164 International Freight Forwarding Skill Set provides credit towards the TLI31316 Certificate III in International Freight Forwarding (Operator) qualification in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **8 units** of competency must be attained.

TLIA2009	Complete and check import/export documentation
TLIA4033	Organise international transport of freight
TLIE1003	Participate in basic workplace communication
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures
TLIF1001	Follow work health and safety procedures
TLIG1001	Work effectively with others

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TLII0002 Provide freight forwarding information and customer service

TLIK2007 Perform electronic data interchange to transmit shipping documentation

Target Group

People interested in working in an international freight forwarding environment. It is intended for use by entry-level employees or those who will be carrying out basic activities within international freight forwarding.

Suggested words for Statement of Attainment

This TLISS00164 International Freight Forwarding Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who are international freight forwarding entry-level employees.

Custom Content Section

Not applicable.

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TLISS00165 Furniture Removal Pre-Packer Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00073 Furniture Removal Pre-Packer Skill Set.

Description

This Skill Set is for individuals who pre-pack furniture and effects in the furniture removal industry.

Pathways Information

The TLISS00165 Furniture Removal Pre-Packer Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLID1001 Shift materials safely using manual handling methods

TLID3048 Pack and unpack furniture and effects

TLIE2008 Process workplace documentation

TLIE2032 Assess removal load

TLII1002 Apply customer service skills

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Target Group

People interested in the role of pre-packing furniture and effects in the furniture removal industry.

Suggested words for Statement of Attainment

This TLISS00165 Furniture Removal Pre-Packer Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work in a pre-packer role in furniture removal.

Custom Content Section

Not applicable.

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TLISS00166 Furniture Removal Team Leader Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00074 Furniture Removal Team Leader Skill Set.

Description

This Skill Set is for individuals who undertake team leader duties in the furniture removal industry.

Pathways Information

The TLISS00166 Furniture Removal Team Leader Skill Set contributes to the TLI33316 Certificate III in Furniture Removal in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **4 units** of competency must be attained.

BSBWOR301	Organise personal work priorities and development
TLID3050	Coordinate furniture removal
TLIG3002	Lead a work team or group
TLIL4005	Apply conflict/grievance resolution strategies

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Target Group

People interested in the role of team leader within the furniture removal industry.

Suggested words for Statement of Attainment

This TLISS00166 Furniture Removal Team Leader Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for an individual to perform a furniture removal team leader role.

Custom Content Section

Not applicable.

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TLISS00167 International Furniture Removal Packer and Wrapper Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00075 International Furniture Removal Packer and Wrapper Skill Set.

Description

This Skill Set is for individuals who pack and wrap furniture and effects for international removal in the furniture removal industry.

Pathways Information

The TLISS00167 International Furniture Removal Packer and Wrapper Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLID1001 Shift materials safely using manual handling methods

TLID3049 Pack and wrap furniture and effects for international removals

TLIE2008 Process workplace documentation

TLIE2032 Assess removal load

TLII1002 Apply customer service skills

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Target Group

People interested in the role of packing and wrapping furniture and effects for international removal in the furniture removal industry.

Suggested words for Statement of Attainment

This TLISS00167 International Furniture Removal Packer and Wrapper Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as an international furniture removal packer and wrapper.

Custom Content Section

Not applicable.

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TLISS00168 Introduction to the Waste Industry Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00076 Introduction to the Waste Industry Skill Set.

Description

This Skill Set is for individuals who are new workers in the Waste Industry.

Pathways Information

The TLISS00168 Introduction to the Waste Industry Skill Set contributes to the TLI33416 Certificate III in Waste Driving Operations in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **6 units** of competency must be attained.

TLID1001 Shift materials safely using manual handling methods

TLIF1001 Follow work health and safety procedures

TLIF2010 Apply fatigue management strategies

TLIL1001 Complete workplace orientation/induction procedures

TLIU2012 Participate in environmentally sustainable work practices

TLIU3015 Identify wastes and hazards in the waste management industry

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Target Group

People interested in working in the Waste Industry.

Suggested words for Statement of Attainment

This TLISS00168 Introduction to the Waste Industry Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for new workers commencing work in the Waste Industry.

Custom Content Section

Not applicable.

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TLISS00169 Stevedoring Clerical Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00079 Stevedoring Clerical Skill Set.

Description

This Skill Set is for individuals who perform clerical work in the Stevedoring Industry.

Pathways Information

This Skill Set contributes to the TLI33516 Certificate III in Stevedoring in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIA2009 Complete and check import/export documentation

TLIA3004 Process receipt and delivery of containers and cargo

TLIK2010 Use infotechnology devices in the workplace

TLIO2021 Follow security procedures when working with goods and cargo

Target Group

People interested in clerical work in the stevedoring industry.

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Suggested words for Statement of Attainment

This TLISS00169 Stevedoring Clerical Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who perform clerical tasks in the Stevedoring Industry.

Custom Content Section

Not applicable.

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TLISS00170 Stevedoring Crane Operations Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00080 Stevedoring Crane Operations Skill Set.

Description

This Skill Set is for individuals who apply workplace procedures and regulatory requirements when shifting loads using cranes as part of work activities in the stevedoring, transport, logistics and allied industries.

Pathways Information

This Skill Set contributes to TLI33516 Certificate III in Stevedoring in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLIB2001 Check and assess operational capabilities of equipment

TLID3044 Shift loads using cranes

TLIE3002 Estimate/calculate mass, area and quantify dimensions

TLIE3015 Undertake rigger/dogger and driver communication

TLIO2021 Follow security procedures when working with goods and cargo

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Target Group

People interested in stevedoring crane operations roles.

Suggested words for Statement of Attainment

This TLISS00170 Stevedoring Crane Operations Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who perform crane operations tasks in stevedoring.

Custom Content Section

Not applicable.

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TLISS00171 Stevedoring Equipment Controller Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00081 Stevedoring Equipment Controller Skill Set.

Description

This Skill Set is for individuals who control and monitor the performance of terminal equipment by effectively managing equipment operations to optimise productivity and safety while adhering to port policies and procedures.

Pathways Information

This Skill Set contributes to TLI33516 Certificate III in Stevedoring in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIA3055 Coordinate terminal/wharf equipment operations

TLIE3002 Estimate/calculate mass, area and quantify dimensions

TLIK2010 Use infotechnology devices in the workplace

TLIO2021 Follow security procedures when working with goods and cargo

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Target Group

People interested in stevedoring equipment controller roles.

Suggested words for Statement of Attainment

This TLISS00171 Stevedoring Equipment Controller Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who perform equipment controller tasks in stevedoring.

Custom Content Section

Not applicable.

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TLISS00172 Stevedoring Equipment Operations/Light Load Shifting Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00082 Stevedoring Equipment Operations/Light Load Shifting Skill Set.

Description

This Skill Set is for individuals who plan and move materials and loads using specialised light load shifting equipment in accordance with workplace requirements and relevant regulatory requirements.

Pathways Information

This Skill Set contributes to TLI33516 Certificate III in Stevedoring in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIB2001 Check and assess operational capabilities of equipment

TLID2045 Operate specialised light load shifting equipment

TLIE3002 Estimate/calculate mass, area and quantify dimensions

TLIO2021 Follow security procedures when working with goods and cargo

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Target Group

People interested in stevedoring equipment operations/light load shifting roles.

Suggested words for Statement of Attainment

This TLISS00172 Stevedoring Equipment Operations/Light Load Shifting Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who perform light load shifting equipment operations in stevedoring.

Custom Content Section

Not applicable.

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TLISS00173 Stevedoring Equipment Operations/Specialised Load Shifting Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00091 Stevedoring Equipment Operations/Specialised Load Shifting Skill Set.

Description

This Skill Set is for individuals who plan and move materials and loads using specialised load shifting equipment in accordance with workplace requirements and relevant regulatory requirements.

Pathways Information

This Skill Set contributes to TLI33516 Certificate III in Stevedoring in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIB2001 Check and assess operational capabilities of equipment

TLID2012 Operate specialised load shifting equipment

TLIE3002 Estimate/calculate mass, area and quantify dimensions

TLIO2021 Follow security procedures when working with goods and cargo

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Target Group

People interested in stevedoring equipment operations/specialised load shifting roles.

Suggested words for Statement of Attainment

This TLISS00173 Stevedoring Equipment Operations/Specialised Load Shifting Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who perform stevedoring equipment operations/specialised load shifting roles.

Custom Content Section

Not applicable.

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TLISS00174 Stevedoring Gantry Crane Operations Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00083 Stevedoring Gantry Crane Operations Skill Set.

Description

This Skill Set is for individuals who shift loads using gantry equipment. It includes planning work, identifying load characteristics and safely moving loads.

Pathways Information

This Skill Set contributes to TLI33516 Certificate III in Stevedoring in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLIB2001 Check and assess operational capabilities of equipment

TLID3043 Shift loads using gantry equipment

TLIE3002 Estimate/calculate mass, area and quantify dimensions

TLIE3015 Undertake rigger/dogger and driver communication

TLIO2021 Follow security procedures when working with goods and cargo

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Target Group

People interested in stevedoring gantry crane operations roles.

Suggested words for Statement of Attainment

This TLISS00174 Stevedoring Gantry Crane Operations Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who perform gantry crane operations tasks in stevedoring.

Custom Content Section

Not applicable.

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TLISS00175 Stevedoring Operation Induction and Safety Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00084 Stevedoring Operation Induction and Safety Skill Set.

Description

This Skill Set is for individuals who are new entrants to the Stevedoring Industry.

Pathways Information

This Skill Set contributes to TLI21416 Certificate II in Stevedoring in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLID1001 Shift materials safely using manual handling methods

TLIF1001 Follow work health and safety procedures

TLIF2006 Apply accident-emergency procedures

TLIF2010 Apply fatigue management strategies

TLIL1001 Complete workplace orientation/induction procedures

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Target Group

People interested in stevedoring roles.

Suggested words for Statement of Attainment

This TLISS00175 Stevedoring Operation Induction and Safety Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for new employees commencing stevedoring work in the Stevedoring Industry.

Custom Content Section

Not applicable.

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TLISS00176 Stevedoring Reefer Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00085 Stevedoring Reefer Skill Set.

Description

This Skill Set is for individuals connect and disconnect reefer units in accordance with workplace requirements.

Pathways Information

This Skill Set contributes to TLI33516 Certificate III in Stevedoring in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLIA2003 Connect and disconnect reefer units

TLIA3002 Maintain container/cargo records

TLIF2068 Work at height in the stevedoring industry

TLIK2010 Use infotechnology devices in the workplace

TLIO2021 Follow security procedures when working with goods and cargo

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Target Group

People interested in stevedoring reefer roles.

Suggested words for Statement of Attainment

This TLISS00176 Stevedoring Reefer Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who perform reefer tasks in stevedoring.

Custom Content Section

Not applicable.

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TLISS00177 Stevedoring Ship Mounted Crane Operations Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00086 Stevedoring Ship Mounted Crane Operations Skill Set.

Description

This Skill Set is for individuals who perform ship mounted crane operations in the Stevedoring Industry.

Pathways Information

This Skill Set contributes to TLI33516 Certificate III in Stevedoring in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **5 units** of competency must be attained.

TLIB2001 Check and assess operational capabilities of equipment

TLID3047 Shift loads using ship mounted crane

TLIE3002 Estimate/calculate mass, area and quantify dimensions

TLIE3015 Undertake rigger/dogger and driver communication

TLIO2021 Follow security procedures when working with goods and cargo

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Target Group

People interested in stevedoring ship mounted crane roles.

Suggested words for Statement of Attainment

This TLISS00177 Stevedoring Ship Mounted Crane Operations Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who perform ship mounted crane operations tasks in stevedoring.

Custom Content Section

Not applicable.

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TLISS00178 Stevedoring Team Leader Skill Set

Modification History

Release 1. New Skill Set

This Skill Set replaces and is equivalent to the TLISS00087 Stevedoring Team Leader Skill Set.

Description

This Skill Set is for individuals who lead a work team or group in the Stevedoring Industry.

Pathways Information

This skill set contributes to TLI33516 Certificate III in Stevedoring in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **4 units** of competency must be attained.

TLIF3003 Implement and monitor work health and safety procedures

TLIG3002 Lead a work team or group

TLIL4005 Apply conflict/grievance resolution strategies

TLIO3016 Apply and monitor workplace security procedures

Target Group

People interested in stevedoring team leader roles.

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Suggested words for Statement of Attainment

TLISS00178 Stevedoring Team Leader Skill Set from the TLI Transport and Logistics Training Package meets the requirements for individuals who perform team leader tasks in stevedoring.

Custom Content Section

Not applicable.

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TLISS00179 Waste Industry Off-Sider Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00090 Waste Industry Off-Sider Skill Set.

Description

This Skill Set is for individuals who work as off-siders or loaders in the Waste Industry.

Pathways Information

The TLISS00179 Waste Industry Off-Sider Skill Set contributes to TLI33416 Certificate III in Waste Driving Operations in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of **3 units** of competency must be attained.

TLID1001 Shift material safely using manual handling methods

TLIF3014 Operate as an off-sider in the waste management industry

TLIU3015 Identify wastes and hazards in the waste management industry

Target Group

This is a Skill Set has been endorsed by industry as being appropriate for an off-sider role within the Waste Industry.

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Suggested words for Statement of Attainment

This TLISS00179 Waste Industry Off-Sider Skill Set from the TLI Transport and Logistics Training Package meets the requirements for individuals who work in a Waste Industry off-sider role.

Custom Content Section

Not applicable.

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TLISS00180 Mobile Crane Operations Supervisor Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00036 Mobile Crane Operations Supervisor Skill Set.

Description

This Skill Set reflects the work required by people who manage individuals or small teams, and develop and implement the organisation's operational plan.

Pathways Information

This Skill Set is part of the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **7 units** of competency must be attained.

BSBMGT502 Manage people performance

BSBMGT517 Manage operational plan

BSBRSK401 Identify risk and apply risk management processes

TLIE4006 Collect, analyse and present workplace data and information

TLIF4007 Implement and coordinate accident-emergency procedures

TLIF4064 Manage fatigue management policy and procedures

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TLIP4010 Assess lift requirements and provide quotation

Target Group

People required to perform supervisory, allocation and administrative roles for mobile crane operations.

Suggested words for Statement of Attainment

This TLISS00180 Mobile Crane Operations Supervisor Skill Set meets the industry requirements to perform a supervisory and allocation role in mobile crane operations.

Custom Content Section

Not applicable.

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TLISS00181 Open Road Operator Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00037 Open Road Operator Skill Set.

Description

This Skill Set is for individuals who work as an open road operator within a road traffic control centre.

Pathways Information

The TLISS00181 Open Road Operator Skill Set contributes to the TLI42516 Certificate IV in Traffic Operations in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **6 units** of competency must be attained.

HLTWHS006	Manage personal stressors in the work environment
TLIF3085	Apply local incident response procedures
TLIF4007	Implement and coordinate accident-emergency procedures
TLIF4069	Monitor and respond to traffic flow
TLIK2010	Use infotechnology devices in the workplace
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

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Target Group

People interested in working as an open road operator within a road traffic control centre.

Suggested words for Statement of Attainment

This TLISS00181 Open Road Operator Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as an open road operator within a road traffic control centre.

Custom Content Section

Not applicable.

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TLISS00182 Road Tunnel Operator Skill Set

Modification History

Release 1. New Skill Set.

This Skill Set replaces and is equivalent to the TLISS00047 Road Tunnel Operator Skill Set.

Description

This Skill Set is for individuals who work as a tunnel operator in a road traffic control centre.

Pathways Information

The TLISS00182 Road Tunnel Operator Skill Set contributes to the TLI42516 Certificate IV in Traffic Operations in the TLI Transport and Logistics Training Package.

Licensing/Regulatory Information

Candidates should ensure they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Skill Set Requirements

A total of **7 units** of competency must be attained.

HLTWHS006	Manage personal stressors in the work environment
TLIF4007	Implement and coordinate accident-emergency procedures
TLIF4069	Monitor and respond to traffic flow
TLIF4070	Operate fire and life safety system within a tunnel
TLIF5020	Manage emergencies
TLIK2010	Use infotechnology devices in the workplace
TLIU1009	Monitor plant and equipment in an environmentally sustainable manner

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Target Group

People interested in working as a road tunnel operator in a road traffic control centre.

Suggested words for Statement of Attainment

This TLISS00182 Road Tunnel Operator Skill Set from the TLI Transport and Logistics Training Package meets the industry requirements for individuals who work as a road tunnel operator in a road traffic control centre.

Custom Content Section

Not applicable.

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