TLIK707C Perform electronic data interchange (EDI) to transmit shipping documentation

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to perform electronic data interchange (EDI) to transmit shipping documentation including identifying and establishing document purpose and information sources, compiling data files, and transmitting and receiving documentation.

Application of the Unit

Work must be carried out in accordance with the relevant regulations and workplace procedures concerning the use of electronic data interchange (EDI) to transmit shipping documentation.

Work is performed under general supervision. It involves the application of routine procedures to perform electronic data interchange (EDI) to transmit shipping documentation in the transport and distribution industry.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.
Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element		**Performance Criteria**	
1	**Identify and establish document purpose and information sources**	1.1	Purpose of task is identified and appropriate document template(s) accessed
		1.2	Manual and computerised sources of data are accessed in accordance with the requirements of the task
		1.3	Existing files and data required to be updated are identified
		1.4	Stored data regarding applicable regulations, client instructions, protocols and procedures are selected and combined correctly for the task
2	**Compile data files**	2.1	Files are created/updated according to required format and layout
		2.2	Data are accurately entered following regulatory and workplace requirements and are consistent with required purpose
		2.3	All relevant sections of the documentation are checked for accuracy and completeness
		2.4	Discrepancies in documentation are identified and action undertaken in accordance with workplace procedures
		2.5	Files created or updated are saved and stored in accordance with workplace and regulatory requirements
3	**Transmit documentation**	3.1	Document destination(s) are correctly identified and selected
		3.2	Destinations are checked for readiness to receive transmission
		3.3	Security arrangements for data exchange are undertaken in accordance with workplace procedures
		3.4	Documents are transmitted ensuring componentry is used according to workplace procedures and that

all information is correctly downloaded

		3.5	Action is undertaken within scope of authority to rectify transmission faults
		3.6	Print out of documents are made and filed/stored/forwarded in accordance with workplace procedures
4	**Receive documentation**	4.1	Infotechnology devices are checked for readiness to receive downloaded documentation
		4.2	Received documentation is printed and/or checked for accuracy and legibility
		4.3	Action is undertaken within scope of authority to rectify transmission faults
		4.4	Print-out of documents is made and filed/stored/forwarded in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Relevant agreements, codes of practice or other legislative requirements including local and international freight regulations

Relevant OH&S procedures and guidelines concerning the use of computer equipment in the workplace

OH&S risks and hazards when using computer equipment for work tasks, and ways of controlling the risks/hazards

Workplace procedures for the transfer and storage of electronic data and the use of related computer equipment and application software

Equipment applications, capacities, configurations, safety hazards and control mechanisms

Typical problems that can occur when performing electronic data interchange (EDI) to transmit shipping documentation and related action that can be taken to prevent or solve them

Housekeeping standards and procedures required in the workplace

Workplace or site layout

Required skills:

Communicate effectively with others when performing electronic data interchange (EDI) to transmit shipping documentation

Read and interpret instructions, procedures, information and manuals relevant to the use of electronic data interchange (EDI) to transmit shipping documentation

Interpret and follow operational instructions and prioritise work

Complete documentation related to work activities

Use electronic data interchange (EDI) to transmit shipping documentation to required protocol

Work collaboratively with when performing electronic data interchange (EDI) to transmit shipping documentation

Adapt appropriately to cultural differences in the workplace, including modes of behaviour

and interactions with others

Promptly report and/or rectify any identified problems, faults or malfunctions that may occur when performing electronic data interchange (EDI) to transmit shipping documentation in accordance with regulatory requirements and workplace procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Identify and use computer equipment, software, processes and procedures relevant to the context of the job

Adapt to differences in EDI equipment in accordance with standard operating procedures

Maintain eye-hand coordination

Transport & Logistics Industry Skills Council

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying: the underpinning knowledge and skills relevant legislation and workplace procedures other relevant aspects of the range statement
Context of and specific resources for assessment	Performance is demonstrated consistently over a period of time and in a suitable range of contexts Resources for assessment include: a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to: relevant and appropriate materials and/or equipment, and/or applicable documentation including workplace procedures, regulations, codes of practice and operation manuals |
| **Method of assessment** | Assessment of this unit must be undertaken by a registered training organisation As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests Practical assessment must occur: through appropriately simulated activities at the registered training organisation, and/or in an appropriate range of situations in the workplace |

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

The operations may be conducted:	in a range of work environments by day or night in a range of typical weather conditions
Customers may be:	internal or external
Work environment may include movement of:	equipment goods materials vehicular traffic
The electronic transfer medium may include:	email, bulletin boards computer faxes
Security procedures may include:	encryption of data controlled access regulated transmission times
Transfer of data may include:	interfaces between agents authorities brokers clients outposts
Requirements for work may include:	data protocols and procedures communications equipment security clearances incident/accident breakdown procedures authorities and permits hours of operations relevant regulations
Consultative processes may involve:	other employees and supervisors international and domestic agents, suppliers, potential customers and existing clients relevant authorities and institutions management OH&S specialists, other maintenance, professional or technical staff

Communication in the work area may include:	phone electronic data interchange (EDI) fax email internet radio oral, aural or signed communications
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures enterprise procedures organisational procedures established procedures
Information/documents may include:	workplace procedures and policies for the use of computer equipment and software required for electronic data interchange (EDI) manufacturers instructions concerning the use required computing equipment and software goods identification numbers and codes manifests, bar codes, goods and container identification/serial numbers supplier and/or client instructions material safety data sheets relevant codes of practice relevant legislation, regulations and related documentation award, enterprise bargaining agreement, other industrial arrangements relevant standards and certification requirements quality assurance procedures emergency procedures
Applicable regulations and legislation may include:	local and international freight regulations relevant Australian standards and certification requirements relevant state/territory OH&S legislation relevant state/territory environmental protection legislation workplace relations regulations workers compensation regulations Dangerous Goods Code and regulations

Unit Sector(s)

Not applicable.

Competency Field

K - Computers and Technology