



Australian Government

Department of Education, Employment and Workplace Relations

TLIL3107B Monitor and process attendance records

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to monitor and process attendance records in accordance with regulatory and workplace requirements, including monitoring attendance records and checking and processing attendance information.

Application of the Unit

Work must be carried out in compliance with the codes of practice and workplace requirements relevant to the monitoring and processing of attendance records.

Work is performed individually, but the ability to work within a team environment may be required.

Work involves the application of workplace procedures and relevant regulatory and code requirements to the monitoring and processing of attendance records as part of work activities in the rail transport and/or allied industries.

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 Monitor attendance records	<p>1.1 Hours worked, as recorded for each employee, are accessed, checked and documented on a prescribed time basis</p> <p>1.2 Employee record cards or other daily time records showing hours absent are followed up to ensure authorised absences are accurately recorded</p> <p>1.3 Employee daily time records showing additional hours worked are followed up to determine whether additional payments are authorised</p> <p>1.4 Unauthorised absences are notified to appropriate personnel on a timely basis to ensure follow-up action is initiated</p> <p>1.5 Employee attendance sheets are received, checked and processed to ensure accurate employee records are maintained</p>
2 Process attendance records	<p>2.1 Unexplained absences are identified, confirmed and appropriate personnel are notified for follow-up action</p> <p>2.2 Timesheets, or equivalent, are checked and forwarded to payroll department for costing purposes</p> <p>2.3 Employee record cards or other identification system requirements are checked and redistributed on a timely basis</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

Regulations and codes of practice relevant to the monitoring and processing of attendance records

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the monitoring and processing of attendance records

Focus of operation of work systems, equipment, management and site operating systems for the monitoring and processing of attendance records

Elements of human resources systems relevant to the monitoring and processing of attendance records, including: workplace's timekeeping practices, conditions of employment, labour/costing practices, industrial agreements and awards, auditing requirements, payroll practices and procedures, personnel records requirements, and computer based personnel recording systems

Problems that may occur when monitoring and processing attendance records and appropriate action that can be taken to resolve the problems

Documentation and reporting requirements for the monitoring and processing of attendance records including computer based personnel recording systems

Required skills:

Communicate effectively with others when monitoring and processing attendance records

Read and interpret instructions, procedures and information relevant to work activities

Interpret conditions of employment and industrial agreements and awards

Interpret and follow operational instructions and prioritise work

Complete documentation related to work activities

Operate electronic communication equipment to required protocol

Conduct simple calculations required when monitoring and processing attendance records

Work collaboratively with others when monitoring and processing attendance records

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

and interactions with others

Promptly report and/or rectify any problems identified when monitoring and processing attendance records in accordance with regulatory requirements and workplace procedures

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies and environments

Work systematically with required attention to detail

Operate and adapt to differences in equipment in accordance with standard operating procedures

Select and use relevant computer, communication and office equipment required when monitoring and processing attendance records

Select and use required personal protective equipment conforming to industry and OH&S standards

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.

Work may be conducted:	in a range of work environments by day or night
Employees include:	all personnel whose attendance is recorded for timekeeping purposes
Workplaces may comprise:	large, medium or small worksites
Timekeeping records and systems may include, but are not limited to:	clock cards/identification numbers swipe cards/physical recognition systems manual clocking systems integrated attendance sheet systems maternity/paternity leave jury leave rest breaks between shifts/overtime
Information on attendance records may be obtained from:	timesheets absentee records payroll department record cards identification system requirements
Consultative processes may involve:	other employees, supervisors and managers affected customers official representatives relevant authorities and institutions management and union representatives industrial relations and OH&S specialists
Communication in the work area may include:	phone electronic data interchange (EDI) fax email

	internet
	RF systems
	oral, aural or signed communications
Personal protective equipment may include:	gloves
	safety headwear and footwear
	safety glasses
	two-way radios
	high visibility clothing
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:	regulatory and/or code requirements relevant to the maintenance of attendance records
	workplace procedures and policies for the monitoring and processing of attendance records
	employees timesheets, absentee records, record cards or computer files
	operations manuals, job specifications and induction documentation
	manufacturers specifications for office equipment
	conditions of service, award, enterprise bargaining agreement, and other industrial arrangements
	relevant Australian standards and certification requirements
	quality assurance procedures
	emergency procedures
Applicable regulations and legislation may include:	federal and state/territory award legislation
	relevant state/territory regulations and codes of practice relevant to the monitoring and processing of attendance records
	relevant state/territory privacy legislation
	relevant state/territory OH&S and

environmental protection legislation
workplace relations regulations including
equal opportunity, equal employment
opportunity and affirmative action legislation
workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

L - Resource Management