



Australian Government

TLIE4030A Prepare rail safety reports

Release 1

TLIE4030A Prepare rail safety reports

Modification History

Release 1 - New unit of competency

Unit Descriptor

This unit involves the skills and knowledge required to prepare safety reports to meet legislative, regulatory and organisational requirements.

It includes collecting, interpreting and evaluating information, composing the rail safety report and editing it prior to submission.

Licensing or certification requirements are not applicable to this unit.

Application of the Unit

Rail safety reports may be required to meet legislative, regulatory and organisational requirements. They would typically include safety performance reports, regulatory reporting, incident reports, and safety system audit reports.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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

- 1 Identify needs of the rail safety report**
 - 1.1 Reasons for and requirements of the rail safety report are identified and set procedures for specific types of report are followed
 - 1.2 Target audience for the report is identified and the appropriate style of recording and reporting is chosen to meet their needs
 - 1.3 Timeframe for delivery of the report is identified and met

- 2 Collect and analyse information**
 - 2.1 Information is sourced from inside and outside the organisation in accordance with organisational and legislative requirements
 - 2.2 Information is validated to ensure accuracy, relevance, sufficiency and currency
 - 2.3 Collected information is analysed and recorded in accordance with organisational requirements and type of report required

- 3 Record information**
 - 3.1 Collected information is recorded and reported in the required format, style, structure and timeframe
 - 3.2 Technology available in the workplace is used to store and retrieve data
 - 3.3 Appropriate measures are taken to ensure all written material complies with legislative requirements and organisational policies and procedures

- 4 Compose rail safety reports**
 - 4.1 Rail safety report purpose, objectives and format are determined in accordance with organisational and regulatory requirements
 - 4.2 Sourced information is collated in a logical manner and assessed for relevance and inclusion
 - 4.3 Content, structure and sequencing of materials are determined in line with the purpose and intended audience
 - 4.4 Actions and/or recommendations are included where appropriate
 - 4.5 Rail safety report is compiled and reviewed to confirm objectives and organisational and legislative requirements
 - 4.6 Rail safety report is completed within agreed timeframes

- 5 Edit final report**
 - 5.1 Content of the final report is checked and proofread for grammar, spelling and punctuation
 - 5.2 Information is amended as required, and the rail safety report is authorised in accordance with organisational policy and procedures prior to submission

Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

Required knowledge:

- Barriers to effective communication
- Industry terminology used in rail safety sectors
- Legislative requirements and obligations of safety reporting in each applicable state/territory, including legal requirements of own role and responsibilities
- Organisational policies, procedures, guidelines and requirements for report writing
- Protocols and procedures for communicating in writing with others
- Security, freedom and confidentiality of information

Required skills:

- Adjust written communication to suit audience and situation
- Apply appropriate written communication techniques
- Check and confirm accuracy and validity of information
- Handle and store information securely and safely, with an awareness of environmental and sustainable practices
- Make conclusions that are clearly based on the information
- Present written material in the range of media used in the workplace
- Read, analyse and interpret documents containing the required information
- Record complete, accurate, clear and objective information
- Sort information into a logical pattern

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 required knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement
- Assessment must include exercises which demonstrate competent performance of the following in a range of situations:
 - collecting and analysing data
 - writing a rail safety report
 - editing a rail safety report

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/or 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 equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment, and/or
 - in an appropriate range of situations in the workplace

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.

Collect information from a range of different sources and strategies may include:

- organisational information recording and storage system
- paper and computer sources of data and information
- interviews
- incident reports
- case notes
- colleagues

Legislative requirements may include:

- notifiable occurrences
- annual safety performance report
- private siding activity statements
- event reports
- periodical reports
- compliance reports
- regulatory responses

Applicable legislation, regulations and codes may include:

- relevant commonwealth and state/territory regulations and codes
- relevant rail industry standards, codes of practice and regulations
- relevant state/territory occupational health and safety (OH&S) legislation
- Privacy Act

Unit Sector(s)

Not applicable.

Competency Field

E – Communication and Calculation