TLIE4032A Use internal communication systems for rail industry regulatory compliance

Release 1

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Modification History

Release 1 - New unit of competency

Unit Descriptor

This unit involves the skills and knowledge required to use internal communication systems for rail industry regulatory compliance.
It includes identifying regulatory compliance requirements, disseminating information, updating systems and managing data.
Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

This unit covers identifying relevant information related to safety management and disseminating the information to the appropriate personnel.

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 or confirm regulatory compliance requirements	1.1 Regulatory compliance information is received and analysed for relevance and importance
	1.2 Relevant personnel to whom the information is to be communicated are determined in accordance with regulatory and/or organisational requirements
	1.3 Where required, data is transposed into other media prior to dissemination of information
2 Disseminate information	2.1 Method/s of communication is determined in accordance with regulatory and/or organisational requirements
	2.2 Regulatory compliance information is disseminated promptly and, where applicable, receipt of the information is confirmed and stored/managed in accordance with organisational requirements
3 Update systems	3.1 All organisational systems affected by the regulatory compliance information are identified and updated in accordance with regulatory and/or organisational requirements
4 Manage data	4.1 Regulatory compliance information is filed/stored in accordance with regulatory and/or organisational requirements in such a way as to be retrieved as required in the future

Required Skills and Knowledge

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

Required knowledge:

- Data management systems
- Organisational systems available for information communication and dissemination
- Relevant legislation, regulations, permit and licence requirements related to rail safety management
- Requirements of organisational systems including safety management system and risk management plans, risk registers, etc.

Required skills:

- Communicate effectively with others verbally and in writing
- Read and interpret instructions, procedures and information relevant to activities
- Use appropriate media to disseminate information
- Work collaboratively with others

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:
	  • identifying rail industry regulatory compliance requirements
	  • identifying and using media available for dissemination of information
	  • identifying storage methods for regulatory compliance information

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.

Regulatory compliance information may include:	- notices - safety alerts - policy changes - feedback to stakeholders - safety reports
Relevant personnel may be:	- supervisors and/or managers - customers - official representatives - contractors - relevant authorities - employees
Communication methods may include:	- electronic media - verbal briefings - presentations - notices - noticeboards - toolbox talks - workplace meetings
Organisational systems may include:	- rail safety management system - interface agreements - risk management system

Unit Sector(s)

Not applicable.

Competency Field

E – Communication and Calculation