



**Australian Government**

# **TLIF4099A Develop an application for, or variation to, rail accreditation**

**Release 1**

# **TLIF4099A Develop an application for, or variation to, rail accreditation**

## **Modification History**

Release 1 - New unit of competency

## **Unit Descriptor**

This unit involves the skills and knowledge required to develop an application for rail safety accreditation.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

## **Application of the Unit**

This unit covers the requirements to develop an application for new rail transport operator accreditation and/or for a variation to current accreditation.

## **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 requirements for accreditation or variation application**

- 1.1 Documentation and requirements relevant to the application for, or variation to, accreditation is accessed and interpreted
- 1.2 Policies and objectives that express the organisation's commitment to regulatory compliance management are developed
- 1.3 Plan is prepared for the development of compliance requirements
- 1.4 Required resources are identified and maintained to support the plan and approval from relevant personnel is gained
- 1.5 Framework for the regulatory compliance management system is established and implemented
- 1.6 Scope of proposed compliance requirements and resources is determined in consultation with relevant personnel and regulatory compliance is integrated in to all relevant documentation
- 1.7 Consultation process is documented, information on the regulatory compliance system and procedures is explained and ready access to this information by all relevant stakeholders is ensured

### **2 Collate, compile and submit application for accreditation or variation**

- 2.1 Relevant documentation relating to governance, scope of operations, systems and procedures to meet application requirements is collected
- 2.2 Endorsement and sign off of documents by relevant authorising officers is ensured
- 2.3 Required resources to meet scope of operations are identified and documented
- 2.4 Completed application with supporting evidence is verified prior to sign off by senior management
- 2.5 Finalised application is submitted to the relevant jurisdiction regulatory body
- 2.6 Requests for further details or additional information are acted upon in a timely manner

## Required Skills and Knowledge

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

### Required knowledge:

- Components of and policies and procedures related to, rail accreditation system
- Relevant legislation, regulations, permit and licence requirements related to rail accreditation
- Responsibilities of organisation and individual employees related to rail accreditation system
- Strategies for ensuring that the investigation and analysis of errors, safety incidents and accidents identify the extent to which fatigue is a contributing factor

### Required skills:

- Adapt to any changes in legislation and regulations as they may relate to rail accreditation application activities
- Communicate effectively with others when developing the organisation's rail accreditation application
- Read and interpret documentation related to rail accreditation application activities
- Work collaboratively with employees and management to develop the rail accreditation application

## 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 relevant internal and external persons relevant to an application for rail accreditation
  - developing an application or variation to an accreditation submission

### **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.

Components of a regulatory system include:

- policy documents
- procedures

Depending on the organisation, operating procedures may include:

- standard operating procedures
- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Information and documents may include:

- commonwealth and state/territory regulations and guidelines concerning fatigue management in various transport and workplace situations
- fatigue risk management system documents
- workplace instructions and procedures on fatigue management
- reports of audits of fatigue risk management system
- error and safety incident reports
- relevant occupational health and safety (OH&S) regulations and procedures
- relevant standards and certification requirements
- quality assurance procedures
- relevant national and/or state/territory regulatory requirements
- relevant state/territory permit regulations and requirements
- relevant state/territory OH&S legislation

Applicable legislation, regulations and codes may include:

## Unit Sector(s)

Not applicable.

## Competency Field

F – Safety Management