



Australian Government

Department of Education, Employment and Workplace Relations

TLIH3002A Plan and navigate routes

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to plan and navigate routes as part of transport operations. It includes interpreting information from a road map, street directory or a GPS (Global Positioning System) device; planning the most appropriate route taking into account pertinent factors; and completing required trip documentation in accordance with operational requirements. Licensing, legislative, regulatory or certification requirements may be applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the regulations of the relevant state/territory roads and traffic authorities.

Work is performed under general or limited supervision. It involves the application of map reading principles and procedures to the planning and navigation of routes as part of transport operations route.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills 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

ELEMENT	PERFORMANCE CRITERIA
1 Interpret street maps	<p>1.1 Symbols in a street directory/road map/GPS are recognised and interpreted</p> <p>1.2 Places are identified in a directory index and the information is used to locate the places on the appropriate map</p>
2 Plan routes	<p>2.1 Given a location and a destination, the most direct and alternative routes between two points are identified using a street directory/road map/GPS</p> <p>2.2 Where necessary, information on height, width and load limits of road infrastructure and other restrictions on thoroughfares is accessed and interpreted and taken into account when planning a route for a journey</p> <p>2.3 A suitable route is selected to ensure the most efficient, safe, secure and legal transport operation, taking into account relevant criteria for the transport operation concerned</p>
3 Follow planned route	<p>3.1 Planned route is correctly followed with the aid of a street directory, road map and/or GPS system</p> <p>3.2 Where relevant, geographic regions, tourism features and other places of interest are identified</p> <p>3.3 Required route documentation is completed in accordance with purpose of transportation and enterprise requirements</p> <p>3.4 Parking procedures are observed in accordance with enterprise procedures and relevant legislative requirements</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:

- Relevant state and territory permit and licence regulations and requirements
- Operational procedures for planning and navigating transport routes
- Features and contents of maps and street directories and techniques for their use in transport navigation
- Basic GPS operation
- Road conditions for various routes, including sections undergoing road works
- Physical hazards such as height, width and mass limitations of bridges, tunnels and other critical physical structures along a possible route

REQUIRED KNOWLEDGE AND SKILLS

- Known traffic conditions at various times of the day along specific routes
- Security hazards on long routes
- Current information on accidents or emergencies that might close or restrict traffic on particular routes
- Location of service stations and rest stops
- Workplace requirements for recording and documenting route information

Required skills:

- Communicate effectively with others when planning and navigating routes
- Read and interpret instructions, procedures, information and signs relevant to the planning and navigation of routes including: identification of town and suburb locations, identification of roads and intersections, reading and interpretation of map symbols, and estimation of route distances using map information
- Access and interpret information required when planning and navigating transport routes and developing contingency routes (including road restrictions, traffic conditions, service stations/rest stops, etc.)
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the planning and navigation of routes
- Operate electronic communication equipment to required protocol
- Where applicable, work collaboratively with others when planning routes (such as fleet managers, sales team etc.)
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when planning and navigating routes in accordance with workplace procedures
- Plan for alternative routes in the event of contingencies such as road works, emergencies or delays
- Implement contingency arrangements for unanticipated situations that may be identified when planning and navigating routes
- Apply precautions and required action to minimise, control or eliminate hazards that may be identified during the planning and navigation of routes
- Plan for transport routes to meet workplace requirements
- Monitor work activities in terms of planned schedule
- Modify route planning activities depending on differing operational contingencies, risk situations and environments
- Apply an understanding of fatigue management knowledge and techniques
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Required skills:

- Adapt to changes in vehicle navigation technology, maps and street directories as they relate to route planning
- Operate and adapt to differences in vehicles, loads and equipment in accordance with standard operating procedures
- Select and use relevant route planning and navigation technology including GPS devices
- Adapt to changes and difference in vehicle navigation technology, maps and street directories as they relate to route planning

Evidence Guide**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
 - interpreting information to allow effective route planning
 - planning and navigating a route practically
 - applying relevant legislation and workplace procedures

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

EVIDENCE GUIDE

- operation manuals
- Method of assessment**
- As a minimum, assessment of knowledge must be conducted through appropriate assessments using written/practical/oral assessments
 - Practical assessment must occur:
 - through activities in an appropriately simulated environment, and/or
 - in an appropriate range of situations in the workplace
 - A simulator/online assessment is not suitable for the final assessment of this unit of competency

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.

- This unit covers:
- work of transport and distribution personnel involved in passenger services and/or the delivery of a range of possible goods and materials including valuables, secured products and documents and materials
- Operations may be conducted:
- in a range of work environments and weather conditions
 - by day or night
- Customers may be:
- internal or external
- Routes will be planned in accordance with:
- workplace guidelines with the development, where required, of alternative routes to accommodate contingency situations
- Resources used in route planning and navigation may include:
- maps
 - map models/sketches
 - street directories
 - mapping websites
 - Global Positioning System (GPS) systems
 - booklets and other information on road restrictions, traffic patterns, etc.
 - broadcast information concerning traffic conditions, accidents, emergencies, weather, flooding, etc.
- Transport areas may include:
- metropolitan areas
 - country and regional areas

RANGE STATEMENT

- Route criteria may include:
- interstate locations
 - potential hazards
 - potential road conditions
 - traffic conditions and flow
 - workplace operating procedures and requirements
 - the class of vehicle involved
 - the type of load being carried
 - the availability of rest stops along the way
- Potential hazards may include:
- height, width and mass limitations of bridges, tunnels and other critical physical structures along a possible route
 - accidents and emergencies
 - extreme weather conditions
 - security risks
- Depending on the type of transport service being provided, consultative processes may involve:
- clients
 - other employees and supervisors
 - management
 - other professional or technical staff
 - private security personnel
 - public sector security personnel
 - police and other emergency services
 - security consultants
- Communication in the work area may include:
- mobile and fixed phones
 - radio
 - oral, aural or signed communications
- Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:
- standard operating procedures
 - company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
- Information/documents may include:
- workplace procedures and policies
 - route specifications
 - mapping websites
 - maps and street directories
 - published information on route hazards such as height, width and mass limitations of bridges, tunnels and other critical physical structures along a possible route
 - instructions for the use of in-vehicle GPS systems
 - competency standards and training materials
 - supplier and/or client route documentation
 - quality assurance procedures

RANGE STATEMENT

Applicable regulations and legislation may include:

- emergency procedures
- relevant state/territory road rules and traffic acts
- regulations and codes related to the transport of dangerous goods, explosives and hazardous materials

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

H - Route Planning and Navigation