



Australian Government

Department of Education, Employment and Workplace Relations

TLIL2060A Complete induction to the transport industry

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to complete workplace induction procedures when commencing work in the transport industry. It includes identifying major areas of the industry in terms of functions, organisational structures and occupations; applying legislation, regulations and codes of practice; and identifying key industrial relations elements. Licensing, legislative, regulatory or certification requirements are applicable.

Application of the Unit

Application of the Unit

This unit applies to all employees wishing to enter the transport and logistics industry, however is predominantly aimed taxicab to multi-combination drivers. It can also be used within the warehousing and logistics sectors of the industry.

The unit is to enable a driver to enter and participate in the activities typical of a workplace. Introduction activities will be in accordance with the regulatory requirements and operational policies and procedures of the transport industry. In the case of taxi drivers, if the original context of this unit changes i.e. moving from one state or territory to another, then the unit may be re-assessed.

Work involves the development of the basic skills and knowledge to participate safely and effectively in workplace activities.

Work is performed under some supervision, generally within a team environment.

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 Identify major areas of the transport industry in terms of organisational structures, functions and occupations	<p>1.1 Organisational structure of the industry and the relationship of structure to each occupation and classification grouping are outlined</p> <p>1.2 Equipment and technology used in the workplace are identified in terms of basic features and functions</p>
2 Apply legislation, regulations and codes of practice governing the transport industry	<p>2.1 Individual driver responsibilities under the current legislation are identified and acted on in the conduct of duties</p> <p>2.2 Individual responsibilities under workplace policies and procedures are identified and acted on in the conduct of duties</p> <p>2.3 Individual responsibilities under licence conditions applicable to the operation of vehicles and conditions attached to vehicle drivers are identified and acted upon in the conduct of duties</p>
3 Identify key elements of industrial relations environment in which the driver works	<p>3.1 Key elements of industrial relations environment in which the driver works are identified</p> <p>3.2 Rights and responsibilities of drivers under contracts are identified</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 legislation and regulations, including OH&S and road safety legislation
- Relevant OH&S and environmental procedures and regulations
- Key elements of industrial relations relevant to the transport industry
- Workplace procedures, codes of practice, standards and duty of care requirements as they apply to the transport industry
- Sources of information and documentation needed in the transport industry
- Workplace structures including roles and responsibilities
- Depot/company locations
- Emergency procedures
- Basic workplace documentation and record keeping procedures and requirements
- Customer service standards and procedures
- Workplace hazards and related minimisation procedures

REQUIRED KNOWLEDGE AND SKILLS

- Personal protective equipment and instructions for its use

Required skills:

- Communicate effectively with others when completing workplace orientation and induction procedures
- Read and interpret instructions, procedures, information and signs relevant to the job role
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to job role
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when completing job role activities
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or address any identified problems that may occur when completing induction to the transport industry
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Apply fatigue management knowledge and techniques
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Identify workplace products and services and their features
- Identify and correctly use equipment, processes and procedures
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

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

- 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

EVIDENCE GUIDE

unit

this unit and include demonstration of:

- locating, interpreting and applying relevant information
- identifying workplace structures, roles and responsibilities of the individual's authority system, and contacts
- explaining the workplace procedures and ethical requirements relevant to the job role
- explaining workplace operating principles, products and services relating to the job role
- explaining the purpose and requirements of the customers' needs and the impact of that relationship to industry
- using workplace colloquial and technical language, and communication technologies in the workplace context
- conveying information in written and oral form
- maintaining basic workplace documentation and records
- explaining the contract arrangements for different job roles
- showing evidence of application of relevant legislation as it applies to the job role
- showing evidence of application of relevant guidelines relating to the use of equipment as it applies to the job role
- showing evidence of application of emergency procedures as it applies to the job role
- identifying processes to report any workplace incidents and/or problems in accordance with regulations

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,

EVIDENCE GUIDE

	and
	<ul style="list-style-type: none"> • applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
Method of assessment	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • through activities in an appropriately simulated environment 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.

Organisational structures may include:	<ul style="list-style-type: none"> • peak bodies/professional associations • depots, their locations and typical operating procedures • regulatory and licensing bodies • owner status and relationships • operator status and relationships
Equipment and technology may include:	<ul style="list-style-type: none"> • small, medium, large semi-trailers in differing configurations • taxicab and associated equipment • GPS and other electronic devices that are part of the day-to-day operations of the job role • street directory • mobile phone
Operations may be conducted:	<ul style="list-style-type: none"> • by day or night • in enclosed spaces • in exposed conditions • in controlled or open environments
Legislative and regulatory requirements may include:	<ul style="list-style-type: none"> • Transport Act and transport regulations, and specific regulations applicable to some types of transport (i.e. taxicabs)

RANGE STATEMENT

Policies and procedures may include:

- road safety legislation and regulations
- OH&S legislation and regulations
- equal opportunity/anti-discrimination legislation and requirements
- fatigue management requirements
- state WorkCover requirements
- various contract arrangements
- ABN, GST and BAS requirements
- obligations of a driver as part of the public transport system or the wider community
- workplace procedures, checklists and instructions
- relevant guidelines relating to the use of equipment
- operations manuals
- induction documentation
- competency standards and training materials
- relevant legislation, regulations and related documentation
- emergency procedures

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

L - Resource Management