TLIL4032A Implement equal employment equity strategies

Release: 1

TLIL4032A Implement equal employment equity strategies

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor	This unit involves the skills and knowledge required to implement equal employment equity strategies in accordance with regulatory and workplace requirements, including identifying and communicating agreed employment equity direction, responding to enquiries regarding employment equity, implementing employment equity strategies, contributing to policy development, and evaluating and reporting on the implementation of equal employment opportunity strategies in the workplace. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit	Work must be carried out in compliance with the regulatory and workplace requirements relevant to the implementation of equal employment equity strategies in the workplace.
	Work is performed individually, but the ability to work within a team environment may be required.
	Work involves the application of workplace procedures and relevant regulatory requirements to the implementation of equal employment equity strategies as part of work activities in the rail transport and/or allied industries.

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.

Transport & Logistics Industry Skills Council

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify and communicate agreed employment equity direction	1.1 Employment equity information and policy requirements are identified for the workplace
	1.2 Employment equity information is disseminated to ensure relevant requirements are considered in decisions made within the workplace
	1.3 Advice is provided to assist with consistent interpretation of employment equity information
	1.4 Negotiations are undertaken with management to ensure equity principles are incorporated throughout the workplace
	1.5 Interpretation and advice are provided on legislative requirements, workplace objectives and constraints, and human resource management practices
2 Respond to enquiries regarding employment equity	2.1 Arrangements are made to ensure advise on employment equity can be provided to personnel within necessary timeframes
	2.2 Enquiries are analysed to identify necessary information required to respond sufficiently
	2.3 Sources of information are identified and accessed to formulate response
	2.4 Responses are communicated clearly and appropriately and understanding of the response is checked
3 Implement employment equity strategies	3.1 Strategies are developed to implement policies and objectives
	3.2 Measures are identified which reflect the success of strategies developed and suitable data collected
4 Contribute to policy development	4.1 Consultation is regularly undertaken with stakeholders on policy development
	4.2 Advice is provided concerning the employment equity implications of policy
5 Evaluate and report	5.1 Data used to measure employment equity policy performance is collected and statistically analysed
	5.2 Annual and other reports are produced on employment equity policy performance
	5.3 Results of employment equity strategies and performances are conveyed in a timely and appropriate way to relevant individuals and groups

Required Skills and Knowledge

     Transport & Logistics Industry Skills Council

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Regulations relevant to equal employment equity

- Relevant OH&S and environmental protection procedures and guidelines

- Workplace procedures and policies for the implementation of equal employment equity strategies

- Focus of operation of work systems, equipment, management and site operating systems for the implementation of equal employment equity strategies

- Elements of workplace operations relevant to the implementation of equal employment equity strategies, including: training and social justice policies and procedures, workplace organisational structure, workplace human resource policies and practices, job description and specifications, referral processes, workplace standards and delegations, quality management, work area business plans, and industrial awards and enterprise agreements

- Problems that may occur when implementing equal employment equity strategies and appropriate action that can be taken to resolve the problems

- Documentation and reporting requirements for the implementation of equal employment equity strategies

Required skills:

- Communicate effectively with others when implementing equal employment equity strategies

- Counsel and negotiate with employees on employment equity matters

- Read and interpret instructions, procedures, employment equity policies, conditions of employment and industrial agreements and awards relevant the implementation of equal employment equity strategies

- Interpret and follow operational instructions and prioritise work

- Complete documentation related to the implementation of equal employment equity strategies

- Work collaboratively with others when implementing equal employment equity strategies

- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

- Promptly report and/or rectify any problems identified when implementing equal employment equity strategies in accordance with regulatory requirements and workplace procedures

- Monitor work activities in terms of planned schedule

- Modify activities depending on differing operational contingencies and environments

- Work systematically with required attention to detail

- Select and use relevant computer, communication and office equipment required when implementing equal employment equity strategies

- Operate and adapt to differences in equipment in accordance with standard operating

Required skills:

procedures

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 • relevant legislation and workplace procedures • other relevant aspects of the range statement

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	• 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: • through activities in an appropriately simulated environment at the registered training organisation, and/or

| Transport & Logistics Industry Skills Council

EVIDENCE GUIDE

- 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.

Work may be conducted:	- in a range of work environments - by day or night
Workplaces may comprise:	- large, medium or small worksites
Recording mechanisms/systems may include:	- paper-based systems - electronic systems
Work organisation procedures and practices may include:	- security procedures - payroll systems - industrial relations policies and agreements - superannuation procedures - dispatching and collecting procedures - employment policies
Consultative processes may involve:	- employees - supervisors and managers - official representatives - relevant authorities and institutions - union representatives - industrial relations and OH&S specialists
Communication in the work area may include:	- phone - electronic data interchange (EDI) - fax - email - internet - RF systems - oral, aural or signed communications
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	- company procedures - enterprise procedures - organisational procedures - established procedures

RANGE STATEMENT

Information/documents may include:	• regulatory requirements relevant to employment equity • workplace procedures and policies for the implementation of equal employment equity strategies • operations manuals, job specifications and induction documentation • manufacturers specifications for office equipment • conditions of service, award, enterprise bargaining agreement, and other industrial arrangements • relevant Australian standards and certification requirements • quality assurance procedures
Applicable regulations and legislation may include:	• workplace relations regulations including equal opportunity, equal employment opportunity and affirmative action legislation • relevant state/territory privacy legislation • freedom of information legislation • relevant state/territory OH&S and environmental protection legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field   L - Resource Management