



**Australian Government**

# **TLIL5073A Manage train crewing and rostering**

**Release 1**

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## **Modification History**

Release 1. This is the first release of this unit.

## **Unit Descriptor**

This unit involves the skills and knowledge required to manage train crewing and rostering in accordance with regulatory and organisational requirements. It includes preparing to manage train crewing and rostering, establishing a crew resourcing framework, managing the development of train crew rosters, and monitoring train crew rosters.

Licensing or certification requirements are not applicable to this unit.

## **Application of the Unit**

Work must be carried out in accordance with the regulations, codes of practice and workplace requirements relevant to the management of train crewing and rostering.

Particular attention must be paid to train crew fitness for work and rail safety worker competency requirements.

## **Licensing/Regulatory Information**

Refer to Unit Descriptor.

## **Pre-Requisites**

Nil

## **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 Prepare to manage train crewing and rostering**

- 1.1 Train timetables/schedules and running times for each line or service are identified and kept updated within roster operations
- 1.2 Train running times/schedules are identified for each line or service to ensure all crewing requirements can be met
- 1.3 Procedures to identify set workings or work tasks to be performed are identified for train operations to be carried out
- 1.4 Potential operational problems and their impact on crewing needs are identified and contingency plans are developed

### **2 Establish crew resourcing framework**

- 2.1 Individual fitness for work requirements are identified and confirmed as appropriate for train crewing requirements
- 2.2 Fatigue management requirements are identified and taken into consideration
- 2.3 Train crew qualifications and regulated competency requirements are identified and systems to monitor their ongoing currency are identified
- 2.4 Organisational and workplace requirements are identified and strategies to manage them are developed and implemented

### **3 Manage the development of train crew rosters**

- 3.1 Regulatory, organisational and workplace requirements are met in developing train crew rosters
- 3.2 Strategies that allow sufficient flexibility to allow contingency plans to be implemented are identified, developed and applied
- 3.3 Procedures are put in place to ensure rosters are circulated in accordance with organisational policies and procedures
- 3.4 Mechanisms are put in place to receive and address feedback from rostered personnel, and to identify and act upon acceptable modifications
- 3.5 Procedures for documenting and distributing finalised train crew rosters to appropriate personnel are established and implemented

**4 Monitor train crew rosters**

- 4.1 Train crew rostering is reviewed at appropriate times to ensure it is meeting current and future regulatory and organisational requirements
- 4.2 Issues with train crew rostering are identified and addressed in accordance with regulatory and organisational requirements
- 4.3 Train crew rosters are revised and disseminated as required

## Required Skills and Knowledge

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

### Required knowledge:

- Documentation and reporting requirements for developing train crew rosters
- Individual workplace procedures and policies for developing train crew rosters
- Problems that may occur when developing train crew rosters and appropriate action that can be taken to resolve these problems
- Regulatory, organisational requirements and safeworking systems relevant to developing train crew rosters
- Relevant commonwealth and state/territory legislation and regulations in relation to:
  - awards
  - privacy
  - work health and safety (WHS)/ occupational health and safety (OHS) and environmental protection legislation
  - workplace relations equal opportunity, equal employment opportunity and affirmative action
- Relevant information/documents:
  - conditions of service, award, enterprise bargaining agreement and other industrial arrangements
  - dangerous goods manifest
  - emergency procedures
  - hard copy documentation
  - operations manuals, job specifications and induction documentation
  - organisational procedures and policies for developing rosters
  - quality assurance procedures
  - regulatory requirements
  - safeworking forms
  - transport graphs
  - work rosters
- Relevant WHS/OHS and environmental protection procedures and guidelines
- Support activities:
  - crew transport
  - freight loading and unloading
  - interchange support activities
  - shunting and marshalling

- station support activities
- training

**Required skills:**

- Communicate effectively with others when managing the development of train crew rosters
- Develop and/or provide to rostering personnel, instructions, procedures and information relevant to the development of train crew rosters
- Modify activities depending on operational contingencies, risk situations and environments
- Monitor work activities of rostering personnel in terms of planned schedule
- Promptly rectify identified problems that may arise when developing train crew rosters, in accordance with organisational policy and procedures

## 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 competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include demonstration of applying:

- required 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 time and in a suitable range of contexts.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
- 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.

Roster operations may include:

- heavy haul operations
- long distance freight services
- long distance passenger services
- maintenance vehicle operations
- short distance freight services
- urban passenger services

Rosters may include:

- crew transport personnel
- driving and driving support crews
- freight handling personnel
- interchange personnel
- passenger assist/customer service personnel
- revenue collection officers
- security officers
- shunting and marshalling crews
- station personnel
- terminal personnel
- traffic officers
- transit officers
- transport control centre personnel
- yard support personnel

Contingency plans may include:

- additional services
- late arrival or cancellation of services
- non-availability of:
  - freight handling equipment
  - material handling equipment
  - personnel
  - rolling stock

Regulated competency requirements may include:

- competency requirements
- fatigue management requirements
- fitness for work
- medical requirements
- route knowledge requirements

Organisational and workplace requirements may include:

- absenteeism levels
- local yard/terminal requirements
- planned leave
- relevant industrial/workplace conditions



Organisational procedures may include:

- safeworking systems requirements
- WHS/OHS requirements
- company procedures
- enterprise procedures
- established procedures
- workplace procedures

Set workings or work tasks may include:

- personnel required for support activities
- transport control personnel
- transport crews
- transport planning personnel

## **Unit Sector(s)**

Not applicable.

## **Competency Field**

L – Resource Management