Australian Government

Department of Education, Employment and Workplace Relations

TLIO3015A Maintain security of railway property and revenue

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

TLIO3015A Maintain security of railway property and revenue

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor	This unit involves the skills and knowledge required to maintain the security of railway property and revenue in accordance with regulatory and workplace requirements, including monitoring and maintaining security of railway property, securing cash revenue, and securing railway property. 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 accordance with workplace requirements and relevant regulations.
	Work is performed under some supervision, generally within a team environment.
	Work involves the application of regulatory requirements and workplace procedures when maintaining the security of railway property and revenue as part of workplace activities in the transport and 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 Monitor and maintain the security of railway property	1.1 Security procedures for the workplace are correctly followed
	1.2 Team members are informed of workplace security procedures
	1.3 Team members are provided with feedback in regard to the implementation of security procedures
	1.4 The security of railway property is monitored and situations, behaviour or other evidence indicating a possible breach of security are recorded and reported in accordance with workplace procedures and relevant regulatory requirements
	1.5 Matters that may potentially affect railway security are reported in accordance with workplace procedures and policy
2 Secure cash revenue	2.1 Reconciliation procedures are followed and full and correct documentation is provided
	2.2 Legal and regulatory requirements for stock and cash handling are followed
	2.3 Security of cash, cash registers and keys are maintained in accordance with workplace procedures and policy
3 Secure railway property	3.1 All moveable items are identified and secured in accordance with workplace asset security and management procedures
	3.2 Risks of theft are identified and measures are taken to minimise theft of easily stolen railway property in accordance with workplace procedures
	3.3 Records of action taken to secure railway property are maintained in accordance with workplace requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Regulations and codes of practice relevant to maintaining the security of railway property and revenue
- Relevant OH&S procedures and guidelines
- Workplace procedures and policies for maintaining the security of railway property and revenue
- Workplace security layout
- Workplace security systems and requirements

REQUIRED KNOWLEDGE AND SKILLS

- Cash-handling procedures
- Insurance and public liability implications
- Equipment and materials used when maintaining the security of railway property and revenue, and precautions and procedures that should be followed in their use
- Problems that may occur when maintaining the security of railway property and revenue and appropriate action that can be taken to resolve the problems
- Documentation, reporting and record requirements
- Communication and negotiation requirements when maintaining the security of railway property and revenue

Required skills:

- Communicate, consult and negotiate effectively with others when maintaining the security of railway property and revenue
- Read and interpret instructions, procedures, information and manuals relevant to the security of railway property and revenue
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the security of railway property and revenue
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when maintaining the security of railway property and revenue
- 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 maintaining the security of railway property and revenue in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may occur when maintaining the security of railway property and revenue
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and use relevant equipment and materials when maintaining the security of railway property and revenue
- Adapt to differences in equipment in accordance with standard operating procedures
- Monitor performance of security equipment and take appropriate action if required

Required skills:

- 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 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

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:	• by day or night • in a range of work environments • in restricted spaces • in exposed conditions • in controlled or open environments
Work may involve exposure to:	• chemicals • dangerous or hazardous substances • movements of equipment, goods and vehicles
Resources may include:	• security documentation • security instruments
Work organisation procedures and practices may include:	• financial/administrative procedures • security procedures
Consultative processes may involve:	• private and public sector security personnel • police • security consultants • other employees and supervisors • management
Communication in the work area may include:	• phone • fax • email/internet • electronic data interchange (EDI) • radio • 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
Information/documents may include:	• workplace security procedures, regulations, guidelines practices and policies

RANGE STATEMENT

- job specifications and induction materials
- work orders and operational manuals
- workplace security reports
- workplace cash-handling requirements
- event statements
- assets register
- organisation insurance requirements
- relevant manufacturers specifications and guidelines
- codes of practice and regulations concerning transport and distribution assets
- competency standards and training materials
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- quality assurance procedures
- emergency response procedures

Applicable regulations and legislation may include:

- state/territory OH&S regulations and legislation concerning railway security
- relevant Australian Standards and certification requirements
- relevant state/territory insurance legislation
- relevant state/territory legislation relevant to asset security
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field   O - Security