



Australian Government

Assessment Requirements for TLIA0004 Complete receipt and despatch documentation

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- applying work health and safety (WHS)/occupational health and safety (OHS) procedures
- communicating effectively with others
- completing receipt and despatch documentation
- estimating size, shape and special requirements of goods and loads
- identifying containers and goods coding markings and emergency information panels
- interpreting and following operational instructions, procedures and information
- monitoring work activities in terms of planned schedule
- selecting and using relevant systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation requirements for receiving and despatching goods
- focus of operation of work systems, equipment, management and site operating systems for receiving and despatching goods
- housekeeping standards and procedures
- national and international standards, codes and regulations relevant to completing receipt and despatch documentation including:
 - bond requirements
 - dangerous goods codes
 - legislative requirements
 - quarantine requirements
- receipt and despatch documentation anticipated problems and appropriate actions for resolution
- requirements of loads with special conditions including:
 - controlled substances

- dangerous goods
- hazardous materials
- security requirements
- temperature-controlled goods
- site layout and obstacles
- specifications and standards for checking and inspecting received and despatched goods
- WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for completing receipt and despatch documentation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>