



Australian Government

TLIA4063 Coordinate stevedoring clerical functions

Release: 1

TLIA4063 Coordinate stevedoring clerical functions

Modification History

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

Application

This unit involves the skills and knowledge required to coordinate stevedoring clerical functions in accordance with relevant standards, regulations and workplace requirements, as part of work activities in the stevedoring, transport, distribution and/or allied industries.

It includes monitoring clerical functions; solving operational problems; arranging container/cargo inspection/survey; preparing for the next shift, and completing and handing over the shift.

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

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Monitor clerical functions

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Duties and the relationship of the duties to organisational procedures are outlined and explained in accordance with workplace procedures
- 1.2 Clerical work is monitored to ensure it meets workplace requirements

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| 2 Solve operational problems | <ul style="list-style-type: none">2.1 Potential and actual problem/s are identified and or anticipated2.2 Information and evidence surrounding the problem is collected and analysed2.3 Options are identified, evaluated and optimal solution is selected2.4 Chosen solution is implemented in accordance with workplace procedures2.5 Effectiveness of the solution is evaluated against workplace requirements to resolve the problem |
| 3 Arrange container/cargo inspection/survey | <ul style="list-style-type: none">3.1 Arrangements are made to allow access to identified containers/cargo by authorised personnel3.2 Records of allowed access are completed in accordance with workplace procedures |
| 4 Prepare for next shift | <ul style="list-style-type: none">4.1 Personnel requirements for next shift are determined to ensure safe and efficient operations4.2 Container/cargo movements in the yard are checked and recorded to ensure incoming shift has up-to-date information on work status and container/cargo location |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA4063A Coordinate stevedoring clerical functions.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for TLIA4063 Coordinate stevedoring clerical functions

Modification History

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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
- communicating effectively with others when coordinating clerical functions at a container or cargo terminal or wharf
- completing documentation related to work activities
- dealing with internal and external customers in small, medium or large workplaces
- identifying, selecting and using relevant equipment, processes and procedures
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol when coordinating clerical functions at a container or cargo terminal or wharf
- reading and interpreting relevant instructions, procedures and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when coordinating clerical functions at a container or cargo terminal or wharf
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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:

- Australian and international standards, codes and regulations relevant to operating terminals or wharves including the Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) Codes
- cargo marking and numbering systems
- focus of operation of work systems, equipment, management and site operating systems relevant to coordinating clerical functions at a container or cargo terminal or wharf
- problems that may occur when coordinating clerical functions at a container or cargo terminal or wharf and appropriate action that can be taken to resolve these problems
- relevant bond, quarantine or other legislative requirements
- relevant handling and safety codes
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- site layout of container or cargo terminal or wharf
- types of cargo including goods with specialist requirements, temperature controlled goods and dangerous goods
- workplace procedures and policies for coordinating clerical functions at a container or cargo terminal or wharf.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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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 including limited or restricted spaces, exposed conditions and controlled or open environments.

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 include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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