



Australian Government

TLIE0002 Process workplace documentation

Release: 2

TLIE0002 Process workplace documentation

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is 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 process workplace documentation and gather data in accordance with workplace requirements. Processing documentation/data is carried out as an integral part of work operations in the context of the workplace concerned.

It includes planning and completing documentation and data gathering to fulfil an identified purpose, including legislative obligations.

Work may be performed in a team or autonomous working situations.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

- | | | | |
|----------|--------------------------------|------------|--|
| 1 | Plan documentation/data | 1.1 | Purpose of workplace documentation/data gathering is |
|----------|--------------------------------|------------|--|

gathering		identified and confirmed in accordance with legislative obligations and workplace procedures
2 Complete documentation/data gathering	1.2	Information needed for completing workplace documentation/data is identified as required in accordance with legislative obligations and workplace procedures
	2.1	Data is gathered, required documentation is prepared and forms are completed, in accordance with workplace policies and procedures
	2.2	Information/data is gathered and entered into computerised system, as required, in accordance with regulatory requirements and workplace procedures
	2.3	Workplace documents and electronic applications and systems are maintained accurately and in a timely manner in accordance with regulatory requirements and workplace procedures

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.

Unit Mapping Information

This unit replaces and is equivalent to TLIE2008 Process workplace documentation.

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 TLIE0002 Process workplace documentation

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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 work health and safety (WHS)/occupational health and safety (OHS) legislation and workplace procedures
- completing workplace documentation and forms
- ensuring processed information and data is checked for relevance, accuracy and completion
- operating and adapting to differences in electronic applications and systems in accordance with operating procedures
- reading, interpreting and organising information and data needed for completing and processing workplace documentation and forms
- working collaboratively with others when completing and processing workplace documentation, data and forms
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- writing and entering information and data into electronic applications and systems in a timely manner.

Knowledge Evidence

- procedures for processing workplace documentation and data using relevant workplace technology
- relevant procedures and duty of care requirements
- relevant WHS/OHS legislation, regulatory requirements and workplace responsibilities
- requirements and sources for workplace documentation, including:
 - data
 - diaries
 - forms
 - logs

- typical problems in processing workplace documentation and data and appropriate action and solutions.

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:

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

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