



Australian Government

TLIE0003 Consolidate manifest documentation

Release: 1

TLIE0003 Consolidate manifest documentation

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 consolidate manifest documentation in accordance with relevant codes of practice and regulations for freight carriage.

It includes identifying and processing documentation required in accordance with workplace procedures.

Work is performed under general supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

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

Elements describe the essential outcomes.

1 Identify required manifest documentation

PERFORMANCE CRITERIA

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

- 1.1** Relevant documentation is collated and checked to ensure all appropriate information has been entered into record system
- 1.2** Discrepancies are noted and reported in accordance with

		workplace procedures
	1.3	Relevant data is entered into record system in accordance with workplace procedures and statutory requirements
	1.4	Relevant clearances for moving goods and freight are checked and actions to rectify deficiencies followed in accordance with workplace procedures
2	Process manifest documentation	
	2.1	Record system is amended including appending of relevant data and information
	2.2	Tracking and monitoring processes are completed and documentation forwarded in accordance with workplace procedures and statutory requirements

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 TLIE3012 Consolidate manifest 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 TLIE0003 Consolidate manifest documentation

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Performance Evidence

- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- implementing contingency plans
- interpreting and following operational instructions, procedures and information
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reporting and/or rectifying identified deficiencies that may arise in accordance with regulatory requirements and workplace procedures.

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:

- operational procedures for document control
- relevant codes of practice and legislative requirements including:
 - chain of responsibility
 - dangerous goods
 - relevant freight regulations
- relevant data including:
 - customs
 - hazardous or dangerous goods declarations
 - identification codes
 - manifest codes
- sources of information/documentation needed when consolidating manifests
- workplace procedures to be followed when consolidating manifests.

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.

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