



Australian Government

TLIE0004 Maintain freight records

Release: 1

TLIE0004 Maintain freight records

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 maintain freight records in accordance with regulations and workplace requirements as part of work activities in the transport and logistics industry.

It includes recording all freight receipts and despatch documentation in a relevant system.

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

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Record freight receipt

PERFORMANCE CRITERIA

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

- 1.1** Freight is identified and consignment details are confirmed
- 1.2** Documentation is actioned in accordance with workplace procedures and legislative requirements

- 1.3 Dangerous goods are identified and documentation is prepared and attached, in accordance with workplace procedures and legislative requirements
 - 1.4 Freight information is recorded on workplace freight tracking system
 - 1.5 Freight is directed for loading or storage as indicated by documentation
- 2 **Record freight despatch**
 - 2.1 Documentation for freight despatch is checked, verified and forwarded to relevant personnel in accordance with workplace procedures
 - 2.2 Loads not cleared due to incorrect documentation are reprocessed, in accordance with 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 TLIE3018 Maintain freight records.

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 TLIE0004 Maintain freight records

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Performance Evidence

- applying relevant legislation and workplace procedures
- directing freight for loading and storage
- identifying freight including dangerous goods, and preparing and attaching appropriate documentation
- interpreting and following operational instructions, procedures and information
- operating required systems equipment to required protocol
- preparing and actioning relevant documentation
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant systems ensuring records match.

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:

- checks for avoiding problems that may occur and appropriate action that can be taken to resolve these problems
- documentation requirements for maintaining freight records including workplace freight tracking systems
- freight transport timetables, yard/terminal facilities and site layout
- operational work systems, equipment, management and site operating systems for maintaining freight records
- relevant national and international codes and regulations relevant for maintaining freight records, including dangerous goods codes and relevant bond, quarantine or other legislative requirements
- types of goods and related handling and documentation requirements including dangerous goods and hazardous substances
- workplace procedures and policies for maintaining freight records, including relevant international codes and regulation requirements.

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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