



Australian Government

Assessment Requirements for TLIE0006 Present routine workplace information

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:

- communicating and working effectively with others when preparing and presenting routine workplace information
- completing documentation related to preparing and presenting routine workplace information
- identifying, selecting and using relevant equipment, processes and procedures when preparing and presenting routine workplace information
- interpreting and following instructions, procedures and information relevant to preparing and presenting routine workplace information
- monitoring work activities in terms of planned schedule
- receiving, acknowledging and sending messages with available communications equipment
- using visual, physical and audio support media during presentation
- working systematically with required attention to detail.

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:

- documents, forms and templates used for oral presentations required as part of routine workplace activities
- operational work systems, equipment, management and site operating systems for preparing and presenting routine workplace information
- potential problems and possible solutions relating to preparing and presenting routine workplace information
- relevant legislation, regulations, codes of practice and industry guidelines for presenting routine workplace information
- workplace procedures and policies for preparing and presenting routine workplace information.

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 access to:

- 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>