



Australian Government

TLIE0006 Present routine workplace information

Release: 1

TLIE0006 Present routine workplace information

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 present routine workplace information.

It includes preparing and presenting routine workplace documents as well as preparing and delivering oral presentations.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and present documents	1.1 Purpose of the workplace document template is identified and understood 1.2 Information sources are identified and determined as credible 1.3 Information is collated and presented in a logical order

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| | 1.4 | Document style is selected to match purpose and workplace template is used |
| | 1.5 | Clear and concise language is used to convey appropriate information to target audience |
| | 1.6 | Document draft is checked to ensure it follows workplace requirements |
| | 1.7 | Completed document draft is presented to appropriate personnel |
| | 1.8 | Completed approved document is released to target audience |
| 2 | Prepare and deliver oral presentations | |
| | 2.1 | Purpose of oral presentation is confirmed |
| | 2.2 | Target audience is identified |
| | 2.3 | Information is gathered, communicated, sorted and validated |
| | 2.4 | Visual, audio and physical support media are identified or developed in accordance with workplace procedures |
| | 2.5 | Presentation is trialled and adjusted to suit target audience |
| | 2.6 | Information is presented 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.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE2001 Present routine workplace information.

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 TLIE0006 Present routine workplace information

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:

- 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.

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