



Australian Government

TLIE0009 Carry out basic workplace calculations

Release: 1

TLIE0009 Carry out basic workplace calculations

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 carry out basic workplace calculations.

It includes preparing estimates of mass, size and volume of loads, conducting calculations and reviewing the estimates against the calculations.

Calculations are carried out as an integral part of routine work in the context of the workplace. 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 Prepare mass, size or volume estimates of loads

PERFORMANCE CRITERIA

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

1.1 Quantities of materials and resources required to complete a work task are estimated

1.2 Estimates for work completion are made

1.3 Workplace calculation documentation is completed, as

required

2 Carry out mass, size or volume calculations of loads

- 2.1** Items are counted singly and in batches, and sorted numerically, as required
- 2.2** Calculations needed to complete work tasks are performed using the four basic processes of addition, subtraction, multiplication and division
- 2.3** Calculations involving fractions, percentages and mixed numbers, along with using the four basic processes, are performed, as required
- 2.4** Digital devices are used to perform workplace calculations
- 2.5** Numerical information is checked and corrected for accuracy, as required
- 2.6** Information represented in symbols, diagrams and pictorial representations is interpreted and acted upon

3 Review estimates and calculations

- 3.1** Estimates and actual calculated results are compared
- 3.2** Discrepancies in calculations are identified and assistance is sought, as required
- 3.3** Discrepancies are rectified, as required

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 TLIE1005 Carry out basic workplace calculations.

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 TLIE0009 Carry out basic workplace calculations

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 the requirements of the elements and performance criteria on at least one occasion and include:

- carrying out mass, size and volume calculations as they relate to the job role
- completing documentation related to work activities
- identifying the most common forms of calculations as they relate to the job role
- interpreting graphical representations of mathematical information
- operating and adapting to differences in digital devices
- reading and interpreting instructions, procedures and information relevant to basic workplace calculations
- reviewing estimations and calculations and rectifying, where required
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- mathematical operations and techniques for calculating mass, size and volume
- procedures for identifying and using relevant workplace digital devices when carrying out workplace calculations
- typical mathematical problems, and appropriate actions and solutions
- ways of representing basic mathematical 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:

- a range of relevant exercises, case studies and/or simulations
- 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>