



Australian Government

TLIE0010 Identify, analyse and report workplace data and information

Release: 1

TLIE0010 Identify, analyse and report workplace data and 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 identify, analyse and report workplace data and information.

It includes identifying required data and information, analysing and preparing data and information for use, explaining data and information, and finalising data and information for reporting to relevant personnel.

Work is performed under general or limited 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 Identify required data and information

PERFORMANCE CRITERIA

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

1.1 Purpose of data and information is confirmed

1.2 Sources of data and information are established

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| | 1.3 | Appropriate data and information are identified and accessed |
| | 1.4 | Relevant legislation and workplace procedures are identified and accessed |
| 2 Analyse and prepare data and information for use | 2.1 | Data and information are collated and analysed in accordance with workplace procedures |
| | 2.2 | Data and information are organised and prepared in a logical manner |
| | 2.3 | Data and information are checked for accuracy |
| | 2.4 | Monitoring and prioritising of work activities are scheduled to ensure analysis and preparation of data and information is completed within nominated timeframes |
| | 2.5 | Work is completed systematically and with required attention to accuracy and detail |
| | 2.6 | Consequences are identified from analysis and potential improvements are listed for consideration by relevant personnel |
| 3 Explain data and information | 3.1 | Data and information analysis is explained to relevant personnel so it effectively contributes to workplace operations |
| | 3.2 | Outcomes of data and information analysis is provided to relevant personnel using appropriate communication strategies and resources |
| | 3.3 | Questions are answered and appropriate clarification is given |
| | 3.4 | Strategies are considered to support potential barriers to data interpretation and understanding |
| 4 Finalise data and information for reporting | 4.1 | Appropriate designated resources are selected for reporting purposes in accordance with workplace procedures |
| | 4.2 | Documentation is stored 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 TLIE4006 Collect, analyse and present workplace data and 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 TLIE0010 Identify, analyse and report workplace data and information

Modification History

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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:

- applying relevant legislation and workplace procedures
- communicating and working effectively with relevant personnel when identifying, analysing and reporting workplace data and information
- completing tasks within agreed timeframes and planned schedules following relevant workplace policies and procedures
- ensuring all relevant data and information is included for presentation and using communications and presentation technology, as required
- reading, interpreting and following relevant instructions and procedures
- reporting data and information to the standard required by the workplace.

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:

- communication techniques and strategies to overcome misinterpretation of data
- potential reporting and communications problems, and appropriate actions and solutions
- principles of effective reporting and communication of data and information
- relevant technology requirements and processes
- relevant workplace procedures and compliance requirements for the identification, analysis and reporting of workplace data and information
- sources of data and information and procedures for accessing it for workplace use.

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

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