



Australian Government

TLIE0010 Identify, analyse and report workplace data and 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.

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>