



Australian Government

TLIE1005 Carry out basic workplace calculations

Release: 1

TLIE1005 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 routine workplace calculations.

It includes carrying out required mathematical operations; preparing basic estimates of mass, size and volume; and interpreting basic graphical representations of mathematical information. It also includes calculations for routine industry-related tasks using manual and electronic processes.

It specifically includes the skills and knowledge needed to estimate/calculate manual load shifting requirements. Calculations are carried out as an integral part of routine work in the context of the workplace concerned.

Work is performed under some supervision, generally within a team environment.

Work involves the application of established mathematical principles and techniques in day-to-day work activities.

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 Carry out calculations

PERFORMANCE CRITERIA

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

1.1 Items are counted singly and in batches, and sorted

numerically as required

- 1.2 Calculations needed to complete work tasks are performed using the four basic processes of addition, subtraction, multiplication and division
- 1.3 Calculations involving fractions, percentages and mixed numbers, along with using the four basic processes, are performed as required
- 1.4 Calculator, numeric keypad or computer are used to perform workplace tasks
- 1.5 Numerical information is self-checked and corrected for accuracy

2 Prepare estimates

- 2.1 Quantities of materials and resources required to complete a work task are estimated
- 2.2 Time needed to complete a work activity is estimated
- 2.3 Accurate estimates for work completion are made

3 Interpret graphical representations of mathematical information

- 3.1 Information represented in symbols, diagrams and pictorial representations is recognised
- 3.2 Recognised information represented in symbols, diagrams and pictorial representations is interpreted and acted upon

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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE1005A 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 TLIE1005 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 of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- carrying out basic 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 equipment in accordance with standard operating procedures
- reading and interpreting instructions, procedures and information relevant to basic workplace calculations
- 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:

- basic mathematical operations and techniques
- procedures for identifying and using relevant workplace technology when carrying out workplace calculations
- relevant procedures and duty of care requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- typical mathematical problems, and appropriate action and solutions
- ways of representing basic mathematical information.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice 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>