



**Australian Government**

# **TLIE2001 Present routine workplace information**

**Release: 1**

## TLIE2001 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 in accordance with workplace requirements as part of work activities in the transport and logistics industry.

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

Elements describe the essential outcomes.

#### 1 Prepare and present documents

#### PERFORMANCE CRITERIA

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

- |     |                                                                      |
|-----|----------------------------------------------------------------------|
| 1.1 | Purpose of the document is identified                                |
| 1.2 | Information sources are established                                  |
| 1.3 | Information is collated and presented in a logical order             |
| 1.4 | Document style is selected to match purpose and workplace pro-formas |

- |                                                 |     |                                                                                                                            |
|-------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------|
|                                                 | 1.5 | Clear and concise language is used to convey appropriate information to target audience                                    |
|                                                 | 1.6 | Document is checked to ensure it follows workplace requirements                                                            |
|                                                 | 1.7 | Completed document is presented to appropriate personnel as required                                                       |
| <b>2 Prepare and deliver oral presentations</b> | 2.1 | Purpose of oral presentation is established                                                                                |
|                                                 | 2.2 | Target audience is identified                                                                                              |
|                                                 | 2.3 | Information is gathered and sorted                                                                                         |
|                                                 | 2.4 | Visual, audio and physical support media are identified or developed, if required, 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 Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to TLIE2001A 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 TLIE2001 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:

- applying relevant legislation and workplace procedures
- 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
- modifying activities depending on operational contingencies and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and information relevant to preparing and presenting routine workplace information
- receiving, acknowledging and sending messages with available communications equipment
- using computer software presentation packages for slides, overhead projector, computer presentations
- 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 oral presentations required as part of routine workplace activities
- problems that may occur when preparing and presenting routine workplace information and appropriate action that can be taken to resolve these problems
- operational work systems, equipment, management and site operating systems for preparing and presenting routine workplace information
- workplace procedures and policies for preparing and presenting routine workplace 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.
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## Links

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