



Australian Government

TLIE2008 Process workplace documentation

Release: 1

TLIE2008 Process workplace documentation

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 process workplace documentation in accordance with workplace requirements. Processing documentation is carried out as an integral part of work operations in the context of the workplace concerned.

It includes planning and completing documentation to fulfil an identified purpose.

Work may be performed in team and autonomous working situations.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan documentation	1.1 Purpose of workplace documentation is identified and confirmed 1.2 Information for completing workplace documentation is collected, interpreted, analysed and organised as required
2 Complete documentation	2.1 Required documentation is prepared and/or forms are completed, in accordance with workplace policies and procedures

- 2.2 Information is entered into computer-based documents, as required
- 2.3 Logs or diaries are maintained accurately and in a timely manner, in accordance with workplace requirements

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 TLIE2008A Process workplace documentation.

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 TLIE2008 Process workplace documentation

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
- completing workplace documentation, forms, logs or diaries
- operating and adapting to differences in computing equipment in accordance with standard operating procedures
- reading, interpreting and organising information needed for completing and processing workplace documentation, forms, logs or diaries
- working collaboratively with others when completing and processing workplace documentation, forms, logs or diaries
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- writing and/or entering information into computer-based documentation systems.

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:

- protocols and procedures for processing workplace documentation using relevant workplace technology
- purpose of workplace documentation, forms, logs or diaries
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- relevant procedures and duty of care requirements
- requirements for workplace documentation, forms, logs or diaries
- sources of information for completing workplace documentation, forms, logs or diaries
- typical problems in processing workplace documentation and appropriate action and solutions.

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.

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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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