



Australian Government

TLIE2029 Conduct workplace information briefings

Release: 2

TLIE2029 Conduct workplace information briefings

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

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 conduct workplace information briefings in accordance with organisational requirements.

It includes preparing and delivering workplace briefings, and completing routine workplace documents as part of routine work.

Work is performed under some supervision generally in a team environment. This unit applies to formal types of briefings such as pre-work briefs, pre-start briefs, toolbox talks, worksite protection briefs and safe work method statement (SWMS) safety briefings.

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

Rail sector.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

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|---------------------------------|---|
| 1 Prepare briefing | 1.1 Purpose of the brief and target audience are identified |
| | 1.2 Sources of information are identified and accessed |
| | 1.3 Information is collected and prepared for presentation in a logical order |
| | 1.4 Briefing style is selected to match purpose and organisational guidelines |
| | 1.5 Information is checked to ensure it is concise and appropriate for target audience |
| | 1.6 Hazards are identified, risks are assessed and control measures are implemented |
| | 1.7 Documents to be issued are checked to ensure they meet organisational requirements |
| 2 Deliver briefing | 2.1 Purpose of briefing is conveyed to audience |
| | 2.2 Information is presented in accordance with organisational procedures |
| | 2.3 Information is delivered clearly and concisely |
| | 2.4 Appropriate questioning techniques are used to confirm understanding |
| 3 Complete documentation | 3.1 Required documentation procedures and processes are confirmed |
| | 3.2 Documentation is filled in legibly and proofread |
| | 3.3 Documentation is processed in accordance with organisational policies and 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 TLIE2029A Conduct workplace information briefings.

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 TLIE2029 Conduct workplace information briefings

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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 workplace procedures
- communicating effectively with others
- identifying job hazards and documenting required actions to minimise, control or eliminate identified hazards
- modifying activities depending on operational contingencies and environments
- preparing and delivering workplace briefings and completing routine workplace documents
- reading and interpreting relevant instructions, procedures and information
- reporting and rectifying issues promptly, in accordance with regulatory requirements and organisational procedures
- working collaboratively with others.

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:

- communication barriers and how to deal with them
- documents, forms and presentations required for workplace information briefings
- effective communication techniques, such as open and closed questioning, active listening and positive body language
- organisational procedures and policies for preparing and presenting workplace information briefings
- problems that may occur when preparing and presenting workplace information briefings, and actions that can be taken to resolve these problems.

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 or, where this is not available, 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 consultation and communication exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable consultation documentation including workplace procedures, regulations, codes of practice and operation manuals.

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