



Australian Government

TLIE3012 Consolidate manifest documentation

Release: 1

TLIE3012 Consolidate manifest 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 consolidate manifest documentation in accordance with relevant codes of practice and regulations for freight carriage.

It includes identifying and processing documentation required in accordance with workplace procedures.

Work is performed under general supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

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 documentation

PERFORMANCE CRITERIA

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

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|-----|---|
| 1.1 | Relevant documentation is collated and checked to ensure all appropriate information has been entered |
| 1.2 | Omissions/discrepancies are noted and reported in accordance with workplace procedures |

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|--------------------------------|-----|--|
| | 1.3 | Identification codes, manifest codes, details of dangerous goods declarations and pertinent data are entered into record system in accordance with workplace procedures and, as required, statutory requirements |
| | 1.4 | Relevant clearances for moving goods/freight are checked and, as required, actions to rectify deficiencies are followed in accordance with workplace procedures |
| 2 Process documentation | 2.1 | Files/system are amended including the appending of all relevant data/information |
| | 2.2 | Tracking/monitoring processes are completed and documentation is forwarded in accordance with workplace procedures and, as required, statutory 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 TLIE3012A Consolidate manifest 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 TLIE3012 Consolidate manifest 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
- communicating effectively with others
- completing relevant documentation
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reporting and/or rectifying identified problems that may arise promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures, information and labels
- 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:

- operational procedures for document control
- relevant codes of practice and legislative requirements including current Australian Dangerous Goods (ADG) Code and relevant freight regulations
- sources of information/documentation needed when consolidating manifests
- workplace procedures to be followed when consolidating manifests.

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 simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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