



Australian Government

Assessment Requirements for TLIE3018 Maintain freight records

Release: 1

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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
- communicating and working effectively with others
- completing relevant documentation
- directing freight for loading and storage
- identifying freight including dangerous goods, and preparing and attaching appropriate documentation
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant computer, communications and office equipment when maintaining freight records.

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:

- Australian and international codes and regulations relevant for maintaining freight records, including the Australian Dangerous Goods (ADG) Code and relevant bond, quarantine or other legislative requirements
- documentation requirements for maintaining freight records including workplace freight tracking systems
- freight transport timetables, yard/terminal facilities, and site layout
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for maintaining freight records

- problems that may occur and appropriate action that can be taken to resolve these problems
- types of goods and related handling and documentation requirements including dangerous goods and hazardous substances
- workplace procedures and policies for maintaining freight records, including relevant international code and regulation requirements.

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

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>