



Australian Government

TLIE3018 Maintain freight records

Release: 1

TLIE3018 Maintain freight records

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 maintain freight records in accordance with regulations and workplace requirements, as part of work activities in the transport and logistics industry.

It includes recording all freight receipts and despatch documentation in manual and/or computer-based systems.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Record freight receipt	1.1 Freight is identified and consignment/cartnote details are confirmed
	1.2 Documentation is appropriately actioned in accordance with workplace procedures and legislative requirements

- 1.3 Dangerous goods are identified and appropriate documentation is prepared and attached, in accordance with workplace procedures and legislative requirements
 - 1.4 Freight information is recorded on workplace freight tracking system
 - 1.5 Freight is directed for loading or storage as indicated by documentation
- 2 Record freight despatch**
- 2.1 Documentation for freight despatch is checked, verified and forwarded in accordance with workplace procedures
 - 2.2 Loads not cleared due to incorrect documentation are appropriately processed, 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 TLIE3018A Maintain freight records.

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 TLIE3018 Maintain freight records

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
- 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

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