



Australian Government

TLIE3028 Complete a work diary in the road transport industry

Release: 2

TLIE3028 Complete a work diary in the road transport industry

Modification History

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

- Minor changes to unit Application
- Minor changes to Performance Criteria
- Minor changes to Performance Evidence
- Minor changes to Knowledge Evidence
- Minor changes to 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 complete a work diary in the road transport industry.

It includes identifying legislative and regulatory requirements relating to work diary, compiling information and completing a work diary in accordance with the National Heavy Vehicle Regulator (NHVR) and applicable state/territory heavy vehicle legislative requirements.

A work diary is completed as an integral part of day-to-day work operations in the road transport industry.

Work is performed under minimum supervision within the road transport industry.

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.

PERFORMANCE CRITERIA

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

1 Identify legislative and regulatory requirements relating to work diary	1.1	Work diary regulations are identified as they relate to job function
	1.2	Purpose of work diary is determined as it relates to job role
	1.3	Penalties relating to specific job function are identified
2 Compile information required for the diary	2.1	Type of information required to complete work diary is compiled in accordance with regulatory requirements, workplace policies and procedures
	2.2	Factual information specific to job function is gathered
	2.3	Information is gathered in a timely manner in accordance with regulatory requirements, workplace policies and procedures
3 Complete work diary	3.1	Information is entered into work diary accurately in accordance with regulatory requirements, workplace policies and procedures
	3.2	Work diary is maintained and updated in accordance with regulatory requirements, workplace policies and procedures
	3.3	Work diary is stored in a safe and accessible location for required duration

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 TLIE3028A Complete a work diary in the road transport industry.

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 TLIE3028 Complete a work diary in the road transport industry

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying knowledge of associated state and/or territory regulations completing a work diary
- applying relevant workplace policies and procedures
- completing all required sections of work diary
- completing an accurate work diary to regulator regulations
- reading, interpreting and organising information required for completing and processing work diaries.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- implications for non-compliance with a work diary
- protocols and procedures for processing work diaries using relevant workplace policies and procedures
- purpose of work diaries
- relevant work health and safety (WHS)/occupational health and safety (OHS) responsibilities
- relevant workplace policies and procedures and duty of care requirements
- requirements for work diaries
- sources of information for completing work diaries
- typical problems completing work diaries, and appropriate actions and solutions.

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 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 must include access to:

- work diary consistent with current industry standards
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

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