



Australian Government

Assessment Requirements for TLIE4025

Prepare and process transport documentation for dangerous goods

Release: 2

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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 Assessment Conditions.

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 the requirements of the elements and performance criteria on at least one occasion and include:

- communicating effectively with others
- identifying regulatory requirements for completing dangerous goods documentation accurately, including:
 - relevant Australian Standards and certification requirements
 - relevant internal data entry books, including logbooks, data sheets and load sheets
 - transport emergency response plan (TERP)
 - transport regulations as they apply to the enterprise, including local authority regulations and procedures
 - workplace policies and procedures
- interpreting and following operational instructions and prioritising work
- preparing current dangerous goods documentation accurately
- processing dangerous goods documentation in accordance with workplace procedures
- reading, interpreting, and organising information
- reporting and rectifying, within limits of own role, identified problems promptly in accordance with regulatory requirements and workplace procedures
- working collaboratively with others
- writing and/or entering information into computer-based documentation systems.

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:

- applicable legislative procedures and codes
 - current Australian Dangerous Goods (ADG) Code
 - environmental protection legislation and regulations
 - fatigue management regulations
 - relevant state/territory roads and traffic authority driving regulations and licence or permit requirements for operating heavy vehicles on unsealed roads
 - road rules
 - work health and safety (WHS)/occupational health and safety (OHS) legislation
- protocols and procedures for preparing and processing dangerous goods documentation
- relevant procedures and duty of care requirements for preparing and processing dangerous goods documentation
- relevant sources of information for preparing and processing dangerous goods documentation
- relevant WHS/OHS responsibilities for preparing and processing dangerous goods documentation
- TERP
- typical problems in processing workplace documentation, and appropriate actions and solutions
- workplace procedures for preparing and processing dangerous goods documentation
- workplace requirements relating to documentation format, style, structure and timeframe.

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:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, TERP, current ADG Code, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet -

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