



Australian Government

TLIE4030 Prepare rail safety reports

Release: 2

TLIE4030 Prepare rail safety reports

Modification History

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

- Minor statement changes in unit Application
- Statements deleted from Performance Evidence
- Minor statement changes in 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 prepare rail safety reports to meet legislative, regulatory and organisational requirements.

It includes collecting, interpreting and evaluating information, composing a rail safety report and editing it prior to submission.

Rail safety reports may be required to meet rail safety national law, regulatory and organisational requirements. They would typically include safety performance reports, regulatory reporting, incident reports and safety system audit reports.

Rail safety reports could include contributing to or compiling:

- annual activity statements
- annual safety performance reports
- governance reports
- rail incidents
- rail safety reports to the regulator.

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

Rail sector.

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Identify rail safety report needs	1.1	Reasons for and requirements of rail safety report are identified and established procedures for specific types of report are followed
		1.2	Target audience for report is identified and appropriate style of recording and reporting is chosen to meet audience needs
		1.3	Timeframe for delivery of report is identified and met
2	Collect and analyse information	2.1	Information is sourced from inside and outside the organisation in accordance with organisational and legislative requirements
		2.2	Information is validated to ensure accuracy, relevance, sufficiency and currency
		2.3	Collected information is analysed and recorded in accordance with organisational requirements and identified report requirements
3	Record information	3.1	Collected information is recorded and reported in required format, style, structure and timeframe
		3.2	Technology available in the workplace is used to store and retrieve data
		3.3	Appropriate measures are taken to ensure all written material complies with legislative requirements and organisational policies and procedures
4	Compose rail safety reports	4.1	Rail safety report purpose, objectives and format are determined in accordance with organisational and regulatory requirements
		4.2	Sourced information is collated in a logical manner and assessed for relevance and

			inclusion
		4.3	Content, structure and sequencing of materials are determined in line with purpose and intended audience
		4.4	Actions and/or recommendations are included as required
		4.5	Rail safety report is compiled and reviewed to confirm objectives, and organisational and legislative requirements
		4.6	Rail safety report is completed within agreed timeframes
5	Edit final report	5.1	Content of final report is checked and proofread for grammar, spelling and punctuation
		5.2	Information is amended, as required, and final report is authorised in accordance with organisational policy and procedures prior to submission

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 TLIE4030A Prepare rail safety reports.

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 TLIE4030 Prepare rail safety reports

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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:

- adjusting written communication to suit audience and situation
- applying appropriate written communication techniques
- applying relevant legislation and workplace procedures
- checking and confirming accuracy and validity of information
- collecting and analysing data
- handling and storing information securely and safely, with an awareness of environmental and sustainable practices
- reading, analysing and interpreting documents containing required information
- recording complete, accurate, clear and objective information
- sorting information into a logical sequence
- writing and editing a rail safety report.

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:

- applicable state/territory legislative requirements and safety reporting obligations
- barriers to effective communication
- format and layout of documents and forms used in workplace rail safety reports
- industry terminology used in rail safety sector
- organisational report writing procedures, guidelines or requirements
- protocols and procedures for meeting regulator and rail network requirements in written communications

- security, freedom and confidentiality of information
- workplace procedures and instructions for notifiable occurrence reports.

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 rail 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
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

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