



Australian Government

TLIF4104 Manage change in the rail safety environment

Release: 2

TLIF4104 Manage change in the rail safety environment

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 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 manage change in a rail safety environment and associated risks. Change may be required because of organisational restructuring or the introduction of new equipment, systems or practices.

It includes establishing the context for change, developing a risk management strategy, advertising workplace change, implementing a change management strategy and monitoring change process outcomes.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines and rail regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

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	Establish the context for change	1.1	Requirement for change is confirmed through consideration of changes to legislation, business or organisational requirements
		1.2	Key stakeholders are identified and consulted on proposed change
		1.3	Benchmarking is conducted with other similar organisational/functional/best practice standards to confirm preferred methodology for managing change
		1.4	Specialists and experts are consulted as required to assist in identifying major change requirements or opportunities
		1.5	Overall life cycle and phases of change are identified
2	Develop risk management strategy	2.1	Risk assessment is conducted to identify risks and hazards related to change
		2.2	Identified risks are evaluated and controls are established so far as is reasonably practicable in accordance with organisational policy and procedures
		2.3	Responsibility for managing established controls is determined
3	Develop implementation plan	3.1	Complexity of change is identified and appropriate phases and transition plans are developed
		3.2	Communications strategy is developed in collaboration with key stakeholders
		3.3	Modifications to systems and infrastructure are identified
		3.4	Resources required to implement change are identified
		3.5	Affected personnel and required training/up skilling is identified
		3.6	Updating of risk registers and other safety documentation is identified

		3.7	Procedures for post-implementation monitoring and review are established
		3.8	Changes are documented and approval by key stakeholders is obtained in accordance with regulatory and organisational requirements
4	Communicate workplace change	4.1	Anticipated change is advertised to appropriate organisational personnel who will be affected by change
		4.2	Range of strategies is used to foster a positive attitude to change, especially from individuals on whom organisational change will have the most effect
		4.3	Advice is provided to key stakeholders on strategies for effective change management and sensitivity is shown to people's individual responses to change
		4.4	Leadership and communications strategies are used to assist others to deal with ambiguity and to adapt to change
5	Implement workplace change	5.1	Policies, practices and procedures are altered and implemented, as required, to support change management strategy
		5.2	Modifications to systems and infrastructure are implemented
		5.3	Required training/up skilling of affected personnel is facilitated
		5.4	Risk registers and other safety documentation are updated to reflect implemented change
6	Monitor and review change process and outcomes	6.1	Organisational safety management system is reviewed and revised to reflect change
		6.2	Ongoing processes are monitored following implementation of change to ensure it is meeting organisational requirements

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 TLIF4104A Manage change in the rail safety environment.

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 TLIF4104 Manage change in the rail safety environment

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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:

- adapting to changes in relevant legislation and regulations
- applying relevant legislation and workplace procedures
- communicating effectively and working collaboratively with others, including using appropriate words and language structure to explain complex ideas
- conducting a review of an implemented change within an organisation
- conducting risk assessments
- consulting with stakeholders
- developing a plan to implement a specific change within an organisation
- identifying barriers to change within an organisation
- implementing a specific change within an organisation
- interpreting and explaining complex, formal documents and assisting others to apply these in the workplace
- monitoring change management strategies
- preparing written advice and reports.

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:

- change management strategies
- key factors in the internal and external operating environment
- negotiation processes
- organisational goals, policies and procedures
- organisational systems for risk management and risk mitigation
- relevant Rail Safety National Law (RSNL), regulations and requirements related to managing change

- safety management systems.

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.

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