



Australian Government

TLIG3003 Apply positive behaviours in the workplace

Release: 2

TLIG3003 Apply positive behaviours in the workplace

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 apply standards of conduct and positive behaviours in the workplace.

This unit applies to team members who are making the transition to a leading role that can influence the performance of others.

Such people have a strong influence on the work culture, values and ethics of the people with whom they work.

It includes modelling good practice, professionalism and confidently representing the organisation.

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

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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| 1 Model high standards of performance and behaviour | 1.1 Positive performance and behaviours that meet organisational standards are identified, confirmed and employed |
| | 1.2 Performance and behaviour that serve as a positive role model for others are displayed |
| | 1.3 Work/performance plans are implemented in accordance with organisational goals and objectives |
| 2 Enhance organisational image | 2.1 Organisational standards and values are followed |
| | 2.2 Standards and values considered to be damaging to the organisation are questioned through established communications channels |
| | 2.3 Personal performance is monitored to ensure integrity and credibility are displayed in interactions with others |
| 3 Contribute to organisational decisions | 3.1 Information relevant to issue/s under consideration is provided when requested |
| | 3.2 Active participation in decision-making processes is demonstrated |
| | 3.3 Options are examined, associated risks are assessed and preferred course/s of action are recommended based on experience and knowledge |
| | 3.4 Agreed decisions are implemented in cooperation with relevant individuals and teams |
| | 3.5 Organisational feedback processes are used to inform the organisation of the impact of agreed decisions |

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 TLIG3003A Apply positive behaviours in the workplace.

Links

Companion Volume Implementation Guide -

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

Assessment Requirements for TLIG3003 Apply positive behaviours in the workplace

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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 positive behaviours in a range of different situations
- articulating organisational values and expectations of behaviour and conveying this to individuals and teams
- making decisions based on analysis of evidence
- representing the organisation
- showing good judgement and following through.

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:

- formal and informal feedback processes
- leadership styles and concepts
- organisational standards and values
- relevant workplace procedures
- theory of individual and group behaviour.

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 and equipment currently used in industry
- applicable documentation including procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guide -

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