



Australian Government

TLIK0003 Perform electronic data interchange to transmit documentation

Release: 1

TLIK0003 Perform electronic data interchange to transmit documentation

Modification History

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 perform electronic data interchange (EDI) to transmit documentation.

It includes identifying and establishing document purpose and information sources, compiling data files as well as transmitting and receiving documentation.

Work is performed under general supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Identify and establish document purpose and information

PERFORMANCE CRITERIA

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

- 1.1 Purpose of task is identified and appropriate document templates are accessed
- 1.2 Relevant sources of data are accessed in accordance with task requirements

- sources**
- 1.3** Existing data files are identified and updated
 - 1.4** Stored data regarding applicable regulations, client instructions, protocols or procedures are selected and combined correctly for the task
- 2 Compile data files**
- 2.1** Files are created or updated in accordance to required format and layout
 - 2.2** Data is accurately entered consistent with required purpose and in accordance with regulatory and workplace requirements
 - 2.3** Discrepancies in documentation are identified and appropriate action is undertaken in accordance with workplace procedures
 - 2.4** Files created or updated are saved and stored in accordance with workplace and regulatory requirements
- 3 Transmit data**
- 3.1** Data destinations are correctly identified and selected
 - 3.2** Destinations are checked for readiness to receive transmission
 - 3.3** Security arrangements for data exchange are undertaken in accordance with workplace procedures
 - 3.4** Documents are transmitted, componentry is used in accordance with workplace procedures and all information is correctly downloaded
 - 3.5** Action is undertaken within scope of authority to rectify identified transmission faults
 - 3.6** Data is printed and filed, stored and forwarded in accordance with workplace procedures
- 4 Receive documentation**
- 4.1** Infotechnology devices are checked for readiness to receive downloaded data
 - 4.2** Received data is printed and checked for accuracy
 - 4.3** Action is undertaken within scope of authority to rectify transmission faults
 - 4.4** Documents are printed, as required, and filed, stored or forwarded in accordance with workplace procedures

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 TLIK2007 Perform electronic data interchange to transmit shipping documentation.

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 TLIK0003 Perform electronic data interchange to transmit documentation

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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:

- adapting to differences in electronic data interchange (EDI) equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- communicating and working effectively with others when preparing EDI to transmit documentation
- completing documentation related to work activities
- identifying and using equipment, software, processes and procedures relevant to the job context
- interpreting and following instructions, procedures, information and manuals relevant to the use of information technology to transmit documentation
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- using EDI to transmit documentation to required protocol
- working systematically with required attention to detail.

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:

- equipment applications, capacities, configurations, safety hazards and control mechanisms
- housekeeping standards and procedures
- potential problems with performing EDI to transmit documentation and appropriate solutions
- relevant agreements, codes of practice or other legislative requirements, including local and international freight regulations
- workplace procedures for the transfer and storage of electronic data and the use of related computer equipment and application software.

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:

- 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.

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