



Australian Government

TLIK2007 Perform electronic data interchange to transmit shipping documentation

Release: 1

TLIK2007 Perform electronic data interchange to transmit shipping 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 shipping documentation in accordance with relevant regulations and workplace procedures.

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 sources

PERFORMANCE CRITERIA

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

- 1.1 Purpose of task is identified and appropriate document template/s is accessed
- 1.2 Manual and computerised sources of data are accessed in accordance with task requirements
- 1.3 Existing files and data to be updated are identified

- 1.4 Stored data regarding applicable regulations, client instructions, protocols and procedures are selected and combined correctly for the task
- 2 Compile data files**
- 2.1 Files are created/updated according 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 All relevant documentation sections are checked for accuracy and completeness
 - 2.4 Discrepancies in documentation are identified and appropriate action is undertaken in accordance with workplace procedures
 - 2.5 Files created or updated are saved and stored in accordance with workplace and regulatory requirements
- 3 Transmit documentation**
- 3.1 Document destination/s 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 transmission faults
 - 3.6 Print out of documents is made and filed/stored/forwarded in accordance with workplace procedures
- 4 Receive documentation**
- 4.1 Infotechnology devices are checked for readiness to receive downloaded documentation
 - 4.2 Received documentation is printed and/or checked for accuracy and legibility
 - 4.3 Action is undertaken within scope of authority to

rectify transmission faults

- 4.4 Print-out of documents is made and filed/stored/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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIK2007A Perform electronic data interchange (EDI) 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 TLIK2007 Perform electronic data interchange to transmit shipping documentation

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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 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
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when performing EDI to transmit shipping documentation
- completing documentation related to work activities
- identifying and using computer equipment, software, processes and procedures relevant to the job context
- maintaining eye-hand coordination
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following instructions, procedures, information and manuals relevant to the use of EDI to transmit shipping documentation
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- using EDI to transmit shipping documentation to required protocol
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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:

- equipment applications, capacities, configurations, safety hazards and control mechanisms
- housekeeping standards and procedures
- relevant agreements, codes of practice or other legislative requirements including local and international freight regulations
- typical problems that can occur when performing EDI to transmit shipping documentation and related action that can be taken to prevent or solve these problems
- workplace or site layout
- workplace procedures for the transfer and storage of electronic data and the use of related computer equipment and application software.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

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