



Australian Government

TLIL0009 Develop rosters

Release: 1

TLIL0009 Develop rosters

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 develop rosters.

It includes identifying operating requirements, support activities, responsibilities and work requirements. It also includes establishing and finalising work rosters.

Work is conducted under minimal supervision, generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify operating requirements	1.1 Existing work schedules for the operations are identified
	1.2 Operational times are confirmed for existing rosters to ensure staffing requirements are adequate
	1.3 Set working or work tasks to be performed are identified or confirmed for each transport service

- 1.4 Staffing needs are analysed and contingency plans developed
 - 1.5 Rosters are updated or new rosters are developed, as required
- 2 **Identify support activities, responsibilities and work requirements**
 - 2.1 Support activities required to facilitate transport operations are identified
 - 2.2 Staff rosters are coordinated and finalised with relevant stakeholders
- 3 **Establish work rosters**
 - 3.1 Rosters are developed to cover all work requirements relevant to industrial and workplace conditions, absenteeism levels and planned leave
 - 3.2 Rosters are arranged to allow sufficient flexibility to allow contingency plans to be implemented
 - 3.3 Rosters are circulated in accordance with workplace policies and procedures for review by relevant stakeholders
 - 3.4 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are identified and considered in the development of rosters
 - 3.5 Relevant safeworking systems and requirements are identified and addressed in the development of rosters
- 4 **Finalise work rosters**
 - 4.1 Feedback from relevant stakeholders is addressed and acceptable modifications agreed
 - 4.2 Final rosters are documented and distributed to ensure work requirements are accurately communicated

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 TLIL4036 Develop rosters.

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 TLIL0009 Develop rosters

Modification History

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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:

- allocating suitably qualified stakeholders to tasks
- applying relevant legislation and workplace policies and procedures
- communicating and working effectively with others
- completing relevant documentation
- creating at least two rosters and updating on at least two occasions
- interpreting conditions of employment, and industrial agreements and awards
- interpreting rosters, operational schedules and service details
- modifying activities depending on operational contingencies, risk situations and environments
- preparing roster documentation in accordance with workplace format
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified rostering problems promptly in accordance with workplace policies and procedures
- reviewing and prioritising rosters in terms of operational schedules.

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:

- documentation and reporting requirements for developing rosters
- elements of operations relevant to developing rosters
- legislation, regulations, safeworking systems and codes of practice relevant for developing rosters
- negotiation principles
- operational areas impacting requirements for developing rosters
- problems that may occur and appropriate actions that can be taken to resolve these problems
- workplace policies and procedures for developing rosters.

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, 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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