



Australian Government

TLIL2031 Monitor and process attendance records

Release: 1

TLIL2031 Monitor and process attendance records

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 monitor and process attendance records in accordance with regulatory and workplace requirements as part of work activities undertaken in the transport and logistics industry.

It includes monitoring attendance records as well as checking and processing attendance information.

Work is performed individually but the ability to work within a team environment may also be required.

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 Monitor attendance records	1.1 Hours worked, as recorded for each employee, are accessed, checked and documented on a prescribed time basis 1.2 Employee record cards or other daily time records showing hours absent are followed up to ensure authorised absences are accurately recorded

- 1.3 Employee daily time records showing additional hours worked are followed up to determine whether additional payments are authorised
 - 1.4 Unauthorised absences are notified to appropriate personnel in a timely way to ensure follow-up action is initiated
 - 1.5 Employee attendance sheets are received, checked and processed to ensure accurate employee records are maintained
- 2 Process attendance records**
- 2.1 Unexplained absences are identified, confirmed and appropriate personnel are notified for follow-up action
 - 2.2 Timesheets, or equivalent, are checked and forwarded to payroll department for costing purposes
 - 2.3 Employee record cards or other identification system requirements are checked and redistributed in a timely way

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 TLIL2031A Monitor and process attendance records.

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 TLIL2031 Monitor and process attendance records

Modification History

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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 conditions of employment and industrial agreements and awards
- applying relevant legislation and workplace procedures
- checking, monitoring and processing attendance records as per workplace procedures
- communicating and working effectively with others when monitoring and processing attendance records
- completing documentation related to work activities
- conducting simple calculations when monitoring and processing attendance records
- modifying activities depending on operational contingencies and environments
- operating electronic communication equipment to required protocol
- reading and interpreting instructions, procedures and information relevant to work activities
- reporting identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant computer, communications and office equipment required to monitor and process attendance records
- working systematically with required attention to detail.

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:

- documentation and reporting requirements for monitoring and processing attendance records including computer-based personnel recording systems
- elements of human resources systems relevant to monitoring and processing attendance records including: workplace timekeeping practices, conditions of employment, labour/costing practices, industrial agreements and awards, auditing requirements, payroll practices and procedures, personnel records requirements, and computer-based personnel recording systems
- focus of operation of work systems, equipment, management and site operating systems for monitoring and processing attendance records
- problems that may occur when monitoring and processing attendance records and appropriate action that can be taken to resolve these problems
- regulations and codes of practice relevant to monitoring and processing attendance records
- workplace procedures and policies for monitoring and processing attendance records.

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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