



Australian Government

TLIL3003 Conduct induction process

Release: 1

TLIL3003 Conduct induction process

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 conduct an induction process for new workers and trainees commencing employment in the workplace, in accordance with relevant regulatory requirements, operational policies and procedures for the workplace concerned.

It includes outlining the relationship between the employee and the company, establishing and explaining the requirements of the position, and completing relevant workplace documentation.

Work involves planning, coordinating and conducting an induction program to prepare workers to enter and participate in the work activities of a workplace.

Work is performed under some 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

Elements describe the essential outcomes.

1 Outline the relationship between employee and the company

PERFORMANCE CRITERIA

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

1.1 Employee is greeted and introduced to key personnel and areas in the workplace

1.2 Workplace objectives, operating systems and workplace structures are explained

- 1.3 Relationship between employee's position, and the workplace structure and objectives is identified
 - 1.4 Required work health and safety (WHS)/occupational health and safety (OHS), workplace procedures and employment conditions are explained
 - 1.5 Sources of information and assistance for employee are identified
 - 1.6 Emergency procedures are explained
- 2 Establish requirements of position**
- 2.1 Job role, responsibilities and reporting relationships are explained
 - 2.2 Immediate work colleagues are introduced
 - 2.3 Workplace facilities and layout are shown to employee and flow of work/materials/goods and functions carried out in the area/s are explained
 - 2.4 Initial training in relevant WHS/OHS, equipment and work systems is provided in accordance with workplace procedures
 - 2.5 Employee rights and responsibilities in terms of equal employment opportunity, sexual harassment and anti-discrimination are explained
 - 2.6 Training opportunities are organised to develop individual job roles
 - 2.7 Workplace expectations of work functions and outputs are clarified
 - 2.8 Opportunities for employee to clarify concerns and ask questions are provided
- 3 Complete relevant workplace documentation**
- 3.1 Workplace personnel records are completed in accordance with workplace requirements
 - 3.2 Tax declaration and other relevant documentation are checked for compliance with requirements
 - 3.3 Employee is requested to provide any additional information needed and notes are taken of any additional actions required
 - 3.4 Workplace-specific documentation is submitted to appropriate personnel as required, in accordance with

workplace requirements

- 3.5 Requirements of commonwealth and state/territory legislation on equal employment opportunity, sexual harassment and anti-discrimination are fulfilled

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 TLIL3003A Conduct induction process.

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 TLIL3003 Conduct induction process

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 precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- identifying and correctly using relevant equipment
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- prioritising work
- reading interpreting and following relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- 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:

- customer service standards and procedures
- emergency procedures and related equipment
- employee conditions of service
- instructional methods and resources required to conduct an induction program
- personal protective equipment and instructions for its use
- site or workplace layout

- WHS/OHS policies and procedures
- workplace documentation and record keeping procedures and requirements
- workplace hazards and related hazard minimisation procedures
- workplace induction procedures and documentation requirements
- workplace structures and employee roles and responsibilities.

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.

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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 simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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