



Australian Government

TLIL4032 Implement equal employment equity strategies

Release: 1

TLIL4032 Implement equal employment equity strategies

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 implement equal employment opportunity (EEO) strategies in accordance with regulatory and workplace requirements, as part of work activities in the transport and logistics industry.

It includes identifying and communicating agreed EEO direction, responding to EEO enquiries, implementing EEO strategies, contributing to policy development, and evaluating and reporting on the implementation of EEO strategies in the workplace.

While work is performed individually the ability to work within a team environment may 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

Elements describe the essential outcomes.

1 Identify and communicate agreed employment direction

PERFORMANCE CRITERIA

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

- 1.1 EEO information and policy requirements are identified for the workplace
- 1.2 EEO information is disseminated to ensure relevant requirements are considered in decisions made within the workplace

- 1.3 Advice is provided to assist with consistent interpretation of EEO information
 - 1.4 Negotiations are undertaken with management to ensure equity principles are incorporated throughout the workplace
 - 1.5 Interpretation and advice are provided on legislative requirements, workplace objectives and constraints, and human resource management practices
- 2 Respond to equal employment opportunity enquiries**
 - 2.1 Arrangements are made to ensure EEO advice can be provided to personnel within necessary timeframes
 - 2.2 Enquiries are analysed to identify necessary information required to respond sufficiently
 - 2.3 Sources of information are identified and accessed to formulate response
 - 2.4 Responses are communicated clearly and appropriately and understanding of the response is checked
- 3 Implement strategies**
 - 3.1 Strategies are developed to implement policies and objectives
 - 3.2 Measures are identified that reflect the success of strategies developed and suitable data collected
- 4 Contribute to policy development**
 - 4.1 Consultation is regularly undertaken with stakeholders on policy development
 - 4.2 Advice is provided concerning the implications of EEO policy
- 5 Evaluate and report on policy implementation**
 - 5.1 Data used to measure EEO policy performance is collected and statistically analysed
 - 5.2 Annual and other reports are produced on EEO policy performance
 - 5.3 Results of EEO strategies and performance are conveyed in a timely and appropriate way to relevant individuals and groups

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 TLIL4032A Implement equal employment equity strategies.

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 TLIL4032 Implement equal employment equity strategies

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:

- communicating and working effectively with others when implementing equal employment opportunity (EEO) strategies
- completing relevant documentation
- counselling and negotiating with employees on EEO matters
- modifying activities depending on operational contingencies and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures
- reading, interpreting and following relevant instructions, procedures, policies, conditions of employment, industrial agreements and awards
- applying relevant legislation and workplace procedures
- selecting and using relevant computer, communication and office equipment and programs
- 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 implementing EEO strategies
- elements of workplace operations relevant to implementing EEO strategies, including
 - training and social justice policies and procedures
 - workplace organisational structure
 - workplace human resource policies and practices
 - job description and specifications
 - referral processes
 - workplace standards and delegations
 - quality management
 - work area business plans
 - industrial awards and enterprise agreements
- operational work systems, equipment, management and site operating systems for implementing EEO strategies
- problems that may occur when implementing EEO strategies and appropriate action that can be taken to resolve these problems
- relevant EEO regulations
- workplace procedures and policies for implementing EEO strategies.

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
- 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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