



Australian Government

TLIL4036 Develop rosters

Release: 1

TLIL4036 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 in accordance with regulatory and workplace requirements, as part of work activities in the transport and logistics industry.

It includes identifying operating requirements, tasks, responsibilities and work requirements along with establishing and finalising work rosters.

Work is 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

Elements describe the essential outcomes.

1 Identify operating requirements

PERFORMANCE CRITERIA

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

- 1.1 Transport timetables and running times for each line or service are identified and kept updated within roster operations
- 1.2 Transport running times are identified for each line or service to ensure all crewing requirements are planned
- 1.3 Set working or work tasks to be performed are identified

- for each transport service
- 1.4 Contingency plans covering operational problems are identified and impact on crewing needs analysed
- 2 Identify tasks, responsibilities and work requirements**
- 2.1 Support activities required to facilitate transport arrival and activities are identified to ensure all crewing requirements are planned
- 2.2 Support activity set workings or required work tasks are identified
- 3 Establish work rosters**
- 3.1 Rosters are developed to cover all work requirements with regard to relevant industrial/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 affected personnel
- 3.4 Relevant work health and safety (WHS)/occupational health and safety (OHS) requirements are identified and addressed in rosters developed
- 3.5 Relevant safeworking systems and requirements are identified and addressed in rosters developed
- 4 Finalise work rosters**
- 4.1 Feedback from personnel associated with rosters is addressed and acceptable modifications are 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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4036A 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 TLIL4036 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 of the requirements of the elements and performance criteria on at least one occasion and include:

- allocating suitably qualified personnel to tasks
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- interpreting conditions of employment, and industrial agreements and awards
- interpreting set workings and combined set workings
- interpreting transport timetables and service details
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- preparing roster documentation in accordance with workplace format
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- selecting and using relevant computer/communications/office equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

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 developing rosters, including computer-based systems
- elements of operations relevant to developing rosters, including embarkation and disembarkation requirements; equipment capacities and limitations; passenger service needs; personnel capabilities; requirements for absentee coverage; safeworking systems and requirements; station, interchange and terminal operations; support services; and transport services offered by the organisation
- operational work systems, equipment, management and site operating systems for developing rosters
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations, safeworking systems and codes of practice relevant for developing rosters
- relevant WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for developing rosters.

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.

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