



Australian Government

TLIL4037 Apply and amend rosters

Release: 2

TLIL4037 Apply and amend rosters

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor word change in PC 2.1
- Minor statement changes in Knowledge Evidence
- Minor statement changes in Assessment Conditions.

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 apply and amend rosters in accordance with regulatory and workplace requirements as part of work activities in the transport and logistics industry.

It includes identifying changes to timetables, planned activities and support activities; confirming changes to planned activities and personnel availability; and re-allocating personnel and amending 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

Rail sector.

Elements and Performance Criteria

ELEMENTS

Elements describe the

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate

essential outcomes.

achievement of the element.

1 Identify changes to timetables, planned activities and support activities

- 1.1** Changes to transport timetables are identified and their effect on operation and support areas is assessed
- 1.2** New work requirements or revised set workings are identified and communicated to appropriate personnel
- 1.3** Difficulties relating to new work requirements are resolved with central roster operations and appropriate work areas
- 1.4** Difficulties in achieving changes to work outcomes are resolved with those initiating change in accordance with workplace policies and procedures

2 Confirm changes to planned activities

- 2.1** Changes to planned services are confirmed and impact on support activities is assessed
- 2.2** Support activities required to achieve amended service are assessed and necessary resources are identified and allocated
- 2.3** Revised work outcomes or set workings are conveyed to relevant support work area/s for implementation

3 Confirm personnel availability

- 3.1** Amended rosters and work requirements are confirmed and distributed to appropriate work areas
- 3.2** Personnel on amended rosters required to achieve new work outcomes are notified of changes
- 3.3** Difficulties associated with compliance with amended roster/s or work outcomes are resolved within work area to the satisfaction of all involved in accordance with workplace policies and procedures
- 3.4** Agreed work area changes to rostered work or amended work outcomes are communicated to central roster operations and appropriate personnel records area

4 Re-allocate personnel and amend rosters

- 4.1** Agreed changes to rosters are confirmed with appropriate personnel
- 4.2** Appropriate arrangements are made to implement amended rosters
- 4.3** Personnel are re-allocated to achieve agreed work outcomes or amended set workings
- 4.4** Final amendments to rosters are made to achieve agreed work outcomes or set workings

- 4.5** Appropriate documents are updated to reflect changes made and ensure their recognition

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.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4037A Apply and amend 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 TLIL4037 Apply and amend rosters

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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:

- adapting to differences in roster requirements in accordance with operating procedures
- allocating suitably qualified personnel to tasks
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when applying and amending rosters
- completing relevant documentation
- identifying and confirming changes to activities
- implementing contingency plans
- 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
- reading, interpreting and following relevant instructions, procedures and information and signs
- reporting and/or rectifying identified problems that may occur in accordance with workplace procedures
- selecting and using relevant computer/communication/office equipment required when applying and amending rosters
- selecting and using required personal protective equipment (PPE) 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 amending rosters, including computer-based systems
- embarkation and disembarkation requirements
- equipment capacities and limitations
- operational work systems, equipment, management and site operating systems for applying and amending rosters
- passenger service needs
- personnel capabilities
- problems that may occur when amending rosters and appropriate actions that can be taken to resolve these problems
- relevant organisational operations
- relevant regulations, safeworking systems and requirements, and codes of practice
- relevant WHS/OHS and environmental protection procedures and guidelines, including fatigue management network standards and guidelines
- requirements for absentee coverage
- support activities
- transport services offered by the organisation
- workplace procedures and policies for applying and amending 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:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

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