



Australian Government

TLIL5065 Roster train crews

Release: 1

TLIL5065 Roster train crews

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 roster train crews for duty in accordance with legislative, regulatory and organisational requirements.

It includes knowledge of rostering techniques, communicating rosters to train crew, and the administrative systems that are used in the rostering function.

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 describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
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| 1 Plan for train crew rostering | <ul style="list-style-type: none">1.1 Purposes of rostering train crew are identified and explained1.2 Steps associated with rostering are identified, explained and followed1.3 Equipment and resources required for train crew rostering are identified, explained and acquired1.4 Information resources required for train crew rostering are identified, explained and accessed |
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- 1.5 Hazards are identified, risks are assessed and control measures are implemented
 - 1.6 Rules, guidelines, boundaries and/or constraints associated with train crew rostering are identified, explained, followed and/or accommodated
 - 1.7 Source of rules, guidelines, boundaries and/or constraints associated with train crew rostering are identified, explained and consulted
 - 1.8 Need to verify and question, and the source to obtain verification of the rules, guidelines, boundaries and/or constraints are identified and explained
- 2 Compile train crew roster**
- 2.1 Computer software and hardware associated with train crew rostering are identified, explained and used
 - 2.2 Administrative or paper work associated with train crew rostering is identified, explained and completed
 - 2.3 Paper based, electronic based and verbal based train crew rostering communications methods are identified, explained and used appropriately
 - 2.4 Verbal procedures for communicating train crew rostering information, including confidentiality, are identified, explained and implemented
 - 2.5 Procedures to obtain managerial authorisation of train crew roster are followed
 - 2.6 Potential issues that may need to be resolved when compiling a train crew roster are identified and explained
 - 2.7 Range of methods to resolve identified potential issues are developed and implemented
 - 2.8 Calculations are undertaken to ensure optimal roster is produced
- 3 Update train crew roster**
- 3.1 Need to update a train crew roster is identified, explained and acted upon
 - 3.2 Procedures and communications for updating a train crew roster are identified, explained and followed
 - 3.3 Train crew roster is formally reviewed periodically
 - 3.4 Procedures to obtain managerial authorisation of train crew

roster change are followed

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 TLIL5065A Roster train crews.

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 TLIL5065 Roster train crews

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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 relevant legislation and workplace procedures
- communicating effectively verbally and in writing
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- making calculations using mental arithmetic, time differences, distance/speed/time relationships
- operating computer software and hardware associated with train crew rostering
- producing and amending a train crew roster.

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:

- communications techniques
- crew booking on and booking off procedures, and physical configuration of locations where this activity occurs
- factors involved in producing an optimal roster
- data required to put a train crew roster together such as station names, approximate driving time to and from driver 'home' station to those stations
- need for managerial authorisation of a roster or roster change
- organisational work health and safety (WHS)/occupational health and safety (OHS) policies and procedures as they relate to train crew rostering
- reasons why a roster may not be optimal
- relevant skills required to use computer systems (keyboard, mouse, software)
- specific crew related procedures and updates publicised by the Rail Safety Regulator
- train crew records of competence.

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 rail workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail 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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