



Australian Government

TLIL5073 Manage train crewing and rostering

Release: 1

TLIL5073 Manage train crewing and rostering

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 manage train crewing and rostering, in accordance with regulatory and organisational requirements and codes of practice.

It includes preparing to manage train crewing and rostering, establishing a crew resourcing framework, managing the development of train crew rosters, and monitoring train crew rosters.

This unit also includes a strong focus on train crew fitness for work and rail safety worker competency requirements.

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.

1 Prepare to manage train crewing and rostering

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

1.1 Train timetables/schedules and running times for each line or service are identified and kept updated within roster operations

1.2 Train running times/schedules are identified for each line or

service to ensure all crewing requirements can be met

1.3 Procedures to identify set workings or work tasks to be performed are identified for train operations to be carried out

1.4 Hazards are identified, risks are assessed and control measures are implemented

1.5 Potential operational problems and their impact on crewing needs are identified and contingency plans are developed

2 Establish crew resourcing framework

2.1 Individual fitness for work requirements are identified and confirmed as appropriate for train crewing requirements

2.2 Fatigue management requirements are identified and taken into consideration

2.3 Train crew qualifications and regulated competency requirements are identified and systems to monitor their ongoing currency are identified

2.4 Organisational and workplace requirements are identified and strategies to manage them are developed and implemented

3 Manage the development of train crew rosters

3.1 Regulatory, organisational and workplace requirements are used as the basis to develop train crew rosters

3.2 Strategies that allow sufficient flexibility to allow contingency plans to be implemented are identified, developed and applied

3.3 Procedures are put in place to ensure rosters are circulated in accordance with organisational policies and procedures

3.4 Mechanisms are put in place to receive and address feedback from rostered personnel, and to identify and act upon acceptable modifications

3.5 Procedures for documenting and distributing finalised train crew rosters to appropriate personnel are established and implemented

4 Monitor train crew rosters

4.1 Train crew rostering is reviewed at appropriate times to ensure it is meeting current and future regulatory and organisational requirements

4.2 Issues with train crew rostering are identified and addressed in accordance with regulatory and organisational

requirements

4.3 Train crew rosters are revised and disseminated as required

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 TLIL5073A Manage train crewing and rostering.

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 TLIL5073 Manage train crewing and rostering

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

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 safeworking and workplace procedures
- communicating effectively with others when managing and developing train crew rosters
- establishing a crew resourcing framework
- identifying job hazards and taking required action to minimise, control or eliminate identified hazards
- managing the development of train crew rosters
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring train crew rosters
- monitoring work activities in terms of planned schedule
- preparing to manage train crewing and rostering
- rectifying identified problems promptly, in accordance with organisational policy and procedures.

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 train crew rosters
- problems that may occur when developing train crew rosters and appropriate action that can be taken to resolve these problems
- rail safety worker competency requirements
- regulatory and organisational requirements, and safeworking systems relevant to developing train crew rosters
- relevant information and documents required to manage train crewing and rostering
- relevant state/territory legislation and regulations in relation to managing train crewing and rostering

- relevant support activities in relation to managing train crewing and rostering
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- train crew fitness for work
- workplace procedures and policies for developing train crew 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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, rail industry standards, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>