



Australian Government

TLIO0002 Apply and monitor workplace security procedures

Release: 1

TLIO0002 Apply and monitor workplace security procedures

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 apply and monitor security procedures in accordance with workplace and regulatory requirements within the transport and logistics industry.

It includes checking and monitoring personnel and goods entering the worksite, carrying out surveillance of work areas, dealing with security incidents and emergencies, and completing required reports and surveillance documentation.

Work is performed under some 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

O – Security

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Check and monitor personnel and goods entering the worksite

PERFORMANCE CRITERIA

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

1.1 Entry and exit of personnel and vehicles are checked to prevent improper entry or unlawful removal of goods and cargo, in accordance with workplace operational procedures and statutory authority regulations

	1.2	Potential breaches of security are observed and reported to appropriate personnel in accordance with workplace procedures
2 Carry out surveillance of work areas	2.1	Surveillance of work areas is undertaken in accordance with workplace procedures and regulatory requirements
	2.2	Hazards are identified, risks assessed and control measures implemented
	2.3	Breaches of security are identified, action initiated and incident reported to appropriate personnel in accordance with workplace procedures and regulatory requirements
3 Respond to security incidents or emergencies	3.1	Security incidents or emergencies are dealt with in accordance with regulations and workplace procedures
	3.2	Appropriate agency services are contacted in accordance with workplace procedures
	3.3	Agency services are supported
4 Complete required documentation	4.1	Surveillance documentation and reports are completed and despatched to relevant persons in accordance with workplace procedures and regulatory requirements
	4.2	Incident documentation in completed in accordance with workplace procedures

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 TLIO3016 Apply and monitor workplace security procedures.

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 TLIO0002 Apply and monitor workplace security procedures

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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 precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when applying and monitoring security procedures
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures for maintaining security
- implementing control measures
- interpreting and following operational instructions, procedures and information
- modifying activities depending on operational controls, risk situations and environments
- monitoring work activities in terms of planned schedule
- interpreting and following relevant instructions, procedures and information
- receiving, acknowledging and sending messages with available communications equipment
- working collaboratively with others when applying and monitoring security procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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:

- agency services including:
 - ambulance
 - fire
 - police
 - security
- marking and numbering systems
- national and international codes of practice and regulations relevant to security arrangements
- relevant bond, quarantine or other legislative requirements
- relevant work health safety (WHS)/occupational health and safety (OHS) and environmental

- protection procedures and guidelines
- security problems and appropriate actions to resolve or avoid these problems
- site layout and operating procedures
- types of hazardous material and special handling procedures
- work systems, equipment, management and site operating systems
- workplace security procedures and policies.

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:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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