



Australian Government

TLIP0009 Manage workplace information

Release: 1

TLIP0009 Manage workplace information

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 workplace information.

It includes identifying and sourcing information needs; collecting, analysing and reporting information; using management information systems; contributing to the preparation of operational plans; and preparing resource proposals.

Work is performed under limited or minimum supervision with general guidance on progress and outcomes. It involves the use of discretion and judgement for self and others when managing workplace information systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Identify and source information needs

PERFORMANCE CRITERIA

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

1.1 Information needs of stakeholders are determined and potential sources of information identified

1.2 Information held by the organisation is accessed to determine

- suitability
- 1.3** Arrangements are made to obtain identified information not available or accessible within the organisation
- 2 Collect, analyse and report information**
- 2.1** Information relevant to the needs of stakeholders is collected, as required
- 2.2** Information is collected in or transferred to a format suitable for analysis, interpretation and dissemination
- 2.3** Information is analysed to identify trends and developments in terms of the needs for which the information was acquired
- 2.4** Information is prepared for reporting purposes using required formats and within agreed timeframes
- 3 Use management information systems**
- 3.1** Management information systems are used effectively to store and retrieve data
- 3.2** Technology available in the workplace is used to manage information efficiently and effectively
- 3.3** Data entered is monitored for accuracy
- 3.4** Recommendations for improving the information system are submitted to designated persons/groups
- 4 Contribute to the preparation of operational plans**
- 4.1** Information is accessed and reviewed, as required, and presented in accordance with workplace policies and procedures
- 4.2** Recommendations are prepared and presented for consideration in operational planning
- 5 Prepare resource proposals**
- 5.1** Resource planning data is collected in consultation with stakeholders
- 5.2** Proposals are prepared for consideration
- 5.3** Proposals to secure resources are checked for realistic options, benefits, costs and outcomes
- 5.4** Proposals are forwarded to relevant personnel
- 5.5** Approval progress is followed up on, 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 TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP4005 Manage workplace information.

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 TLIP0009 Manage workplace information

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when managing workplace information
- contributing to increased efficiencies in operations and resource management
- identifying and collecting information for use in the workplace
- monitoring and prioritising work activities in terms of planned schedule
- preparing and completing relevant documentation
- reading, interpreting and following relevant instructions, procedures and workplace information
- reporting and/or rectifying identified problems that may arise in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and procedures to workplace tasks
- selecting and efficiently using information management systems and technologies
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- financial impact of managing workplace information
- recording, reporting and systems
- relevant regulatory, code requirements and quality programs
- resource availability
- typical problems that can occur when managing workplace information and related appropriate actions that can be taken
- workplace policies and plans as they relate to management of information.

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 access to:

- a range of relevant exercises, case studies and/or simulations
- 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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