



Australian Government

TLIP5007 Contribute to the development of a workplace learning environment

Release: 1

TLIP5007 Contribute to the development of a workplace learning environment

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 contribute to the development of a workplace learning environment in accordance with the relevant Australian regulations, standards, codes of practice and workplace procedures.

It includes creating learning opportunities, facilitating and promoting learning, and monitoring and improving learning effectiveness.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

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 Create learning opportunities

PERFORMANCE CRITERIA

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

1.1 Workplace environments that facilitate learning are developed and supported

- 1.2 Learning plans are developed as an integral part of individual/team performance plans
 - 1.3 Diversity of needs and learning opportunities of individual employees and the enterprise are reflected in learning plans
 - 1.4 Individual/team access to, and participation in, formal and informal learning opportunities is facilitated
 - 1.5 Negotiation is undertaken with training and development specialists to plan and provide learning that enhances the operation of the workplace
- 2 Facilitate and promote learning**
- 2.1 Workplace activities are used as opportunities for learning
 - 2.2 Workplace knowledge, skills and attitudes are developed through coaching and mentoring
 - 2.3 Benefits of learning are shared with others in the team/workplace
 - 2.4 Workplace achievement is recognised by timely and appropriate recognition, feedback and rewards
- 3 Monitor and improve learning effectiveness**
- 3.1 Feedback from individuals/teams is used to identify and introduce improvements in future learning arrangements
 - 3.2 Adjustments negotiated with training and development specialists result in improvements to the efficiency and effectiveness of learning
 - 3.3 Records and reports of competency are documented and maintained within workplace systems and 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.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP5007A Contribute to the development of a workplace learning environment.

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 TLIP5007 Contribute to the development of a workplace learning environment

Modification History

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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 assessment guidelines and endorsed competency standards appropriate for the workplace
- applying relevant legislation and workplace procedures
- communicating effectively with others when developing a workplace learning environment
- completing documentation related to developing a workplace learning environment
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning and organising learning opportunities
- prioritising work and coordinating self and others in relation to workplace learning opportunities and activities
- providing leadership and working collaboratively with others when developing a workplace learning environment
- reading and interpreting competency standards, job specifications, training and assessment instructions and materials relevant to developing a workplace learning environment
- selecting and applying appropriate technology, learning and assessment resources, information systems and 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:

- application of current competencies within functional activity
- application of relevant assessment guidelines and endorsed competency standards appropriate for the workplace
- business policies and plans including training and assessment
- focus of operation of work systems, resources, management and workplace operating systems
- problems that may occur when developing a workplace learning environment and action to be taken to report or resolve these problems
- quality and customer service standards, policies and procedures
- relevant regulations, codes of practice and legislative requirements
- relevant workplace documentation procedures
- resource availability including the competencies of individuals in the team/group
- workplace policies and processes for developing a workplace learning environment.

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 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 include:

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

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