



Australian Government

TLIP5037 Develop workplace policy and procedures

Release: 1

TLIP5037 Develop workplace policy and 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 develop and implement a workplace policy, and includes modifying the policy to suit changed circumstances.

It includes developing, communicating and implementing workplace policy as well as reviewing policy as required.

Work must be undertaken in accordance with relevant national, state/territory legislation, regulations and codes of practice.

This unit applies to people with managerial responsibilities who undertake work developing workplace strategies, including the development and implementation of policy and supporting procedures.

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 Develop workplace policy

PERFORMANCE CRITERIA

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

1.1 Workplace policy requirements are identified

1.2 Information is gathered from a range of sources to plan and develop policy

- 1.3 Stakeholders are identified and consulted as a key component of the policy development process
 - 1.4 Policy option recommendations are made based on likely effectiveness, timeframes and cost
 - 1.5 Identified workplace policy requirements are reflected in policy developed
 - 1.6 Appropriate methods of implementation are agreed
- 2 Communicate workplace policy**
 - 2.1 Workplace policy and expected outcomes are promoted to key stakeholders
 - 2.2 Expected outcomes, activities to be undertaken and assigned responsibilities are communicated to those involved in implementing the policy
- 3 Implement workplace policy**
 - 3.1 Workplace policy implementation procedures are developed and communicated to stakeholders
 - 3.2 Strategies for continuous improvement are implemented
 - 3.3 Responsibility to use recording systems for tracking continuous improvement is established and assigned
- 4 Review workplace policy implementation**
 - 4.1 Outcomes are documented and feedback is provided to key personnel and stakeholders
 - 4.2 Outcomes of policy implementation are investigated
 - 4.3 Records to identify trends that may require remedial action are monitored and used to promote continuous improvement of performance
 - 4.4 Policy and or procedures are modified as required to ensure agreed improvements are made

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 TLIP5037A Develop workplace policy and 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 TLIP5037 Develop workplace policy and procedures

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:

- adjusting communication to suit different audiences
- communicating with stakeholders to discuss possible approaches to policy development and implementation, and contributing to resolving disputes among stakeholders
- consulting on and validating policy
- implementing strategy, as part of the policy, that has been devised, implemented and reviewed
- managing different points of view and dissenting stakeholders effectively
- planning, developing and implementing organisational policy that complies with legislative requirements
- preparing written reports using precise expression, language and structures suited to intended audience
- reading and evaluating complex and formal documents such as policy and legislation
- researching, analysing and presenting information
- responding effectively to diversity
- reviewing and improving policies by identifying improvements and benchmarking against industry best practice, and attempting new approaches over time
- working as a member of a team.

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:

- best practice approaches relevant to own work area
- equal employment opportunity, equity and diversity principles, and work health and safety (WHS)/occupational health and safety (OHS) implications of policy being developed
- legislation, regulations and codes of practice applicable to industry and organisation
- quality assurance systems relevant to own organisation
- relevant industry standards
- relevant organisational policies, procedures and protocols.

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

Links

Companion Volume implementation guides are found in VETNet -

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