



Australian Government

TLIPC0003 Apply effective work practices

Release: 1

TLIPC0003 Apply effective work practices

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 covers the skills and knowledge required to apply effective work practices.

It includes planning, organising and completing daily work; communicating effectively; working with others; using workplace technology; solving work problems and adapting to changes.

This unit is designed for entry-level workers or students interested in a supply chain career.

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

Pre-requisite Unit

Not applicable.

Competency Field

PC – Pathways Certificate.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Plan, organise and complete daily work

PERFORMANCE CRITERIA

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

- 1.1** Work instructions and priorities are identified and interpreted in consultation with appropriate personnel
- 1.2** Appropriate work plan or daily routine is determined and agreed with appropriate personnel
- 1.3** Materials, resources or information needed to complete work

is determined, collected and organised

1.4 Work tasks are completed within designated timelines, quality standards and instructions

1.5 Problems that arise are dealt with in a practical, timely and appropriate manner and assistance is sought when required

1.6 Feedback from appropriate personnel is acted upon in accordance with own job role and workplace procedures

2 Communicate effectively

2.1 Appropriate lines of communication with appropriate personnel and customers are identified

2.2 Effective communication skills are used to gather and convey information

3 Work with others

3.1 Work roles of self and team members are identified

3.2 Individual responsibilities and duties to the team are undertaken in a positive and respected manner that promotes cooperation and good working relationships

4 Use workplace technology

4.1 Appropriate workplace technology is selected and used in accordance with workplace procedures and manufacturer instructions

4.2 Workplace technology is inspected to ensure it is not damaged and is working properly, and precautions are taken to reduce risks

4.3 Appropriate action is taken when problems with workplace technology occur

4.4 Workplace technology is cared for according to workplace and manufacturer guidelines and instructions

5 Solve work problems

5.1 Problems are identified and solutions are developed within scope of individual responsibility to rectify them

5.2 Assistance is sought from appropriate personnel, as required

5.3 Workplace problems are reported using appropriate workplace procedures, as required

6 Adapt to change

6.1 New work requirements or situations are identified, clarified and adapted to

6.2 Range of possible options to deal with workplace challenges are considered

6.3 Flexibility to trial new ideas and techniques is demonstrated

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 TLIPC1003 Apply effective work practices.

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 TLIPC0003 Apply effective work practices

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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:

- adapting and modifying activities depending on differing workplace contexts and environment
- applying relevant legislative requirements and workplace policies and procedures
- communicating effectively
- completing required workplace tasks
- following relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures
- identifying and correctly using materials and other technology required to complete workplace tasks
- interpreting and following a designated work plan or set of instructions for a job
- planning daily routine and workplace tasks
- recognising limitations, asking for help and seeking clarification or information about work requirements and procedures
- taking initiative and using appropriate techniques to problem solve and to complete tasks
- working cooperatively and collaboratively with others to complete tasks.

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:

- basic principles of teamwork in the workplace
- procedures for identifying and using relevant workplace technology when carrying out workplace calculations
- roles and responsibilities of individuals and team members
- technology used in the workplace, relevant manufacturer instructions and processes for their use
- typical problems in the workplace and appropriate action and solutions

- workplace policies and procedures.

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.

Links

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