



Australian Government

Department of Education, Employment and Workplace Relations

TLIE107C Present routine workplace information

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to present routine workplace information in accordance with workplace requirements including preparing and presenting routine workplace documents and preparing and delivering oral presentations as part of routine work.

Application of the Unit

Work must be carried out in accordance with workplace requirements concerning the preparation and presentation of routine workplace information.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and relevant regulatory requirements when preparing and presenting routine workplace information as part of work activities in the stevedoring, transport, distribution and allied industries.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Prepare and present document	1.1 Purpose of the document is identified 1.2 Sources of information are established 1.3 Information is collated and presented in a logical order 1.4 Document style is selected to match purpose and workplace pro-formas 1.5 Language is clear, concise and conveys appropriate information to target audience 1.6 Document is checked to ensure that it follows workplace requirements 1.7 Completed document is presented to appropriate personnel as required
2 Prepare and deliver oral presentation	2.1 Purpose of oral presentation is established 2.2 Target audience is identified 2.3 Information is gathered and sorted 2.4 Visual, audio and physical support media are identified or developed, if required, in accordance with workplace procedures 2.5 Presentation is trialled and adjusted to suit target audience 2.6 Information is presented in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Australian and international codes and regulations relevant to workplace activities

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for preparing and presenting routine workplace information

Focus of operation of work systems, equipment, management and site operating systems for the preparation and presentation of routine workplace information

Documents, forms, and oral presentations required as part of routine workplace activities

Problems that may occur when preparing and presenting routine workplace information and appropriate action that can be taken to resolve the problems

Required skills:

Communicate effectively with others when preparing and presenting routine workplace information

Read and interpret instructions, procedures and information relevant to the preparation and presentation of routine workplace information

Interpret and follow operational instructions and prioritise work

Complete documentation related to the preparation and presentation of routine workplace information

Receive, acknowledge and send messages with available communications equipment

Work collaboratively with others when preparing and presenting routine workplace information

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may arise when preparing and presenting routine workplace information in accordance with regulatory requirements and workplace procedures

Monitor work activities in terms of planned schedule

Identify, select and use relevant equipment, processes and procedures when preparing and presenting routine workplace information

Use presentation packages for slides, overhead projector, computer presentations

Modify activities depending on differing operational contingencies and environments

Work systematically with required attention to detail

Operate and adapt to differences in equipment in accordance with standard operating procedures

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Work may be conducted:	in a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Work may be conducted in:	limited or restricted spaces exposed conditions controlled or open environments
Workplace information to be prepared and presented may include:	routine reports, documentation and forms that are required to be completed to instructions, or pro-formas as part of routine job requirements
Reports/forms may be presented:	orally, in writing or via a computer
Hazards in the work area may include exposure to:	chemicals dangerous or hazardous substances movements of equipment, goods, materials and vehicular traffic
Personal protective equipment needed in the work area may include:	gloves safety headwear and footwear safety glasses two-way radios protective clothing high visibility clothing
Communication in the work area may include:	phone fax email electronic data transfer (EDI) RF systems radio

	oral, aural or signed communications
Consultative processes may involve	staff members management union representatives industrial relations, Occupational Health and Safety specialists other professional or technical staff
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures enterprise procedures organisational procedures established procedures
Information/documents may include:	goods identification numbers and codes manifests, bar codes, and container identification/serial number Australian and international codes of practice and regulations relevant to workplace activities Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances (where applicable) operations manuals, job specifications and induction documentation manufacturers specifications for equipment workplace procedures and policies supplier and/or client instructions dangerous goods declarations and material safety data sheets (where applicable) award, enterprise bargaining agreement, other industrial arrangements relevant Australian standards and certification requirements quality assurance procedures emergency procedures
Applicable regulations and legislation may include:	relevant codes and regulations for the transfer of cargo/freight

Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances (where applicable)

licence, patent or copyright arrangements

water and road use and licence arrangements

export/import/quarantine/bond requirements

marine orders

relevant state/territory OH&S and environmental protection legislation

workplace relations regulations

workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

E - Communication and Calculation