



Australian Government

Department of Education, Employment and Workplace Relations

TLIE407C Prepare workplace documents

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to prepare workplace documents and forms in accordance with workplace requirements and any applicable regulations/codes including planning and preparing a simple workplace document such as a letter or report, and gathering relevant information enabling the completion of a workplace form.

Application of the Unit

Work must be carried out in accordance with the workplace requirements concerning the preparation of workplace documents/forms.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and the basic principles of report writing to the preparation of workplace documents/forms as part of work activities in the transport, stevedoring, warehousing, distribution and/or storage 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 Plan workplace document	1.1 Purpose and audience for the document are identified 1.2 Appropriate format for the document is established to meet workplace requirements 1.3 Relevant information is identified and selected for inclusion in the document
2 Prepare workplace document	2.1 A draft of the document is prepared in accordance with workplace procedures and conventions for sentence construction, grammar, spelling, style, punctuation and vocabulary that are appropriate for the reader(s) 2.2 Document is edited and presented in a final version appropriate to the task
3 Complete workplace forms	3.1 Work related form(s) is interpreted to identify information required for its completion 3.2 Required information for completion of form is gathered from relevant sources in accordance with workplace procedures 3.3 Form(s) is completed in accordance with workplace policy and procedures and any applicable regulations and codes

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 the documents and/or forms being prepared

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the completion of documents/forms

Problems that may occur when preparing and completing workplace documents and forms and appropriate action that can be taken to resolve the problems

Equipment and materials required for the completion of documents and forms and instructions and precautions for their use

Conventions for sentence construction, grammar, spelling, style and punctuation

Format and layout of various documents and forms used in workplace activities

Required skills:

Communicate effectively with others when preparing and completing workplace documents and forms

Read, write and comprehend simple statements in English

Read and interpret instructions, procedures, information and labels relevant to the preparation and completion of workplace documents and forms

Interpret and follow operational instructions and prioritise work

Complete documentation related to work activities

Work collaboratively with others when preparing and completing workplace documents and forms

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 completing workplace documents and forms in accordance with applicable regulatory requirements and workplace procedures

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Apply fatigue management knowledge and techniques

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
Documents and forms may include:	routine written reports on workplace activities, incidents, meeting outcomes, etc. It may also include the gathering of relevant information and the subsequent completion of the various forms and records falling within the occupational responsibility of the person concerned
Communication in the work area may include:	written, oral, aural or signed communications phone electronic data interchange (EDI) fax email internet radio
Hazards in the work area may include:	exposure to chemicals exposure to dangerous or hazardous substances movements of equipment, goods, materials and vehicular traffic
Consultative processes may involve:	other employees and supervisors suppliers, customers and clients relevant authorities and institutions

	management and union representatives industrial relations and OH&S specialists other maintenance, 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, picking slips, merchandise transfers, stock requisitions and bar codes 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 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:	codes and regulations relevant to workplace documents/forms being prepared 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