



Australian Government

Department of Education, Employment and Workplace Relations

TLIO307C Undertake loading and unloading in a designated secured environment

Release: 1

TLIO307C Undertake loading and unloading in a designated secured environment

Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to undertake loading and unloading of cash-in-transit in a designated secured environment, including selecting loading site, undertaking load transfer, and completing required transfer documentation.

Application of the Unit

Work must be carried out in compliance with the relevant sections of the regulations of the relevant state or territory authorities concerned with the secure delivery of valuables, secured products, documents and materials.

Work is performed under general supervision. It involves the application of the basic principles, routine procedures and regulatory requirements to the transfer of cash in transit in designated secured environments.

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 Select loading site	1.1 Plans of site access, exit points and key physical features are identified 1.2 Site for goods transfer is selected in accordance with security plan and with due regard for own safety, safety of security team, members of the public and consignment 1.3 Loading site(s) mandated by customer and/or specific loading and unloading requirements are identified and assessed for accessibility and security 1.4 Alternative sites are identified where pre-determined site is assessed as inappropriate 1.5 Proposed changes to loading site(s) are referred to management personnel and authorisation sought where appropriate
2 Undertake load transfer	2.1 Permission to enter and exit loading area (where required) is obtained in accordance with enterprise procedures 2.2 Security procedures, including positioning of personnel, travelling across public areas, and carrying/loading techniques, are undertaken in accordance with operational plan and regulatory requirements 2.3 Contingency plans are identified and confirmed with other team members 2.4 The environment is constantly monitored to maintain a safe working environment 2.5 Goods are identified and details are verified and checked for conformity with manifest 2.6 Non-conforming consignments are documented and reported in accordance with enterprise procedures

- 2.7 Load characteristics are identified and considered when determining appropriate loading and unloading procedures
 - 2.8 Load handling demonstrates compliance with (any) loading regulations and workplace safety requirements
 - 2.9 Consignment is delivered/stored and secured in accordance with operational plan, enterprise procedures and regulatory requirements
- 3 **Complete transfer documentation**
 - 3.1 Details of consignment delivery are verified by client or client representative
 - 3.2 Transfer documentation is completed in accordance with enterprise 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:

Relevant state and territory permit and licence regulations and requirements

OH&S procedures and guidelines concerning the lifting and movement of loads

Risks and hazards when transferring cash-in-transit and related precautions to control the risk

Operational procedures for identification of security risks

Contingency planning relating to managing and controlling security risks

Requirements for approved work procedures and relevant equipment

Housekeeping standards procedures required in the workplace

Typical problems that can occur when loading and unloading cash-in-transit in a designated secured environment and appropriate action that can be taken to prevent or solve them

Required skills:

Communicate effectively with others when loading and unloading cash-in-transit in a designated secured environment

Read and interpret instructions, procedures, information and labels relevant to the loading and unloading of cash-in-transit in a designated secured environment

Interpret and follow operational instructions and prioritise work

Complete documentation related to the loading and unloading of cash-in-transit in a designated secured environment

Operate electronic communication equipment to required protocol

Work collaboratively with others when loading and unloading cash-in-transit in a designated secured environment

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

Promptly report and/or rectify any identified problems or incidents that may occur when loading and unloading cash-in-transit in a designated secured environment in accordance

with regulatory requirements and workplace procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist during loading and unloading of cash-in-transit in a designated secured environment

Plan own work including predicting consequences and identifying improvements

Apply relevant agreements, codes of practice or other legislative requirements

Monitor work activities in terms of planned schedule

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

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Identify and correctly use equipment, processes and procedures

Adapt to differences in equipment in accordance with standard operating procedures

Safely use correct manual handling techniques

Select and use required personal protective equipment conforming to industry and OH&S standards

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.

Operations may be conducted:	in a range of work environments and weather conditions by day or night
Customers may be:	internal or external
Hazards may include:	vehicular and pedestrian traffic firearm handling persons with felonious intent uneven ground, steps, road surfaces contamination of, or from, materials being handled dust and vapours hazardous or dangerous materials humidity, air temperature
Consultative processes may involve:	clients private security personnel public sector security personnel police security consultants other employees and supervisors management other professional or technical staff
Consignment risk may include:	staff fidelity other theft loss through negligence
Communication in the work area may include:	mobile and fixed phones radio oral, aural or signed communications
Security systems/devices may include:	two key safes ATM vaults surveillance cameras VCRs alarm systems access control systems time delay devices
Secured environment may be:	on or off normal site of operations

Security arrangements are varied in line with:

workplace policies and procedures

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

company procedures
enterprise procedures
organisational procedures
established procedures

Personal protective equipment may include:

gloves
safety headwear and footwear
firearms
two-way radios

Information documents may include:

workplace procedures and policies
job specifications
relevant manufacturers specifications
competency standards and training materials
supplier and/or client instructions
material safety data sheets
codes of practice including the National Standards for Manual Handling and the Industry Safety Code
award, enterprise bargaining agreement, other industrial arrangements
standards and certification requirements
quality assurance procedures
emergency procedures

Applicable regulations and legislation may include:

state/territory OH&S regulations and legislation, including manual handling regulations
relevant Australian Standards and certification requirements
relevant state/territory privacy legislation
relevant state/territory firearms legislation
licensing and permits for firearms and security occupations
licensing requirements for driving and carrying particular classes of goods
relevant state/territory road rules and traffic acts

Unit Sector(s)

Not applicable.

Competency Field

O - Security