



Australian Government

Department of Education, Employment and Workplace Relations

TLIE3012A Consolidate manifest documentation

Release: 1

TLIE3012A Consolidate manifest documentation

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to consolidate manifest documentation including the identification of the documentation required and the processing of the information in accordance with workplace procedures. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be must be carried out in compliance with the relevant codes of practice and regulations for the carriage of freight.

Work is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes. It involves the application of routine principles and procedures to efficiently and effectively consolidate manifest documentation.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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

ELEMENT	PERFORMANCE CRITERIA
1 Identify required documentation	1.1 Relevant documentation is collated and checked to ensure all appropriate information has been entered 1.2 Omissions/discrepancies are noted and reported in accordance with workplace procedures 1.3 Identification codes, manifest codes, details of dangerous goods declarations and pertinent data are entered into record system in accordance with workplace procedures and, where required, statutory requirements 1.4 Relevant clearances for the movement of goods/freight are checked and, where appropriate, actions to rectify deficiencies are followed in accordance with workplace procedures
2 Process documentation	2.1 Files/system are amended including the appending of all relevant data/information 2.2 Tracking/monitoring processes are completed and documentation is forwarded in accordance with workplace procedures and, where required, statutory requirements

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 codes of practice and legislative requirements including Australian Dangerous Goods Code and relevant freight regulations
- Relevant OH&S and environmental procedures and regulations
- Workplace procedures to be followed in the consolidation of manifests
- Operational procedures for document control
- Sources of information/documentation needed when consolidating manifests
- Customer service policies and procedures

Required skills:

- Communicate effectively with others when consolidating manifest documentation
- Read and interpret instructions, procedures, information and labels relevant to the consolidation of manifest documentation
- Interpret and follow operational instructions and prioritise work

Required skills:

- Complete documentation related to the consolidation process
- Work collaboratively with others when consolidating manifest documentation
- 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 consolidating manifest documentation in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may occur when consolidating manifest documentation
- Plan own work including predicting consequences and identifying improvements
- 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

Evidence Guide**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/or 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:

EVIDENCE GUIDE

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|-----------------------------|--|
| | <ul style="list-style-type: none"> • relevant and appropriate materials and equipment, and • applicable documentation including workplace procedures, regulations, codes of practice and operation manuals |
| Method of assessment | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • through activities in an appropriately simulated environment 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.

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| Consolidation of manifest documentation may be undertaken in: | <ul style="list-style-type: none"> • the bulk handling, dangerous goods and freight forwarding sectors of the transport and distribution industry |
| Requirements for work may include: | <ul style="list-style-type: none"> • freight forwarding protocols and procedures • communications equipment • workplace operations • authorities and permits • hours of operation • relevant regulations |
| Documentation may include: | <ul style="list-style-type: none"> • type, capacity and compatibility of cargo • weigh bridge tickets • loading dockets • orders • invoices |
| Consultative processes may involve: | <ul style="list-style-type: none"> • other employees and supervisors • agents, suppliers, clients • relevant authorities and institutions |

RANGE STATEMENT

- Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:
- management
 - OH&S specialists
 - other professional or technical staff
 - company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
- Documentation/records may include:
- operations manuals, job specifications and procedures and induction documentation
 - competency standards and training materials
 - manufacturers/client specifications, instructions
 - workplace operating procedures and policies
 - Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
 - supplier and/or client instructions
 - relevant Australian standards, criteria and certification requirements
 - communications technology equipment, oral, aural or signed communications
 - quality assurance procedures
 - emergency procedures
- Applicable procedures and codes may include:
- regulations relevant to the transport of freight
 - Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
 - Australian and International Dangerous Goods Codes
 - Australian Marine Orders and the International Maritime Dangerous Goods Code
 - IATA Dangerous Goods by Air regulations
 - Australian and International Explosives Codes
 - Australian and international standards and certification requirements
 - relevant state/territory OH&S legislation
 - relevant state/territory fatigue management regulations
 - relevant state/territory environmental protection legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

E - Communication and Calculation