



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLIE3028A Complete a work diary in the road transport industry**

**Release: 1**

## **TLIE3028A Complete a work diary in the road transport industry**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit involves the skills and knowledge required to compile the information required for a work diary used in the road transport industry and complete the diary according to regulatory and legislative requirements.

Licensing, legislative, regulatory and certification requirements are applicable to this unit.

### **Application of the Unit**

A work diary is completed as an integral part of day-to-day work operations in the road transport industry.

Work is usually completed with little or no support.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

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 legislative and regulatory requirements relating to work diary**

1.1 State or territory work diary regulations are identified as they relate to the job function

1.2 Purpose of work diary is determined as it relates to the job role

1.3 Penalties relating to the specific job function are identified

#### **2 Compile information required for the diary**

2.1 Type of information required for completion of work diary is compiled according to workplace policy and regulatory requirements

2.2 Information gathered is factual and specific to the job function

2.3 Information is gathered in a timely manner in accordance with workplace policy and regulatory requirements

#### **3 Complete work diary**

3.1 Information is entered into the work diary accurately according to workplace policy and regulatory requirements

3.2 Work diary is maintained and updated in line with workplace policy and regulatory requirements

3.3 Work diary is stored in a safe and accessible location for the required time

## **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 procedures and duty of care requirements
- Relevant OH&S responsibilities
- Protocols and procedures for processing work diaries using relevant workplace policy
- Requirements for work diaries
- Sources of information for the completion of diaries
- Purpose of work diaries
- Typical problems in completing work diaries, and appropriate action and solutions

#### **Required skills:**

- Read, interpret and organise information needed for the completion and processing of work diaries
- Interpret and follow operational instructions and prioritise work
- Complete all required sections of work diary
- Report and rectify within limits of own role identified problems that may arise when completing and processing workplace documentation, forms, logs or diaries in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events
- 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 an understanding of associated state or territory regulations for completion of a work diary
  - applying relevant workplace policy and procedures
  - applying an understanding of procedures for non-completion of a work diary
  - correctly completing a work diary to regulator regulations

### **Context of and specific resources for assessment**

- Assessment must ensure access to:
  - work diary that is consistent with current industry standards
  - tools and equipment currently used in the road transport industry
  - regulatory requirements and equipment documentation that impact on work activities currently used in the road transport industry

### **Method of assessment**

- Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended
- In all cases where practical assessment is used it will be combined with targeted questioning to assess required knowledge
- Assessment processes and techniques must be appropriate to the language and literacy capacity of the candidate and the work being performed
- Simulation and online assessment are not suitable for final assessment of this unit of competency

## 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.

**Processing of work diaries will be that involved in routine work functions and may occur by day or night and in a variety of work contexts, including:**

- in confined spaces, exposed conditions and controlled or open environments
- in a workplace, warehouse or depot
- in a vehicle on the road
- at a customer's workplace
- as defined within workplace procedures

**Documentation and reporting systems will be:**

**Time periods include:**

- records of the last 28 days of work and rest

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

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

**Applicable regulations and legislation may include:**

- relevant regulations, standards and codes of practice, including the National Standard for Manual Handling and industry safety codes
- dangerous goods and freight regulations and codes
- relevant federal, state and territory OH&S legislation
- equal employment legislation and related policies
- environmental protection regulations

## Unit Sector(s)

Not applicable.

## Competency Field

E – Communication and Calculation