



Australian Government

Department of Education, Employment and Workplace Relations

TLIK2007A Perform electronic data interchange (EDI) to transmit shipping documentation

Release: 1

TLIK2007A Perform electronic data interchange (EDI) to transmit shipping documentation

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to perform electronic data interchange (EDI) to transmit shipping documentation including identifying and establishing document purpose and information sources, compiling data files, and transmitting and receiving documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be carried out in accordance with the relevant regulations and workplace procedures concerning the use of electronic data interchange (EDI) to transmit shipping documentation.

Work is performed under general supervision. It involves the application of routine procedures to perform electronic data interchange (EDI) to transmit shipping documentation in the transport and distribution industry.

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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify and establish document purpose and information sources	1.1 Purpose of task is identified and appropriate document template(s) accessed 1.2 Manual and computerised sources of data are accessed in accordance with the requirements of the task 1.3 Existing files and data required to be updated are identified 1.4 Stored data regarding applicable regulations, client instructions, protocols and procedures are selected and combined correctly for the task
2 Compile data files	2.1 Files are created/updated according to required format and layout 2.2 Data are accurately entered following regulatory and workplace requirements and are consistent with required purpose 2.3 All relevant sections of the documentation are checked for accuracy and completeness 2.4 Discrepancies in documentation are identified and action undertaken in accordance with workplace procedures 2.5 Files created or updated are saved and stored in accordance with workplace and regulatory requirements
3 Transmit documentation	3.1 Document destination(s) are correctly identified and selected 3.2 Destinations are checked for readiness to receive transmission 3.3 Security arrangements for data exchange are undertaken in accordance with workplace procedures 3.4 Documents are transmitted ensuring componentry is used according to workplace procedures and that all information is correctly downloaded 3.5 Action is undertaken within scope of authority to rectify transmission faults 3.6 Print out of documents are made and filed/stored/forwarded in accordance with workplace procedures
4 Receive documentation	4.1 Infotechnology devices are checked for readiness to receive downloaded documentation 4.2 Received documentation is printed and/or checked for accuracy and legibility 4.3 Action is undertaken within scope of authority to rectify transmission faults 4.4 Print-out of documents is made and filed/stored/forwarded in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant agreements, codes of practice or other legislative requirements including local and international freight regulations
- Relevant OH&S procedures and guidelines concerning the use of computer equipment in the workplace
- OH&S risks and hazards when using computer equipment for work tasks, and ways of controlling the risks/hazards
- Workplace procedures for the transfer and storage of electronic data and the use of related computer equipment and application software
- Equipment applications, capacities, configurations, safety hazards and control mechanisms
- Typical problems that can occur when performing electronic data interchange (EDI) to transmit shipping documentation and related action that can be taken to prevent or solve them
- Housekeeping standards and procedures required in the workplace
- Workplace or site layout

Required skills:

- Communicate effectively with others when performing electronic data interchange (EDI) to transmit shipping documentation
- Read and interpret instructions, procedures, information and manuals relevant to the use of electronic data interchange (EDI) to transmit shipping documentation
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to work activities
- Use electronic data interchange (EDI) to transmit shipping documentation to required protocol
- Work collaboratively with when performing electronic data interchange (EDI) to transmit shipping 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, faults or malfunctions that may occur when performing electronic data interchange (EDI) to transmit shipping documentation in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- 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

Required skills:

damage to goods or equipment

- Identify and use computer equipment, software, processes and procedures relevant to the context of the job
- Adapt to differences in EDI equipment in accordance with standard operating procedures
- Maintain eye-hand coordination

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:
 - relevant and appropriate materials and equipment, and
 - 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:

EVIDENCE GUIDE

- 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.

- The operations may be conducted:
- in a range of work environments
 - by day or night
 - in a range of typical weather conditions
- Customers may be:
- internal or external

- Work environment may include movement of:
- equipment
 - goods
 - materials
 - vehicular traffic

- The electronic transfer medium may include:
- email,
 - bulletin boards
 - computer faxes

- Security procedures may include:
- encryption of data
 - controlled access
 - regulated transmission times

- Transfer of data may include:
- interfaces between agents
 - authorities
 - brokers
 - clients
 - outposts

- Requirements for work may include:
- data protocols and procedures
 - communications equipment
 - security clearances
 - incident/accident breakdown procedures
 - authorities and permits
 - hours of operations
 - relevant regulations

RANGE STATEMENT

Consultative processes may involve:

- other employees and supervisors
- international and domestic agents, suppliers, potential customers and existing clients
- relevant authorities and institutions
- management
- OH&S specialists,
- other maintenance, professional or technical staff

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- email
- internet
- radio
- oral, aural or signed communications

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:

- workplace procedures and policies for the use of computer equipment and software required for electronic data interchange (EDI)
- manufacturers instructions concerning the use required computing equipment and software
- goods identification numbers and codes
- manifests, bar codes, goods and container identification/serial numbers
- supplier and/or client instructions
- material safety data sheets
- relevant codes of practice
- relevant legislation, regulations and related documentation
- award, enterprise bargaining agreement, other industrial arrangements
- relevant standards and certification requirements
- quality assurance procedures
- emergency procedures

Applicable regulations and legislation may include:

- local and international freight regulations
- relevant Australian standards and certification requirements
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- workplace relations regulations

RANGE STATEMENT

- workers compensation regulations
- Dangerous Goods Code and regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field K - Technology