



Australian Government

Department of Education, Employment and Workplace Relations

TLIL2031A Monitor and process attendance records

Release: 1

TLIL2031A Monitor and process attendance records

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to monitor and process attendance records in accordance with regulatory and workplace requirements, including monitoring attendance records and checking and processing attendance information. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the codes of practice and workplace requirements relevant to the monitoring and processing of attendance records.

Work is performed individually, but the ability to work within a team environment may be required.

Work involves the application of workplace procedures and relevant regulatory and code requirements to the monitoring and processing of attendance records as part of work activities in the rail transport and/or allied industries.

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 Monitor attendance records	1.1 Hours worked, as recorded for each employee, are accessed, checked and documented on a prescribed time basis 1.2 Employee record cards or other daily time records showing hours absent are followed up to ensure authorised absences are accurately recorded 1.3 Employee daily time records showing additional hours worked are followed up to determine whether additional payments are authorised 1.4 Unauthorised absences are notified to appropriate personnel on a timely basis to ensure follow-up action is initiated 1.5 Employee attendance sheets are received, checked and processed to ensure accurate employee records are maintained
2 Process attendance records	2.1 Unexplained absences are identified, confirmed and appropriate personnel are notified for follow-up action 2.2 Timesheets, or equivalent, are checked and forwarded to payroll department for costing purposes 2.3 Employee record cards or other identification system requirements are checked and redistributed on a timely basis

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Regulations and codes of practice relevant to the monitoring and processing of attendance records
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the monitoring and processing of attendance records
- Focus of operation of work systems, equipment, management and site operating systems for the monitoring and processing of attendance records
- Elements of human resources systems relevant to the monitoring and processing of attendance records, including: workplace's timekeeping practices, conditions of employment, labour/costing practices, industrial agreements and awards, auditing requirements, payroll practices and procedures, personnel records requirements, and computer based personnel recording systems
- Problems that may occur when monitoring and processing attendance records and appropriate

REQUIRED KNOWLEDGE AND SKILLS

action that can be taken to resolve the problems

- Documentation and reporting requirements for the monitoring and processing of attendance records including computer based personnel recording systems

Required skills:

- Communicate effectively with others when monitoring and processing attendance records
- Read and interpret instructions, procedures and information relevant to work activities
- Interpret conditions of employment and industrial agreements and awards
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to work activities
- Operate electronic communication equipment to required protocol
- Conduct simple calculations required when monitoring and processing attendance records
- Work collaboratively with others when monitoring and processing attendance records
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any problems identified when monitoring and processing attendance records in accordance with regulatory requirements and workplace procedures
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies and environments
- Work systematically with required attention to detail
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use relevant computer, communication and office equipment required when monitoring and processing attendance records
- Select and use required personal protective equipment conforming to industry and OH&S standards

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

- 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

EVIDENCE GUIDE

demonstrate competency in this unit

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:
 - 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.

Work may be conducted:

- in a range of work environments
- by day or night

Employees include:

- all personnel whose attendance is recorded for timekeeping purposes

RANGE STATEMENT

Workplaces may comprise:	• large, medium or small worksites
Timekeeping records and systems may include, but are not limited to:	• clock cards/identification numbers • swipe cards/physical recognition systems • manual clocking systems • integrated attendance sheet systems • maternity/paternity leave • jury leave • rest breaks between shifts/overtime
Information on attendance records may be obtained from:	• timesheets • absentee records • payroll department • record cards • identification system requirements
Consultative processes may involve:	• other employees, supervisors and managers • affected customers • official representatives • relevant authorities and institutions • management and union representatives • industrial relations and OH&S specialists
Communication in the work area may include:	• phone • electronic data interchange (EDI) • fax • email • internet • RF systems • oral, aural or signed communications
Personal protective equipment may include:	• gloves • safety headwear and footwear • safety glasses • two-way radios • high visibility clothing
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:	• regulatory and/or code requirements relevant to the maintenance of attendance records • workplace procedures and policies for the monitoring and processing of attendance records

RANGE STATEMENT

Applicable regulations and legislation may include:

- employees timesheets, absentee records, record cards or computer files
- operations manuals, job specifications and induction documentation
- manufacturers specifications for office equipment
- conditions of service, award, enterprise bargaining agreement, and other industrial arrangements
- relevant Australian standards and certification requirements
- quality assurance procedures
- emergency procedures
- federal and state/territory award legislation
- relevant state/territory regulations and codes of practice relevant to the monitoring and processing of attendance records
- relevant state/territory privacy legislation
- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations including equal opportunity, equal employment opportunity and affirmative action legislation
- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

L - Resource Management