



Australian Government

TLIL5065A Roster train crews

Release 1

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Modification History

Release 1. This is the first release of this unit.

Unit Descriptor

This unit involves the skills and knowledge required to roster train crews for duty in accordance with legislative, regulatory and organisational requirements.

Licensing or certification requirements are not applicable to this unit at the time of publication.

Application of the Unit

This unit involves a knowledge of rostering techniques, communication of rosters to train crew, and the administrative systems that are used in the rostering function.

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Nil

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

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|--|---|
| 1 Plan for train crew rostering | <ul style="list-style-type: none">1.1 Purposes of rostering train crew are identified and explained1.2 Steps associated with rostering are identified, explained and followed1.3 Equipment and resources required for train crew rostering are identified, explained and acquired1.4 Information resources required for train crew rostering are identified, explained and accessed1.5 Rules, guidelines, boundaries and/or constraints associated with crew rostering are identified, explained, followed and/or accommodated1.6 Source of rules, guidelines, boundaries and/or constraints associated with crew rostering are identified, explained and consulted1.7 Need to verify and question, and the source to gain verification of the rules, guidelines, boundaries and/or constraints are identified and explained |
| 2 Compile train crew roster | <ul style="list-style-type: none">2.1 Computer software and hardware associated with train crew rostering are identified, explained and used2.2 Administrative or paper work associated with train crew rostering is identified, explained and completed2.3 Paper based, electronic based and verbal based train crew rostering communications methods are identified, explained and used appropriately2.4 Verbal procedures for communicating train crew rostering information, including confidentiality are identified, explained and implemented2.5 Procedures to obtain managerial authorisation of train crew roster are followed2.6 Potential issues that may need to be resolved during the compilation of a train crew roster are identified and explained2.7 Range of methods to resolve identified potential issues are developed and implemented2.8 Calculations are undertaken to ensure optimal roster is produced |

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|-----------------------------------|--|
| 3 Update train crew roster | 3.1 Need to update a train crew roster is identified, explained and acted upon |
| | 3.2 Procedures and communications for updating a train crew roster are identified, explained and followed |
| | 3.3 Train crew roster is formally reviewed periodically |
| | 3.4 Procedures to obtain managerial authorisation of train crew roster change are followed |

Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

Required knowledge:

- Communications techniques
- Crew booking on and booking off procedures, and physical configuration of locations where this activity occurs
- Human interface skills with computer systems (keyboard, mouse)
- Factors involved in producing an optimal roster
- Firsthand field knowledge of driving conditions experienced by crews
- Location of data required to put a train crew roster together such as station names, approximate driving time to and from drivers 'home' station to those stations
- Need for managerial authorisation of a roster or roster change
- Organisational managerial chart
- Organisational work health and safety (WHS)/occupational health and safety (OHS) policies and procedures as they relate to train crew rostering
- Reasons why a roster may not be optimal
- Specific crew related procedures and updates publicised by the Rail Safety Regulator
- Way in which roster is finally displayed

Required skills:

- Communicate effectively verbally and in writing
- Make calculations using mental arithmetic, time differences, distance/speed/time relationships
- Operate a computer

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 competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include demonstration of applying:

- required 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 time and in a suitable range of contexts.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
- 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

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, and/or
- in an appropriate range of situations in the workplace.

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.

Train crew may include: Guideline:

- driver
- guard
- second person

Guidelines, boundaries and/or constraints may include:

- annual leave requirements
- crew duty changeovers
- crew sickness
- fatigue management
- special events

Unit Sector(s)

Not applicable.

Competency Field

L – Resource Management