



Australian Government

Department of Education, Employment and Workplace Relations

TLIO2003A Undertake loading and unloading in a designated secured environment

Release: 1

TLIO2003A Undertake loading and unloading in a designated secured environment

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to undertake loading and unloading of cash-in-transit in a designated secured environment, including selecting loading site, undertaking load transfer, and completing required transfer 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 compliance with the relevant sections of the regulations of the relevant state or territory authorities concerned with the secure delivery of valuables, secured products, documents and materials.

Work is performed under general supervision. It involves the application of the basic principles, routine procedures and regulatory requirements to the transfer of cash in transit in designated secured environments.

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 Select loading site

- 1.1 Plans of site access, exit points and key physical features are identified
- 1.2 Site for goods transfer is selected in accordance with security plan and with due regard for own safety, safety of security team, members of the public and consignment
- 1.3 Loading site(s) mandated by customer and/or specific loading and unloading requirements are identified and assessed for accessibility and security
- 1.4 Alternative sites are identified where pre-determined site is assessed as inappropriate
- 1.5 Proposed changes to loading site(s) are referred to management personnel and authorisation sought where appropriate

2 Undertake load transfer

- 2.1 Permission to enter and exit loading area (where required) is obtained in accordance with enterprise procedures
- 2.2 Security procedures, including positioning of personnel, travelling across public areas, and carrying/loading techniques, are undertaken in accordance with operational plan and regulatory requirements
- 2.3 Contingency plans are identified and confirmed with other team members
- 2.4 The environment is constantly monitored to maintain a safe working environment
- 2.5 Goods are identified and details are verified and checked for conformity with manifest
- 2.6 Non-conforming consignments are documented and reported in accordance with enterprise procedures
- 2.7 Load characteristics are identified and considered when determining appropriate loading and unloading procedures
- 2.8 Load handling demonstrates compliance with (any) loading regulations and workplace safety requirements
- 2.9 Consignment is delivered/stored and secured in accordance with operational plan, enterprise procedures and regulatory requirements

3 Complete transfer documentation

- 3.1 Details of consignment delivery are verified by client or client representative
- 3.2 Transfer documentation is completed in accordance with enterprise 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 state and territory permit and licence regulations and requirements
- OH&S procedures and guidelines concerning the lifting and movement of loads
- Risks and hazards when transferring cash-in-transit and related precautions to control the risk
- Operational procedures for identification of security risks
- Contingency planning relating to managing and controlling security risks
- Requirements for approved work procedures and relevant equipment
- Housekeeping standards procedures required in the workplace
- Typical problems that can occur when loading and unloading cash-in-transit in a designated secured environment and appropriate action that can be taken to prevent or solve them

Required skills:

- Communicate effectively with others when loading and unloading cash-in-transit in a designated secured environment
- Read and interpret instructions, procedures, information and labels relevant to the loading and unloading of cash-in-transit in a designated secured environment
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the loading and unloading of cash-in-transit in a designated secured environment
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when loading and unloading cash-in-transit in a designated secured environment
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems or incidents that may occur when loading and unloading cash-in-transit in a designated secured environment in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during loading and unloading of cash-in-transit in a designated secured environment
- Plan own work including predicting consequences and identifying improvements
- Apply relevant agreements, codes of practice or other legislative requirements
- 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

Required skills:

- Identify and correctly use equipment, processes and procedures
- Adapt to differences in equipment in accordance with standard operating procedures
- Safely use correct manual handling techniques
- 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 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

EVIDENCE GUIDE

- 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.

- | | |
|---|--|
| Operations may be conducted: | <ul style="list-style-type: none">• in a range of work environments and weather conditions• by day or night |
| Customers may be: | <ul style="list-style-type: none">• internal or external |
| Hazards may include: | <ul style="list-style-type: none">• vehicular and pedestrian traffic• firearm handling• persons with felonious intent• uneven ground, steps, road surfaces• contamination of, or from, materials being handled• dust and vapours• hazardous or dangerous materials• humidity, air temperature |
| Consultative processes may involve: | <ul style="list-style-type: none">• clients• private security personnel• public sector security personnel• police• security consultants• other employees and supervisors• management• other professional or technical staff |
| Consignment risk may include: | <ul style="list-style-type: none">• staff fidelity• other theft• loss through negligence |
| Communication in the work area may include: | <ul style="list-style-type: none">• mobile and fixed phones• radio• oral, aural or signed communications |
| Security systems/devices may | <ul style="list-style-type: none">• two key safes |

RANGE STATEMENT

include:

- ATM vaults
- surveillance cameras
- VCRs
- alarm systems
- access control systems
- time delay devices

Secured environment may be:

- on or off normal site of operations

Security arrangements are varied in line with:

- workplace policies and procedures

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

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

Personal protective equipment may include:

- gloves
- safety headwear and footwear
- firearms
- two-way radios

Information documents may include:

- workplace procedures and policies
- job specifications
- relevant manufacturers specifications
- competency standards and training materials
- supplier and/or client instructions
- material safety data sheets
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- quality assurance procedures
- emergency procedures

Applicable regulations and legislation may include:

- state/territory OH&S regulations and legislation, including manual handling regulations
- relevant Australian Standards and certification requirements
- relevant state/territory privacy legislation
- relevant state/territory firearms legislation
- licensing and permits for firearms and security occupations
- licensing requirements for driving and carrying particular

RANGE STATEMENT

classes of goods

- relevant state/territory road rules and traffic acts

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

O - Security