TLIE4006 Collect, analyse and present workplace data and information

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to collect, analyse and present workplace data and information as part of workplace operations.

It includes identifying required information, analysing and preparing information for use, explaining information and presenting workplace information to others.

Work is performed under general or limited supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Collect required data and information	1.1 Purpose of data and information collection is confirmed
	1.2 Sources of data and information are established
	1.3 Appropriate data and information is identified
2 Prepare data and	2.1 Data and information is collated and analysed in accordance

information for use		with workplace procedures
	2.2	Data and information are organised and presented in a logical manner
	2.3	Checks for accuracy are made
3 Explain information	3.1	Data and information collection and analysis is explained to others in a way that effectively contributes to workplace operations
	3.2	Outcomes of data and information analysis are presented to others using appropriate presentation modes and resources
	3.3	Questions are answered and appropriate clarification is given
4 Present workplace information	4.1	Information is processed and forwarded to appropriate personnel in accordance with workplace procedures
	4.2	Processed information is collated and stored in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4006A Collect, analyse and present workplace data and information.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851