

## Learner Guide

<b>RTO</b>	<b>RTO Name</b>	Urban E-Learning
	<b>RTO Number</b>	31973

<b>Unit of competency</b>	<b>Code</b>	TLIF0001
	<b>Title</b>	Apply chain of responsibility legislation, regulations and workplace procedures
	<b>Version</b>	Release 1
<b>UEL Course Name</b>		Chain of Responsibility – Level 1

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## Purpose

The purpose of this guide is to provide information and assistance to help you successfully complete the assessments for this unit, TLIF0001: Apply chain of responsibility legislation, regulations and workplace procedures.

Target groups are any person who is a party in the chain of responsibility such as consignors, consignees, loaders, packers, drivers, schedulers, managers and transport operators. Learners may be from a range of age groups, gender identities and cultural and socioeconomic backgrounds.

## Instructions to the Learner

You will be provided with access to the assessment upload facility to complete the assessments for this unit.

Where necessary, you may be able to submit a request for a reasonable adjustment to the assessment instrument. Each request for a reasonable adjustment will be reviewed by Urban E-Learning, the Registered Training Organisation (RTO) and a response provided to the learner. All access, equity and ant-discrimination requirements will be adhered to throughout the assessment program.

Once you have submitted assessment responses and/or evidence, it will be reviewed by our assessment team to determine your competence against the unit requirements. Learners that do not pass an assessment on the first attempt are able to resubmit the assessment after receiving specific feedback from the assessor. To be deemed competent in this unit, you are required to achieve a satisfactory result for each assessment.

You will require sound English language skills in order to complete the assessments. Support to assist learners to meet those requirements will be negotiated between the learner and the assessor (as necessary). LLN/ESL programme information is provided to learners that do not meet the minimum competency standards required for the Verbal Assessment and Urban E-Learning (the RTO) will ask for validated record/s of attendance from a recognised ESL/LLNP provider prior to holding the final assessment in this case (within 12 months from registration).

## Assessment Techniques

Summative assessment of learning involves an evaluation of the evidence you provide in order to determine if you meet the required standard to achieve the unit of competency. Formative assessment is used to determine whether learners have achieved the learning outcomes prior to undertaking summative assessment, and Competency based assessment focuses on the learner's ability to perform work-based tasks to an acceptable industry standard as described by the unit of competency. You will be either issued a 'Competent' or 'Not Yet Competent' result for the entire unit based on the review of all of your assessments.

Below is an outline of the assessment process used to determine learners' competency in this unit, TLIF0001: Apply chain of responsibility legislation, regulations and workplace procedures.

Assessment Instrument	Method of assessment	Requirements
1 – Knowledge Assessment	Responses are submitted online via the assessment upload facility OR via written hardcopy (if completed during face-to-face training session).	The learner is provided with a series of questions online (via the Learning Management System) and is required to select answers from pre-determined lists of answers. This assessment tests the learner's knowledge of the performance criteria.
2 – Short Answer Assessment		The learner is provided with a series of questions and is required to provide a written response. This assessment provides a more in-depth test of the learner's knowledge and understanding of the performance criteria. The questions require a range of responses such as for the learner to 'explain', 'discuss', 'communicate' and 'identify'.
3 – Verbal Assessment	Responses are submitted verbally to the assessor via phone.	The learner is asked a series of questions by the Assessor and is required to provide a verbal response. This assessment tests the learner's ability to verbally report hazards and risks.
4 – Practical Assessment (face-to-face learning)	Responses are submitted via written hardcopy.	The learner is provided with a workplace scenario and a series of tasks relevant to their individual job role, the assessment tests the learner's ability to apply chain of responsibility obligations and prepare reports.
4 – Practical Assessment	Assessment responses submitted online via the assessment upload facility.	The learner will provide examples of workplace documentation, the assessment tests the learner's ability to apply chain of responsibility obligations and prepare reports.
5 - Third Party Report (Online Only)	Responses are submitted online via the assessment upload facility.	A third party observation report will be completed by the learner's workplace manager/supervisor to provide evidence of the learner's ability to perform the required tasks to a satisfactory level, demonstrated over a period of time. This is used by the assessor to determine the learner's competence with unit requirements.

## Evidence Mapping Summary

TLIF0001 - Apply chain of responsibility legislation, regulations and workplace procedures

Element	Performance Criteria	Assessment Technique					
		Short Answer	Knowledge	Verbal	3 <sup>rd</sup> Party	Practical (online)	Practical (Face-to-Face)
1. Explain the chain of responsibility features in the Heavy Vehicle National Law and regulations or applicable state/territory law and regulations	1.1 Principal obligations within chain of responsibility in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations are identified	✓	✓	✓			
	1.2 Principal duties of each party in the chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained	✓	✓	✓			
	1.3 Breaches and penalties for each party for failure to comply with chain of responsibility as identified in the HVNL and regulations or applicable state/territory law and regulations are explained	✓	✓				
	1.4 Reasonable steps to be followed by each party to comply with chain of responsibility as outlined in the HVNL and regulations or applicable state/territory law and regulations are explained	✓	✓	✓			
2. Apply chain of responsibility requirements in the Heavy Vehicle	2.1 Workplace policies, procedures and other documents that include chain of responsibility as it applies to own job role are identified and explained	✓		✓			

Element	Performance Criteria	Assessment Technique					
		Short Answer	Knowledge	Verbal	3 <sup>rd</sup> Party	Practical (online)	Practical (Face-to-Face)
	2.2 Methods and requirements to ensure management of speed and fatigue are explained		✓	✓			
	2.3 Methods to calculate vehicle dimension and mass limits are explained		✓				
	2.4 Methods to ensure loads are secured are explained		✓	✓			
	2.5 Workplace documents relating to chain of responsibility are completed and processed to workplace requirements				✓		✓
3. Identify and report chain of responsibility breaches	3.1 Chain of responsibility breaches are identified and explained	✓	✓	✓	✓		✓
	3.2 Workplace procedures and industry practices for reporting chain of responsibility breaches are identified and followed	✓		✓	✓	✓	✓

Assessment Requirements	Assessment Technique					
	Short Answer	Knowledge	Verbal	3 <sup>rd</sup> Party	Practical (online)	Practical (Face-to-Face)
<b>Performance Evidence</b> - Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include:						
Applying chain of responsibility obligations relating to own job role on a minimum of three occasions			✓	✓	✓	✓
Explaining the chain of responsibility obligations of own job role and at least two other job roles directly related to own job role	✓		✓			
Preparing reports of chain of responsibility breaches on a minimum of three occasions, each about a different type of breach.				✓	✓	✓
<b>Knowledge Evidence</b> - Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:						
Action required when possible breaches of the chain of responsibility are identified	✓		✓	✓	✓	✓
Consequences of non-compliance with the chain of responsibility	✓	✓				
Methods and requirements to ensure management of fatigue, speed, load restraint, mass and dimension		✓	✓			
Parties in the chain of responsibility including: <ul style="list-style-type: none"> <li>• Consignors and consignees</li> <li>• Drivers/owner drivers</li> <li>• Employers, prime contractors and operators</li> <li>• Parties in the extended liability provisions of the heavy vehicle national law (HVNL) and regulations or applicable state/territory law and regulations</li> <li>• Loaders</li> <li>• Loading managers</li> <li>• Packers</li> <li>• Schedulers</li> </ul>	✓	✓	✓			

Assessment Requirements	Assessment Technique					
	Short Answer	Knowledge	Verbal	3 <sup>rd</sup> Party	Practical (online)	Practical (Face-to-Face)
Principal obligations in chain of responsibility in the HVNL and regulations or applicable state/territory law and regulations including: <ul style="list-style-type: none"> <li>• Consideration of traffic conditions in managing speed and fatigue</li> <li>• Extended liability</li> <li>• Fatigue, work and rest times</li> <li>• Securing loads</li> <li>• Vehicle dimension and load limits</li> </ul>	✓	✓	✓			
What constitutes a duty, a reasonable step, a breach and a penalty to chain of responsibility legislation as they apply to a range of job roles	✓	✓	✓	✓	✓	✓
Where to locate current chain of responsibility information	✓			✓		
Workplace policies and procedures around chain of responsibility for own job role.	✓		✓			

**Assessment Instructions**

For the Knowledge Assessment, you will be provided with a series of questions online (via the Learning Management System), you must select the correct answer from pre-determined lists of answers and you must pass the assessment before you can move on.

For the Short Answer Assessment, you will be provided with a series of questions online (via the Learning Management System); you must provide a written response for each question. The responses must be in your own words, be succinct and address the question in full. Once submitted, the Assessor will review your answers and provide feedback for incorrect responses (if required) or a pass result if all responses are correct.

For the Verbal Assessment, you will be asked a series of questions by one of our assessors (via telephone, Skype etc.); you must provide a verbal response for each question. The responses must be in your own words, be succinct and address the question in full. As each question is answered, the Assessor will either provide feedback for incorrect responses and the option to provide a new response (if required) or a pass result for each question and a pass result for the assessment instrument in full at the end (if all responses are correct).

If you are completing the practical assessment online, you will be required to submit two completed workplace documents (via the Learning Management System); you must complete the documents yourself using either your workplace-specific template or the template provided by CoR Australia. Once submitted, the Assessor will review your responses and provide feedback for incorrect documents (if required) or a pass result if all documents are correct.

If you are completing the practical assessment face to face, you will be required to complete example documentation related to your job role based on a scenario (in written, hard copy form). Once submitted, the Assessor will review your responses and provide feedback for incorrect responses (if required) or a pass result if all documents are correct.

Lastly, if you are completing the course online, you will need to submit a third party observation report completed by your manager/supervisor (via the Learning Management System); all sections must be completed in full and the document must be signed by both yourself and the observer. Once submitted, the assessor will review and provide feedback for incorrect sections (if required) or a pass result if all sections are correct.

**Assessment Conditions**

All assessments are to be undertaken individually. Learners may access learning materials in order to respond to the questions. Unless specified within the question(s), there is to be no input from a third party for any assessment responses.



## Required Resources

Online learners will require:

- Access to a computer (preferred operating system is Windows or Mac) with:
  - An internet connection (preferred connection is broadband)
  - A web browser (preferred browsers are Internet Explorer 8+ or Mozilla Firefox or Google Chrome latest versions)
  - JavaScript enabled
  - Pop-up blockers disabled
- Access to the assessment upload facility
- Access to a phone (or Skype) for completion of the verbal assessment
- Access to an appropriate workplace in which the third party observation report can be completed.

Learners may also require:

- Access to the online course material to reference while providing responses
- Access to urban e-learning support for any technical, login or general support or questions
- Access to the assessor via phone, email or live chat for any assessment or general support queries

All learner resources (such as training guides, presentation slides etc.) are provided by Urban E-Learning for face-to-face training sessions. Learners who choose to complete assessments after-session will be required to complete the online practical assessment and third party observation report and will require access to the resources listed above for online learners.

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