

TLIE0002

Process workplace documentation

Table of Contents (Extract)

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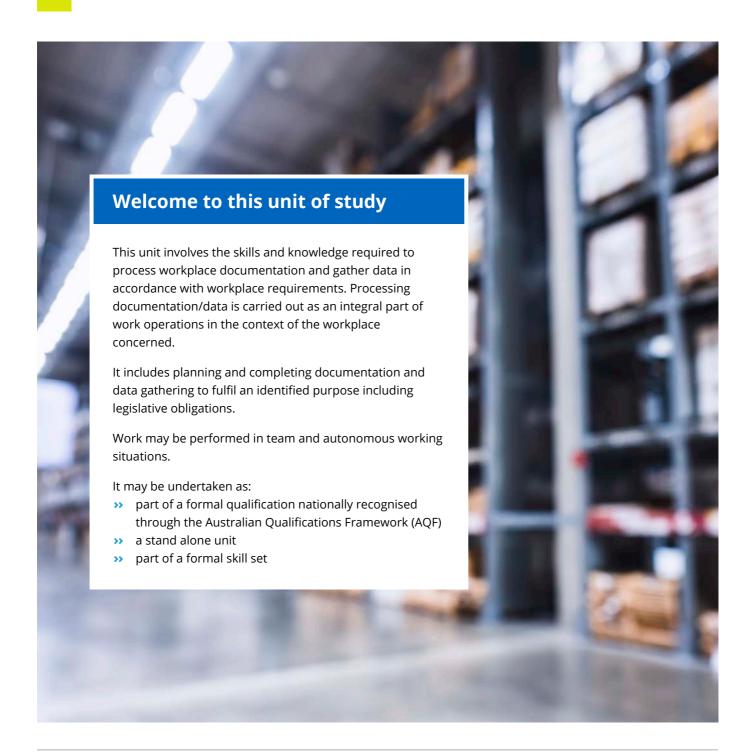
This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit TLIE0002.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/TLIE0002/

Trainer/assessor guide

TLIE0002 Process workplace documentation



Contents

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Plan documentation/data gathering	5
Documentation	5
Check your understanding	13
Topic 2: Complete documentation/data gathering	15
Documentation preparation	15
Computerised documentation	22
Maintain documentation	25
Check your understanding	29
References	31
Assessment workbook	33
Unit information	35
What is competency-based assessment?	36
How will my competency be assessed?	37
Assessment agreement	38
Foundation skills checklist	39
Skills recognition	40
Topic 1: Plan documentation/data gathering	41
Topic 2: Complete documentation/data gathering	42
Knowledge questions	43
Topic 1: Plan documentation/data gathering	44
Topic 2: Complete documentation/data gathering	48
Topic 3: Specific knowledge evidence	53
Performance tasks	54
Third party evidence collection agreement	55
Topic 1: Plan documentation/data gathering	56
Topic 2: Complete documentation/data gathering	57
Completion record	59
Unit mapping and assessment checklist	60
Trainer/ assessor user instructions	62



About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- >> Plan documentation/data gathering
- Complete documentation/data gathering

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- >> a set of true or false questions
- >> a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- >> information on competency-based assessment
- >> instructions on how you will be assessed
- >> assessment tools to assess your competence
- >> instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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