CATAPULT

TLIE2008

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 TLIE2008.

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/TLIE2008/

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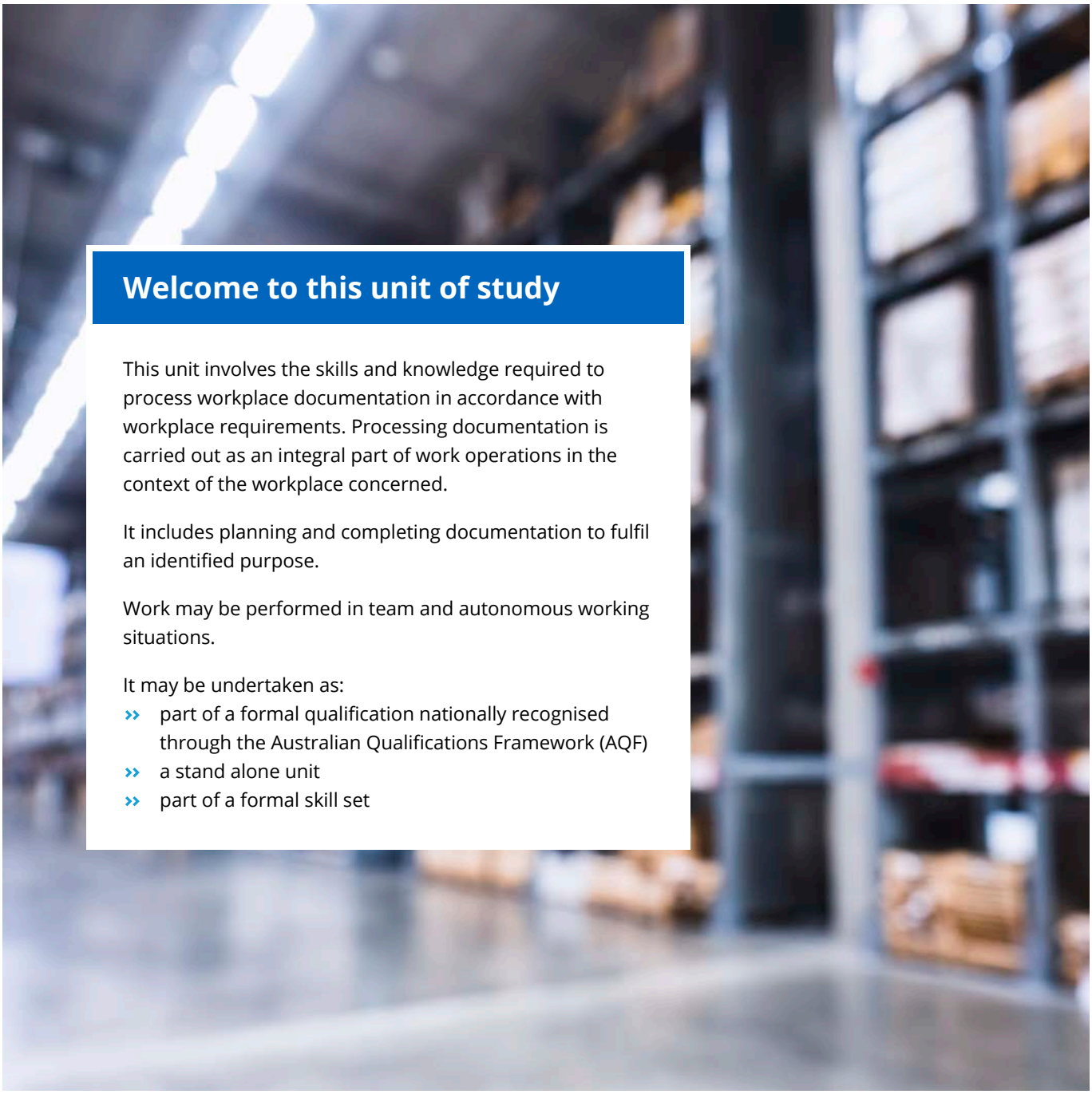
Trainer/assessor guide

TLIE2008
Process workplace documentation



Welcome to this unit of study

This unit involves the skills and knowledge required to process workplace documentation in accordance with workplace requirements. Processing documentation is carried out as an integral part of work operations in the context of the workplace concerned.

It includes planning and completing documentation to fulfil an identified purpose.

Work may be performed in team and autonomous working situations.

It may be undertaken as:

- part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- a stand alone unit
- part of a formal skill set

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Contents

About this trainer/assessor guide **4**

Learning resource **5**

Topic 1: Plan documentation 5

Workplace documentation 5

Collect, interpret, analyse and organise documentation 9

Check your understanding 11

Topic 2: Complete documentation 13

Aligndocumentation with policies and procedures 13

Computer-based documentation 20

Maintain logs or diaries accurately and efficiently 23

Check your understanding 27

References 29

Assessment workbook **31**

Unit information 33

What is competency-based assessment? 34

How will my competency be assessed? 35

Assessment agreement 36

Foundation skills checklist 37

Skills recognition **38**

Topic 1: Plan documentation 39

Topic 2: Complete documentation 40

Knowledge questions **41**

Topic 1: Plan documentation 42

Topic 2: Complete documentation 45

Topic 3: Specific knowledge evidence 49

Performance tasks **53**

Third party evidence collection agreement 54

Topic 1: Plan documentation 55

Topic 2: Complete documentation 56

Completion record **57**

Unit mapping and assessment checklist **58**

Trainer/ assessor user instructions **60**

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About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Plan documentation
- Complete documentation

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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