TLIPC0008 Prepare for employment in the rail industry

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Modification History

Release	Comments
1	This unit of competency was first released in TLI Transport and Logistics Training Package Release 18.0.

Application

This unit describes the skills and knowledge required to investigate employment opportunities within rail network environments and prepare for entry-level employment.

It includes identifying rail industry sectors, operational areas and career pathways, assessing personal suitability for rail industry roles, identifying workplace expectations, and preparing employment application documents and participating in a simulated recruitment process.

The unit applies to individuals seeking entry-level employment or further education and training in the rail industry. Completion of this unit does not provide competency to undertake any regulated, licensed, accredited, safety-critical or role-specific work activities in the rail industry.

Licensing/Regulatory Information

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

Pre-requisite unit(s)

Not applicable.

Competency field(s)

N/A

Unit sector(s)

Rail sector

Elements and Performance Criteria

Elements	**Performance criteria**
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	Explore employment opportunities in the rail industry	1.1	Identify the major sectors of the Australian rail industry
		1.2	Identify operational and support areas within the rail industry
		1.3	Investigate a range of rail industry occupations
		1.4	Identify typical entry pathways into selected occupations
2	Assess personal suitability for employment	2.1	Determine the requirements of selected rail industry occupations
		2.2	Assess personal interests, skills and attributes against selected occupations
		2.3	Identify learning, training or licensing requirements
		2.4	Develop a personal career action plan
3	Identify workplace expectations	3.1	Identify workplace behaviours expected for selected occupations within the rail industry
		3.2	Identify safety, communication and teamwork expectations
		3.3	Identify strategies for ongoing learning and professional development
4	Prepare employment application documents	4.1	Locate an appropriate entry-level rail industry vacancy
		4.2	Prepare application documents relevant to the selected position
		4.3	Review and finalise employment application documents
5	Participate in a recruitment process	5.1	Prepare for a rail recruitment process
		5.2	Participate in a rail position consultation or interview
		5.3	Respond appropriately to job-related questions

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		5.4	Ask relevant questions about the rail position
6	Reflect on employment readiness	6.1	Review own performance throughout the recruitment process.
		6.2	Seek and evaluate feedback
		6.3	Identify actions to improve future employment opportunities

Foundation Skills

For information regarding essential foundation skills and the unit relationship to the ACSF and DigComp (3.0), refer to the TLI Training Package Companion Volume Foundation Skills.

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Digital Skills (Ref to DigComp 3.0)
Basic: CS1.1.04: Use digital search tools to implement, refine and update basic information searches. **[AI-I]**
Basic: CS2.1.01: Identify and use basic features of digital communication tools to interact with individuals and groups. **[AI-I]**
Int: CS3.2.07: Modify or transform digital textual, numeric or visual representations to effectively and accurately convey the meaning of data and information

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Assessment Requirements for TLIPC0008 Prepare for employment in the rail industry

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit of competency.

Evidence must demonstrate the ability to:

- identify major sectors of the Australian rail industry and the operational and support areas within them
- investigate and document information about **at least three (3) rail industry occupations** representing different operational or support areas
- identify for each selected occupation:
  - duties and responsibilities
  - entry pathway
  - qualification, training and licensing requirements
  - desirable personal attributes and employability skills
- assess own interests, skills and career goals against at least **one (1)** selected rail industry occupation
- develop a personal career action plan identifying:
  - preferred career pathway
  - education or training goals
  - actions required to achieve employment
- identify workplace expectations and behaviours relevant to employment within the rail industry
- locate a suitable entry-level rail vacancy and prepare an employment application which may include:
  - professional profile
  - curriculum vitae (CV) or resume
  - career summary
  - cover letter tailored to the vacancy
- prepare for and participate in a simulated recruitment process which may include:
  - a face to face or online interview
  - a video presentation outlining alignment of skills and knowledge with position
  - a phone consultation with a series of recruitment questions

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- review interview/consultation feedback and identify actions to improve future employment readiness.

Knowledge Evidence

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:

- Sectors of the Australian rail industry:
  - metropolitan passenger
  - regional and interstate passenger
  - light rail
  - freight, heavy haul (mining)
  - tourist and heritage
  - infrastructure construction
  - rolling stock manufacturing and maintenance
- Operational and support areas:
  - network control
  - operations planning
  - timetabling and rostering
  - train and tram driving
  - customer service and stations
  - rolling stock maintenance
  - track, signalling and power maintenance
  - projects and construction
  - corporate services (finance, HR, IT, safety, risk, corporate affairs)
- Rail occupations and responsibilities by level:
  - professional (e.g. signalling engineer, HR officer)
  - technical (e.g. signal technician, power systems technician)
  - trade (e.g. electrician, electrical fitter, mechanical fitter)
  - operational (e.g. train/tram driver, network controller, protection officer)
  - support (e.g. customer service officer, roster clerk, cleaner)
- Entry pathways:
  - pre-vocational programs, traineeships, apprenticeships, cadetships, graduate programs, direct entry, internal transfer

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- Rail occupation requirements:
  - qualifications and training; rail health assessment (medical) and drug and alcohol testing; Rail Industry Worker (RIW) card; police and working with children checks; driver licence where required
- Career self-assessment tools and resources:
  - e.g. Your Career (yourcareer.gov.au)
  - skills and interest quizzes
  - career counsellors
  - rail operator HR and careers pages
  - career events
- Career action plan: goals, steps, timeframes, resources, review and update
- Rail workplace expectations:
  - completing mandatory training
  - following WHS/OHS policies and procedures
  - listening to and following instructions
  - effective communication
  - teamwork and working inclusively with diverse groups
  - code of conduct
  - dress code
  - maintaining fitness for work
- Ongoing learning and professional development:
  - e.g. on-the-job training, refresher and recertification training, mentoring, further qualifications, industry associations and networks
- Sources of rail vacancies:
  - e.g. operator and contractor careers pages, job boards, recruitment agencies, industry events, networking
- Application documents such as:
  - resume structure and content
  - tailoring to selection criteria
  - cover letter
  - online application forms
  - how to review and proofread
- Rail recruitment processes such as:
  - application screening

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- online aptitude and psychometric testing
- interviews (behavioural, panel, phone, video)
- assessment centres, medical and pre-employment checks

- Interview skills: preparation, presentation, answering behavioural questions (e.g. STAR method), questions to ask the employer, follow-up
- Self-review of interview performance and how to seek and use feedback

Assessment Conditions

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the task being performed and the needs of the candidate.

Students must have access to:

- suitable classroom with projector/screen
- computer hardware/software with internet access
- templates for career action plan, CV/ resume, cover letter or alternative job application documents
- current rail occupations and facilities for research
- a simulated recruitment process such as interview/consultation event

Unit Mapping Information

Previous Code and Title	Equivalence	Comments
	Newly created	This unit has been created to address a skill or task required by industry that is not covered by an existing unit of competency

Links

Companion volumes, including implementation guides, are found on the national training register - https://training.gov.au/training/details/TLI.

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