

TLIPC0008 Prepare for employment in the rail industry

TLIPC0008 Prepare for employment in the rail industry

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. It does not provide competence to undertake rail safety work or operate rail systems.

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

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

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

		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

Foundation Skills essential to successful completion of this unit are mapped to the Australian Core Skills Framework (ACSF) and the European Digital Competence Framework (DigComp 3.0). Further information is available in the TLI Training Package Foundation Skills Companion Volume.

Unit Mapping Information

Links

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:

- investigate and document information about **at least three (3) rail industry occupations** representing different operational or support areas
- identify for each selected occupation:
 - primary duties and responsibilities
 - employment pathway
 - qualification and training 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 relevant to employment within the rail industry
- prepare an employment application for an entry-level rail industry position which may include:
 - professional profile
 - curriculum vitae (CV)
 - career summary
 - resume
 - cover letter
- 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
- 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:

- major areas for employment in the heavy and light rail industry:
 - central train/tram control operations (rail traffic control)
 - customer service (station staff)
 - rolling stock (drivers, maintenance and cleaners)
 - signalling (installations and maintenance – apprenticeship)
 - operations (timetabling train/tram services and staff rostering)
 - asset maintenance (tracks, bridges, crossings stations)
 - project activities (construction)
 - professional services (finance, human resources (HR), IT support/services, risk management, corporate affairs)
- roles and responsibilities of people employed:
 - professional, e.g. human resources officer, signalling design engineer, central control administrator
 - paraprofessional: integrated faults manager, track maintenance manager
 - technician: technical officer (power and substations), rail drivers
 - tradesperson: electrician, electrical fitter
 - support personnel: customer service adviser, roster clerk, cleaner, station attendant
- additional knowledge includes:
 - types of employment and study/career pathway opportunities
 - career self-assessment processes and resources including:
 - online tools (e.g. Type Indicator, “What career is right for me”)
 - seeking advice from a career counsellor
 - consulting with rail operator HR departments
 - attending career events
 - study/work options in the rail industry:
 - apprenticeships
 - traineeships
 - cadetships
 - sources of employment information
 - development or update of a career action plan

- requirements of a resume and job application
- job interview skills and performance assessment
- rail industry management expectations:
 - completion of mandatory training requirements
 - compliance with WHS/OHS policies and procedures
 - ability to listen and carry out instructions
 - effective communication
 - appropriate workplace behaviour/code of conduct
 - meeting dress code
 - teamwork and working with diverse groups
 - maintaining fitness for work

Assessment Conditions

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace 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.

Resources for assessment include:

Students must have access to:

- suitable classroom with projector/screen
- computer hardware/software with internet access
- templates for career action plan, resume and cover letter
- current rail occupations and facilities for research
- a simulated recruitment process including interview/consultation event

Unit Mapping Information

Links

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