



Australian Government

TLIL0001 Apply effective staff and resource allocation

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to allocate staff and resources effectively.

It includes identifying and preparing operating requirements, allocating resources to achieve delivery service results, monitoring and evaluating allocation usage and reporting on resource usage results.

Work is performed under minimal supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

L - Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Identify and prepare operating requirements

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1** Resource requirements are identified based on assessment of current workloads and staff needs in accordance with workplace procedures
- 1.2** Permits are verified on a timely basis regarding type of cargo in accordance with relevant regulatory

- requirements and workplace procedures
- 1.3** Hazards and route characteristics are identified, risks are assessed and control measures are implemented in accordance with relevant regulatory requirements and workplace procedures
 - 1.4** Routine and potential unplanned services are identified when preparing shifts and schedules to ensure routine and contingency requirements can be met in accordance with workplace procedures
 - 1.5** Fatigue risk management and fit for duty requirements are identified and considered when preparing allocation in accordance with regulatory and workplace procedures
 - 1.6** Operator qualifications and regulatory competency requirements are identified and systems to monitor their ongoing currency are used in accordance with workplace procedures
 - 1.7** Delivery requirements for cargo, timeslot windows and pickups are confirmed with stakeholders in accordance with contract arrangements and workplace procedures
- 2 Allocate resources to achieve delivery service results**
- 2.1** Human and equipment resources are allocated in a timely manner to enable achievement of delivery service and optimisation of costs in accordance with workplace procedures
 - 2.2** Issues and potential problems when allocating resources are identified, rectified and contingencies implemented in accordance with workplace procedures
 - 2.3** Development and implementation processes for allocation are identified and addressed in accordance with work health and safety (WHS)/occupational health and safety (OHS)/occupational safety and health (OSH) and regulatory requirements
 - 2.4** Allocation requirements are communicated to stakeholders in a timely manner in accordance with workplace procedures
- 3 Monitor and evaluate resource allocation usage**
- 3.1** Systems are implemented to enable real time and accurate monitoring of resource usage against targets and organisational benchmarks in accordance with workplace procedures

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| | 3.2 | Analysis and evaluation of resource usage against targets and organisational benchmarks is undertaken and appropriate action is taken in accordance with workplace procedures |
| | 3.3 | Records of human and equipment resource allocation and usage are maintained in accordance with regulatory and workplace requirements |
| | 3.4 | Effectiveness of allocation is monitored in consultation with stakeholders and information is reviewed to identify and address resource usage issues against feedback received in accordance with workplace procedures |
| | 3.5 | Additional or replacement resources are allocated as required in accordance with workplace procedures and customer requirements |
| 4 | Report on resource usage | |
| | 4.1 | Resource usage is reported in required format and on a regular basis in accordance with workplace procedures |
| | 4.2 | Completed reports indicating analysis of level of performance achieved and any corrective action undertaken are communicated in accordance with workplace procedures |
| | 4.3 | Continuous improvement strategy is undertaken via review and amendment of operational procedures in line with actions undertaken during allocation of resources in accordance with workplace procedures |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>