



**Australian Government**

# **TLIL4076 Coordinate resources**

**Release: 1**

## TLIL4076 Coordinate resources

### 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 determine, acquire and allocate resources and deal with contingencies, in accordance with organisational requirements.

It includes establishing resource requirements, acquiring and allocating resources, dealing with contingencies, measuring effectiveness of resource coordination and document control.

This unit applies to individuals who require a broad knowledge of business resources to ensure adequate resources are available to perform the work of the organisation.

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 describe the essential outcomes.

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

#### 1 Establish resource requirements

1.1 Resource requirements are determined in accordance with business and operational plans, and organisational requirements

1.2 Opportunities are provided to individuals and work groups to contribute to identifying resource requirements

- 1.3 Processes are followed that ensure resource expenditure is realistic and makes efficient use of available resources in accordance with organisational procedures
  - 1.4 Recommendations for resource requirements are presented to appropriate personnel in accordance with organisational procedures
- 2 Acquire and allocate resources**
- 2.1 Resources are acquired in accordance with organisational requirements
  - 2.2 Resources are checked to ensure quality and quantity in accordance with organisational requirements
  - 2.3 Resources are allocated to enable achievement of work group objectives
  - 2.4 Individuals and teams are consulted about resource allocation in a participative manner using appropriate interpersonal skills
- 3 Deal with contingencies**
- 3.1 Actions are taken to manage identified shortfalls and/or surpluses
  - 3.2 Appropriate actions to manage non-conforming resources are implemented in accordance with organisational procedures
  - 3.3 Activities are reviewed against timelines and adjusted where appropriate to ensure timely completion of activities
  - 3.4 Time extensions or reductions are implemented as required, in accordance with organisational procedures
- 4 Measure resource availability**
- 4.1 Effectiveness of resource coordination activities is measured against actual delivery
  - 4.2 Records concerning resource coordination activities are maintained in accordance with organisational requirements
- 5 Maintain document control**
- 5.1 Document procedures are confirmed
  - 5.2 Systems to support document control are monitored and reviewed as required

### 5.3 Staff are supported to maintain document control systems

## 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 can be found in the Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to TLIL4076A Coordinate resources.

## Links

Companion Volume implementation guides are found in VETNet -

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