



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLIP4013A Implement and monitor logistics planning and process**

**Release: 1**

## **TLIP4013A Implement and monitor logistics planning and process**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to implement and monitor logistics planning and process. It includes planning an efficient logistics operation; developing a contingency management strategy; producing operational schedules; and monitoring and coordinating systems for logistics operations. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

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Work may be undertaken in various contexts within the transport and distribution industry.

The unit generally applies to those who provide leadership of others individually or in teams.

This unit is normally packaged at AQF IV or above.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

Not Applicable

## **Employability Skills Information**

**Employability Skills**            This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Plan efficient logistics operation</b>	1.1 Relevant Australian and international codes and regulations and workplace policies for logistics operation are identified 1.2 Specifications and/or requirements for task outcomes are obtained, interpreted and, where necessary, clarified and applied to the development of a work plan 1.3 Preliminary schedules are matched against operational capacity and capability of available transport systems, equipment and staff 1.4 Strategies to address identified deficiencies in operational capability and availability are undertaken in accordance with workplace procedures
<b>2 Develop contingency management strategy</b>	2.1 Sequence of required activities is identified in accordance with company requirements 2.2 Typical problems that may arise with logistics operations are identified and strategies for dealing with them determined 2.3 Contingency management strategies for identified issues/incidents are established and evaluated including reference to previous scenarios of similar nature
<b>3 Produce operation schedules for logistics</b>	3.1 Resources are arranged in association with relevant Australian and overseas personnel to meet the operational schedules, policy and procedures 3.2 Australian and international regulatory requirements, codes of practice and workplace procedures are identified and accounted for in operational schedule 3.3 Records are stored in accordance with workplace procedures
<b>4 Monitor and coordinate systems for logistics operations</b>	4.1 Outcomes are checked and compared with planned objectives, task instructions and specifications to ensure all requirements are met 4.2 Non-compliance with quality standards, planned processes or regulatory requirements is identified and appropriate action is initiated to report and rectify any identified problems 4.3 Customer concerns and suggestions for service improvements are acted upon in accordance with workplace procedures 4.4 Any changes in Australian and international regulations and codes of practice relevant to export logistics are monitored, identified and appropriate action is initiated to ensure ongoing compliance of export logistics processes and systems

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

#### Required knowledge:

- Relevant sections of national and state or territory regulatory requirements and codes of practice as they relate to the level and type of logistics operations undertaken by the enterprise
- Relevant OH&S and environmental procedures and regulations
- Australian and international regulatory, permit and licence requirements relevant to logistics
- Broad principles of supply chain management
- Business policies and plans including procedures for outsourcing components of operations and engaging additional resources
- Workplace policies including issue resolution and grievance procedures
- Coaching and mentoring approaches to support team members to share knowledge and skills

#### Required skills:

- Read and interpret local and international transport schedules, regulatory requirements, customer instructions, and workplace procedures and manuals
- Identify and solve problems that may arise during the planning and management of export logistics
- Provide leadership to others
- Plan and organise logistics operations
- Select and apply appropriate application of technology, information and communication systems and procedures
- Complete documentation related to work activities
- Work collaboratively with others
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Develop and document contingency plans as part of the planning process
- Modify activities depending on differing operational contingencies, risk situations and environments

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the

## EVIDENCE GUIDE

performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
  - the underpinning knowledge and skills
  - relevant legislation and workplace procedures
  - other relevant aspects of the range statement

### Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
  - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
  - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
  - relevant and appropriate materials and equipment, and
  - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

### Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work

## RANGE STATEMENT

environments and situations that may affect performance.

Consultative processes may involve:

- other employees and supervisors
- relevant authorities and institutions
- management and union representatives
- industrial relations and OH&S specialists
- customers and agents

Documentation and records may include:

- regulations and codes of practice relevant to ADG code, including safeworking and local authority regulations and procedures
- relevant OH&S and environmental protection regulations
- workplace policies and procedures related to ADG code
- quality assurance procedures
- dangerous goods declarations and material safety data sheets, where applicable
- goods manifest
- relevant Australian Standards and certification requirements

Applicable legislation and regulations may include:

- Australian Marine Orders and the International Maritime Dangerous Goods Code
- Dangerous Goods by Air regulations
- Australian and International Explosives Codes
- transport licence/permit requirements
- export/import/quarantine/bond requirements
- Marine/Aviation Orders
- equal opportunity, equal employment opportunity and affirmative action
- Australian and international regulations and codes of practice for the transport of dangerous goods and hazardous substances
- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations

## Unit Sector(s)

Not Applicable

## **Competency Field**

**Competency Field**

P - Administration and Finance