



**Australian Government**

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

# **TLIX5004A Develop integrated logistics support processes and procedures**

**Release: 1**

## **TLIX5004A Develop integrated logistics support processes and procedures**

### **Modification History**

Not Applicable

## Unit Descriptor

### Unit Descriptor

This unit involves the skills and knowledge required to develop integrated logistics support processes and the attendant procedures within the organisation. It includes anticipating and confirming the need for development, the development processes; gathering and analysing information; determining direction; and drafting, releasing and promoting the processes. It also includes the initial development of those procedures that are integral to the processes. Integrated logistics support is a disciplined and iterative approach to materiel management, which addresses supportability throughout the life cycle of a materiel system, with the aim of ensuring operational and preparedness requirements are met, at a minimised life cycle cost, with regulatory, legislative and contractual constraints. Materiel systems are a composite of equipment, skills and techniques capable of performing or supporting an operational role, or both. A complete materiel system includes all equipment, related facilities, materiel, software, services and personnel required for its operation and support, to the degree that it can be considered self-sufficient in its intended operational environment. There are no specific licensing or certification requirements applicable to this unit.

## Application of the Unit

### Application of the Unit

This unit was developed for integrated logistics support specialists working within materiel logistics but is applicable to any individual in broader logistic roles.

Typically these individuals must demonstrate the ability to work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

## 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 Analyse the integrated logistics support environment</b>              | 1.1 Operation of the integrated logistics support environment is analysed and key factors and issues are identified<br>1.2 External and internal factors likely to impact on integrated logistics support needs and capabilities are continually monitored and analysed<br>1.3 Stakeholders are identified and consulted on materiel and materiel systems needs and capabilities, in accordance with organisational policy and procedures<br>1.4 Legislation and organisational policy and procedures that may impact on integrated logistics support activity are identified and analysed  |
| <b>2 Develop integrated logistics support processes and procedures</b>     | 2.1 Consultation and negotiation with stakeholders is conducted in accordance with organisational policy and procedures<br>2.2 Integrated logistics support processes for materiel and materiel systems are developed and documented in accordance with logistics support analysis principles<br>2.3 Costing analysis of options is undertaken and documented in accordance with organisational policy and procedures<br>2.4 Procedures required to support the processes are identified, developed and documented<br>2.5 Processes and procedures are approved in accordance with organisational policy and procedures                             |
| <b>3 Communicate integrated logistics support processes and procedures</b> | 3.1 Stakeholders are fully informed of the outcomes, in accordance with organisational policy and procedures<br>3.2 Integrated logistics support processes and procedures are promulgated in accordance with organisational policy and procedures<br>3.3 Policy and procedures are promoted in accordance with relevant organisational policy and procedures  |
| <b>4 Review integrated logistics support processes and procedures</b>      | 4.1 Performance systems are monitored and analysed to assess the impact of processes and procedures in achieving plans and targets<br>4.2 Integrated logistics support processes and procedures are reviewed in accordance with organisational policy and procedures<br>4.3 Required changes to integrated logistics support processes and procedures are identified and prepared in accordance with relevant organisational policy and procedures<br>4.4 Amendments to integrated logistics support policy and procedures are documented and promulgated to relevant stakeholders in accordance with relevant organisational policy and procedures |

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

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

#### Required knowledge:

- Codification and cataloguing processes
- Integrated logistics support
- International agreements
- Interoperability
- Logistics support analysis principles and processes
- Management processes
- Materiel sustainment
- Organisational policy and procedures
- Organisational role relevant to integrated logistics support
- Performance measurement
- Product knowledge related to systems and/or equipment in service in the organisation
- Safety, legislative and statutory requirements relevant to integrated logistics support including environmental, sustainability issues
- Supply chain concepts

#### Required skills:

- Apply integrated logistics support and project management knowledge in developing processes and procedures
- Consult and negotiate with stakeholders (both internal and external) and resolve any potential areas of conflict or concern to ensure that overall objectives are achieved
- Demonstrate an understanding of the strategic objectives of the organisation to identify long-term factors and external considerations that need to be taken into consideration when developing integrated logistics support processes and procedures
- Develop processes and procedures that can be readily understood by users
- Display resilience by continuing to move forward despite criticism or setbacks
- Identify the relationship between organisational goals and recognise how own work contributes to the achievement of those goals
- Undertake performance measurement to enable objectives to be measured against defined parameters
- Undertake research and analysis to determine where internal and external factors impact on integrated logistics support processes and procedures, and adjust accordingly

**Required skills:**

- Use appropriate information technology and software

**Evidence Guide****EVIDENCE GUIDE**

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

- Assessment must confirm the ability to:
  - adhere to relevant occupational health and safety requirements
  - identify the requirements for processes and procedures and adjust them as necessary to ensure effective and efficient performance of the processes
  - initiate and efficiently monitor processes
  - initiate any remedial action required
- Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts

**Context of and specific resources for assessment**

- Competency should be assessed in the workplace or in a simulated workplace environment
- Access is required to:
  - computer and relevant software
  - legislation, guidelines, procedures and protocols relating to integrated logistic support
  - plans
  - workplace documentation

**Method of assessment**

- Assessment of this unit must be undertaken by a registered training organisation
- Where possible, assessment should be supported by questions to assess required knowledge. Questioning techniques should suit the language and literacy levels of the candidate
- Assessment methods should reflect workplace demands such as literacy and the needs of particular groups
- Assessment methods suitable for valid and reliable assessment of this unit of competency may include a combination of methods such as:
  - authenticated evidence from the workplace and/or

## EVIDENCE GUIDE

- training programs
- case studies
- demonstration
- feedback from supervisors and peers regarding the candidate's ability
- observation
- portfolios
- projects
- questioning
- reviews or reports prepared by the candidate
- scenarios
- simulation or role plays

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Stakeholders may include:

- capability manager
- contractors
- customers
- project managers
- regulators
- regulatory authorities
- subordinates
- supervisors
- suppliers
- team members

Materiel may include:

- all items (including ships, tanks, self-propelled weapon, aircraft etc. and related spares, repair parts and support equipment but excluding real property, installations and utilities) necessary to equip, operate, maintain and support designated activities without distinction as to its application for administrative or operational purposes

Organisational policy and procedure may include:

- Australian Standards
- international standards
- organisational instructions and standards



## RANGE STATEMENT

Legislative requirements may include:

- regulations related to such matters as export and import licensing, taxes and duties
- relevant federal, state and local government legislation and regulations including environmental, sustainability and certification requirements

Logistics support analysis is:

- the process for identifying and analysing the functional supportability requirements consistent with the goals of the integrated logistic support program. Logistic support analysis also describes the process for coordinated development of logistics related task data, and the processing of that data to define logistics resource requirements. Logistic support analysis defines analytical process for the preparation for in-service support and disposal, and the interface with Supportability Assessments (Supportability Test and Evaluation)

Costing may include:

- labour
- life cycle costs
- money
- outlay of expenditure
- resources
- time

Promulgated may include:

- authorised
- documented
- endorsed
- issued
- published

## Unit Sector(s)

Not Applicable

## Competency Field

Competency Field

X - Logistics