



Australian Government

Department of Education, Employment and Workplace Relations

TLIX5041A Organise supply support on deployment

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to organise supply support operations in a deployed context in support of organisational operations. There are no specific licensing or certification requirements applicable to this unit.

Application of the Unit

Application of the Unit

The application of this unit in the workplace includes planning supply support, and managing the delivery of supply support services. This involves overseeing local procurement, inventory control, warehousing and the return, salvage and disposal of supplies to meet the specific requirements of an operation.

This unit of competency is applicable to logistic personnel who have a responsibility to organise and manage the delivery of supply support in a deployment context.

This person will bring management skills and leadership to perform the scope of this unit of competency. Supply organisations may be comprised of a range of supply capabilities from different disciplines which when brought together form a composite supply support organisation. The composition of the supply organisation will be guided by the type and scale of operation being supported. 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
1 Manage procurement	<p>1.1 Local procurement is utilised to contribute to organisational sustainment</p> <p>1.2 Deployment input to central procurement is provided to contribute to organisational sustainment</p> <p>1.3 Governance requirements relating to procurement are maintained in accordance with organisational policy and procedure</p>
2 Control the inventory of supplies	<p>2.1 The accounting for stocks is monitored including stocktaking and earmarking stock for specific purposes</p> <p>2.2 Logistic information management systems are used to control inventory and to support organisational decision making</p> <p>2.3 The positioning and distribution of stock in the supply chain is supervised to accommodate stockholding plans and forecast usage</p> <p>2.4 The processing of demands for stock is monitored to ensure stocks are made available for distribution to locations in line with the customers' needs</p> <p>2.5 Arrangements for the distribution and delivery of stock are monitored to ensure a smooth transition between supply and distribution</p> <p>2.6 Replenishment of stock in the quantities and timeframes determined by usage and provision plan is supervised to ensure appropriate stockholdings</p>
3 Manage the warehousing of supplies	<p>3.1 Occupational health and safety (OH&S) requirements and recognised safety precautions are applied throughout the operation in accordance with standard procedures</p> <p>3.2 The warehouse is sited consistent with the overall logistic support concept and the consideration for siting</p> <p>3.3 The functional components of a warehouse are established in accordance with the operational requirements and the commodities required to be supplied</p> <p>3.4 The security of stores is established and monitored</p> <p>3.5 The principles of warehousing are applied in order to obtain the maximum operational effectiveness from the warehouse and personnel</p> <p>3.6 Stock location methods are implemented and monitored</p> <p>3.7 Storage principles, as they apply to different commodity groups, are applied</p> <p>3.8 Warehousing documentation methods are monitored to ensure warehouse accounting is accurate and visibility of stock location in the supply chain is maintained</p>

ELEMENT**PERFORMANCE CRITERIA**

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| <p>4 Manage the return, salvage and disposal of supplies</p> | <p>3.9 Warehousing procedures relating to receipts and issues are monitored to ensure integrity of the warehousing processes</p> <p>3.10 Warehousing procedures relating to hazardous stocks, segregation, dispersion requirements and stock compatibility are applied</p> <p>3.11 Stock inspections are carried out to confirm stock records are correct; life expectancy; repackaging or renewal dates are applied; the serviceability of packaging is being maintained; and to identify requirement for technical inspections or routine maintenance</p> <p>3.12 The use of material handling equipment is monitored to ensure efficient and safe materials handling within the warehouse</p> <p>4.1 Return processes are monitored to ensure they are applied in accordance with organisational policy and procedures</p> <p>4.2 Salvage processes and procedures are monitored to ensure the recycling of damaged, discarded, condemned or abandoned materiel is in accordance with organisational policy and procedure</p> <p>4.3 Disposal processes are monitored to ensure material is appropriately removed from circulation and use in accordance with organisational policy and procedure</p> |
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Required Skills and Knowledge**REQUIRED KNOWLEDGE AND SKILLS**

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

Required knowledge:

- Logistics support concepts
- Specialist knowledge of the organisation, function and logistic support capabilities
- Organisational policy and procedure pertaining to supply
- Logistics support analysis principles and processes
- Organisational role relevant to specialist logistic support
- Environment considerations in providing supply support
- Organisational writing conventions
- Planning process
- Financial delegation limits

REQUIRED KNOWLEDGE AND SKILLS

- Warehousing procedures relating to receipts and issues
- Warehousing procedures relating to hazardous stocks, segregation, dispersion requirements and stock compatibility
- Return processes
- Salvage processes
- Disposal processes
- OH&S

Required skills:

- Apply a knowledge of supply
- Interpret instructions and apply to actions and tasks
- Prepare and issue instructions that clearly communicate intent and operational tasks
- Use problem-solving skills to apply a broad range of problem-solving strategies
- Analyse the complexities of a task such as limitations, freedoms, vulnerabilities, time limitations
- Use numeracy skills to accurately analyse and validate information
- Use organisational skills to manage own planning tasks in concert with organisational requirements
- Interpret policies and procedures
- Make decisive, informed decisions that align with organisational requirements
- Move forward despite the difficulty of the planning task
- 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

- 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

Context of and specific resources

- Competency should be demonstrated on at least one occasion covering the scope of the unit of competence

EVIDENCE GUIDE

for assessment

- 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, 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 environments and situations that may affect performance.

Local procurement may include:

- the purchase of standard, readily available, commercial items or services
- the manufacture of items

Deployment input to central procurement may include:

- usage rates
- stockholding levels
- operating stock
- reserve stock
- earmarks
- equipment pools

Arrangements for the distribution and delivery of stock may include:

- distribution points
- exchange points

RANGE STATEMENT

- aerial delivery points
 - direct delivery
 - unit collection
 - dumping
 - caching
- Functional components of a warehouse may include:
- receipt area
 - storage area
 - issues area
 - administration
 - stock
- Consideration for siting may include:
- access
 - terrain
 - hard-standing
 - drainage
 - facilities and infrastructure
 - size
 - cover and concealment
 - security
- The principles of warehousing may include:
- logical workflow (one direction)
 - minimal internal movement
 - minimal stock handling
 - minimise the time to effect transactions
 - maximise the labour force
 - maximum use of available capacity
 - safety and security
 - efficient use of space
 - management of information
 - effective stock control measures
- Stock location methods may include:
- row and module method
 - checkerboard method
 - matrix method
- Storage principles may include:
- stock characteristics
 - transaction rate
 - maintenance requirements
 - stock classification:
 - oversized stock
 - palletised stock
 - shelf stock
 - bin stock

RANGE STATEMENT

- draw stock
 - hazardous stock
 - sensitive stock
 - density
 - height
 - standard and non-standard items
- Material handling equipment may include:
- fork lift
 - pallet jack

Unit Sector(s)

Not Applicable

Competency Field

Competency Field X - Logistics