



Australian Government

Department of Education, Employment and Workplace Relations

THHGLE16B Manage physical assets

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit deals with the skills and knowledge required to manage the physical assets within a tourism or hospitality enterprise. It focuses on the skills needed by mainstream managers to pro-actively plan for and manage the acquisition and maintenance of physical assets. There is some overlap between this unit and unit THHGLE18B Monitor and maintain computer systems.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Develop strategies for systematic maintenance, repair and purchase of physical assets	1.1 Develop strategies for managing physical assets that reflect overall enterprise business and marketing objectives. 1.2 Evaluate current and potential financial objectives and constraints in developing asset management strategies. 1.3 Integrate all occupational health and safety requirements into physical asset management. 1.4 Develop and maintain an accurate and current physical assets register as part of the asset management strategy. 1.5 Incorporate maintenance and repair regimes, which minimise disruption and loss of revenue and which involve appropriate specialists. 1.6 Integrate the need for environmental sustainability into physical asset management practices.
2 Monitor the condition and performance of physical assets in the workplace	2.1 Establish and implement systems to ensure that the condition and performance of physical assets are regularly reported and discussed within the enterprise. 2.2 Establish and implement systems to identify timely replacement of physical assets. 2.3 Make assessments of physical asset performance based on safety, operational efficiency and customer service quality. 2.4 Identify problems promptly and take appropriate action. 2.5 Identify the need for and access specialist assistance when required.
3 Co-ordinate financing of physical assets	3.1 Prepare accurate work or equipment specifications to guide the acquisition process. 3.2 Estimate acquisition costs based on evaluation of

current, accurate and relevant data, including supplier quotations and estimates.

- 3.3 Make appropriate decisions on the acquisition of physical assets in accordance with enterprise policies and procedures.
- 3.4 Select methods of financing to meet enterprise current financial objectives based on an analysis of internal and external
- 3.5 Implement the financing process in consultation with key stakeholders and appropriate financial specialists.
- 3.6 Make and keep accurate records of all financial agreements and related documents.

Required Skills and Knowledge

Not applicable.

Evidence Guide

Essential Knowledge and Skills to be Assessed

The following knowledge and skills must be assessed as part of this unit:

- types of physical assets required within various tourism and hospitality enterprises
- maintenance requirements for different types of physical assets
- features and benefits of different financing options for asset acquisition including purchase, lease and hire purchase
- features of an assets register
- overview of taxation arrangements in relation to the acquisition and disposal of physical assets
- specific legislation relevant to the management and maintenance of physical assets (e.g. in relation to vehicles, food production equipment)
- environmental standards and requirements in relation to different types of physical asset.

Linkages to Other Units

This unit must be assessed with or after the following units. These units describe skills and knowledge that are essential to this unit of competence:

THHGLE04B Establish and maintain a safe and secure workplace

THHGLE15B Manage financial operations

There is also a link between this unit and the following unit and combined training and assessment may be appropriate:

THHGLE18B monitor and maintain computer systems

Note: Knowledge of specific legal issues is required within this unit. This means that there is some duplication with the generic unit THHGLE20B Develop and update the legal knowledge required for business compliance. Repetition should be avoided in training and assessment.

Critical Aspects of Assessment

Evidence of the following is critical:

- ability to plan for and manage the acquisition, maintenance and replacement of physical assets within a specific tourism and hospitality workplace
- understanding of the financial and legal issues that impact on the management of physical assets.

Context of Assessment and Resource Implications

Assessment must ensure:

- project or work activities that allow the candidate to develop asset management strategies and financing arrangements for a specific business operation
- application of current financial data and regulations.

Assessment Methods

Assessment methods must be chosen to ensure that asset management skills can be practically demonstrated. Methods must include assessment of knowledge as well as assessment of practical skills.

The following examples are appropriate for this unit:

- case studies to develop asset acquisition and maintenance strategies for nominated business situations
- evaluation of projects conducted by the candidate in conjunction with industry to acquire assets or develop ongoing maintenance strategies
- oral or written questions to assess knowledge of financing options and relevant legislation

review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Key Competencies in this Unit

Key Competencies are an integral part of all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform Level 2 = Administer and Manage Level 3 = Design and Evaluate

Key Competencies

Collecting, Organising and Analysing Information

For example:

Assessing information to determine whether it is more economically viable to lease or purchase (3)

Communicating Ideas and Information

For example:

Developing specifications that provide clear and concise information about enterprise needs (3)

Planning and Organising Activities

For example:

Developing and monitoring systems and work procedures to ensure effective management of physical assets (3)

Working with Others and in Teams

For example:

Liaising with the accountant to develop optimum approaches to the acquisition of physical assets (3)

Using Mathematical Ideas and Techniques

For example:

Estimating costs and financial implications of asset acquisition (2)

Solving Problems

For example:

Developing approaches to ongoing maintenance when all vehicles are required to meet peak season demands (3)

Using Technology

For example:

Using spreadsheet technology to develop and assess different financial scenarios (2)

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Range Statement

This unit applies to all tourism and hospitality sectors. The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

For generic pre-employment training and assessment, a range of industry contexts must be addressed. Where the focus is sector or workplace specific, training and assessment must be tailored to meet particular needs.

Physical assets management may be performed in whole or in part using external agencies and expertise.

Physical assets may include:

buildings
equipment
fixtures, fittings and furnishings
vehicles
gardens
pools
rides and games.

Systems to monitor condition and performance of physical assets may include:

integration of reporting into day-to-day operating procedures
regular management reports
inspections and audits (internal or external)
regular staff feedback
analysis of maintenance costs over a period of time.

Current, accurate and relevant data used for estimating costs may include:

quotations from suppliers
current maintenance contracts
published or advertised prices
previous contracts and costs.

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Unit Sector(s)

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