



Australian Government

TLIB0004 Coordinate pooled equipment

Release: 1

TLIB0004 Coordinate pooled equipment

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 coordinate pooled equipment.

It includes implementing pooled equipment workplace policies and procedures when coordinating receipt, despatch, issue and dehire. It also includes coordinating pooled equipment stocktake and completing pooled equipment records and data entry.

Work is performed with limited supervision within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

B – Equipment Checking and Maintenance

Unit Sector

Supply chain sector.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Implement pooled equipment workplace procedures

PERFORMANCE CRITERIA

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

- 1.1** Pooled equipment is identified and monitored in accordance with workplace procedures
- 1.2** Hazards are identified, risks assessed and control measures implemented

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| | 1.3 | Movement of pooled equipment is undertaken in accordance with safe work practices |
| | 1.4 | Transport activities are monitored to ensure safe work practices |
| 2 | | Coordinate receive, despatch, issue and dehire of pooled equipment |
| | 2.1 | Receival, despatch, issue and dehire pooled equipment, including exchange on and exchange off is coordinated in accordance with workplace procedures |
| | 2.2 | Pooled equipment documentation is checked for quantity, type, date, receiver and order reference accuracy and any discrepancies reported as a non-conformance in accordance with workplace procedures |
| | 2.3 | Effective communication is undertaken with relevant persons |
| 3 | | Coordinate pooled equipment stocktake |
| | 3.1 | Pooled equipment to be counted and appropriate inventory systems are identified |
| | 3.2 | Required resources, including equipment and record keeping systems are identified |
| | 3.3 | Allocated tasks, zones and work requirements are identified |
| | 3.4 | Sequencing of work activities is planned in a time effective manner |
| | 3.5 | Pooled equipment stocktake or cyclical counts are undertaken in accordance with workplace policies and procedures |
| | 3.6 | Pooled equipment inventory data is interpreted |
| | 3.7 | Pooled equipment inventory data is confirmed to match stock |
| | 3.8 | Pooled equipment stock levels are accurately counted and documented |
| | 3.9 | Stocktake is scheduled in accordance with workplace procedure and equipment requirements |
| 4 | | Complete pooled equipment records and |
| | 4.1 | Pooled equipment records are updated in accordance with workplace procedure |

data entry

- 4.2 Document flow is maintained to ensure accuracy
- 4.3 Record management storage and retrieval systems are maintained
- 4.4 Optimum inventory is maintained
- 4.5 Non-conformance reports are actioned in accordance with workplace procedures
- 4.6 Unprocessed transactions are followed up, negotiated and resolved with relevant parties
- 4.7 Invoice reconciliation is completed accurately and within required timeframes

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.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIB0004 Coordinate pooled equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying pooled equipment policies, procedures and terms of conditions
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying security procedures for pooled equipment
- communicating effectively in accordance with workplace procedures
- completing and checking documentation for correct quantity, type, date, receiver and order reference
- completing relevant documentation
- identifying and counting pooled equipment, including pallet docket, consignment note or manifest
- maintaining marketplace rules or trading terms for pooled equipment transfer requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring unprocessed transactions and undertaking appropriate actions in accordance with workplace procedures
- moving pooled equipment in accordance with safe work practice and workplace procedures
- operating pooled equipment inventory system and control system
- planning effective movement of pooled equipment, including opportunities to add value
- reconciling pooled equipment transactions using supplied record
- reporting pooled equipment key performance indicators (KPIs), including physical count, on hire balance and variances
- transferring pooled equipment in accordance with workplace procedures, including equipment exchange, IOU, rejected stock and equipment
- undertaking contingency procedures for missing records or damaged equipment
- undertaking pooled equipment inspection
- undertaking pooled equipment stocktake in accordance with workplace procedures
- undertaking quarantine of damaged pooled equipment
- undertaking receipt, despatch, issue and dehire pooled equipment, including exchange on and exchange off
- updating records, including data entry or manual records, using relevant infotechnology.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- booking processes
- claims management
- delegation of authority workplace policies and procedures
- marketplace rules or trading terms for pooled equipment transfer requirements
- pooled equipment management system
- pooled equipment terms, including exchange, issue, dehire, IOU, transfer off, in transit days, transfer on, Pallet Transfer Authority, delay days, missing docket forms and non-conformance
- rejection processes and procedures
- required records
- workplace inventory management system
- workplace policies and procedures, including terms of conditions for pooled equipment.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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