



Australian Government

TLIL0001 Apply effective staff and resource allocation

Release: 1

TLIL0001 Apply effective staff and resource allocation

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 allocate staff and resources effectively.

It includes identifying and preparing operating requirements, allocating resources to achieve delivery service results, monitoring and evaluating allocation usage and reporting on resource usage results.

Work is performed under minimal supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

L - Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Identify and prepare operating requirements

PERFORMANCE CRITERIA

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

- 1.1** Resource requirements are identified based on assessment of current workloads and staff needs in accordance with workplace procedures
- 1.2** Permits are verified on a timely basis regarding type of cargo in accordance with relevant regulatory

- requirements and workplace procedures
- 1.3** Hazards and route characteristics are identified, risks are assessed and control measures are implemented in accordance with relevant regulatory requirements and workplace procedures
 - 1.4** Routine and potential unplanned services are identified when preparing shifts and schedules to ensure routine and contingency requirements can be met in accordance with workplace procedures
 - 1.5** Fatigue risk management and fit for duty requirements are identified and considered when preparing allocation in accordance with regulatory and workplace procedures
 - 1.6** Operator qualifications and regulatory competency requirements are identified and systems to monitor their ongoing currency are used in accordance with workplace procedures
 - 1.7** Delivery requirements for cargo, timeslot windows and pickups are confirmed with stakeholders in accordance with contract arrangements and workplace procedures
- 2 Allocate resources to achieve delivery service results**
- 2.1** Human and equipment resources are allocated in a timely manner to enable achievement of delivery service and optimisation of costs in accordance with workplace procedures
 - 2.2** Issues and potential problems when allocating resources are identified, rectified and contingencies implemented in accordance with workplace procedures
 - 2.3** Development and implementation processes for allocation are identified and addressed in accordance with work health and safety (WHS)/occupational health and safety (OHS)/occupational safety and health (OSH) and regulatory requirements
 - 2.4** Allocation requirements are communicated to stakeholders in a timely manner in accordance with workplace procedures
- 3 Monitor and evaluate resource allocation usage**
- 3.1** Systems are implemented to enable real time and accurate monitoring of resource usage against targets and organisational benchmarks in accordance with workplace procedures

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| | 3.2 | Analysis and evaluation of resource usage against targets and organisational benchmarks is undertaken and appropriate action is taken in accordance with workplace procedures |
| | 3.3 | Records of human and equipment resource allocation and usage are maintained in accordance with regulatory and workplace requirements |
| | 3.4 | Effectiveness of allocation is monitored in consultation with stakeholders and information is reviewed to identify and address resource usage issues against feedback received in accordance with workplace procedures |
| | 3.5 | Additional or replacement resources are allocated as required in accordance with workplace procedures and customer requirements |
| 4 | Report on resource usage | |
| | 4.1 | Resource usage is reported in required format and on a regular basis in accordance with workplace procedures |
| | 4.2 | Completed reports indicating analysis of level of performance achieved and any corrective action undertaken are communicated in accordance with workplace procedures |
| | 4.3 | Continuous improvement strategy is undertaken via review and amendment of operational procedures in line with actions undertaken during allocation of resources in accordance with workplace procedures |

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.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

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 TLIL0001 Apply effective staff and resource allocation

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 the requirements of the elements and performance criteria on at least one occasion and include:

- allocating human and equipment resources in a timely manner to achieve delivery service contractual obligations
- analysing data in relation to resource usage against targets and organisational benchmarks
- analysing resource usage to determine level of performance achieved against target
- applying map reading and route interpretation to determine routes, distances, fuel requirements and route hazards
- confirming contract requirements with stakeholders
- consulting stakeholders for feedback in relation to resource usage and effective delivery of service
- determining requirements for permits given relevant route to be taken for delivery service
- developing contingencies during allocation process to ensure delivery service
- documenting and recording data of resource allocation in relation to fatigue management
- entering data into relevant management system for tracking of currency of operator qualifications
- facilitating and relaying allocation of resources to relevant stakeholders for effective delivery service
- identifying relevant resource requirements given appropriate parameters of job/work requirements
- identifying routine and potential unplanned services that impact delivery service
- implementing actions if resource usage is off target
- implementing systems for monitoring of resource usage
- interpreting work health and safety (WHS)/occupational health and safety (OHS)/occupational safety and health (OSH) and regulatory requirements in preparing allocation for relevant delivery service
- monitoring resource usage against targets and organisational benchmarks
- preparing shifts and schedules that meet workplace procedures and relevant regulatory requirements
- rectifying identified issues and problems during allocation process
- reporting of resource usage to relevant person/s
- reviewing and amending current operational procedures

- verifying relevant permits out of specification and actioning accordingly on a timely basis.

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:

- alcohol and drug regulations
- analysis techniques
- cargo and equipment types
- cargo types
- communication techniques
- continuous improvement techniques
- fatigue management requirements
- navigation routes and map reading techniques
- operational parameters in relation to resourcing and costing
- operational procedures
- permit requirements
- Heavy Vehicle National Law regulatory requirements
- relevant management system for tracking employee qualification data
- relevant management system for tracking resource usage
- WHS/OHS/OSH regulations
- workplace procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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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.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

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

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