



Australian Government

TLIL4076 Coordinate resources

Release: 2

TLIL4076 Coordinate resources

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes to PC 2.1, 2.2 and 4.2
- Minor statement changes in Assessment Conditions.

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 determine, acquire and allocate resources and deal with contingencies, in accordance with organisational requirements.

It includes establishing resource requirements, acquiring and allocating resources, dealing with contingencies, measuring effectiveness of resource coordination and document control.

This unit applies to individuals who require a broad knowledge of business resources to ensure adequate resources are available to perform the work of the organisation.

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

Rail sector.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

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| 1 Establish resource requirements | 1.1 Resource requirements are determined in accordance with business and operational plans, and organisational requirements |
| | 1.2 Opportunities are provided to individuals and work groups to contribute to identifying resource requirements |
| | 1.3 Processes are followed that ensure resource expenditure is realistic and makes efficient use of available resources in accordance with organisational procedures |
| | 1.4 Recommendations for resource requirements are presented to appropriate personnel in accordance with organisational procedures |
| 2 Acquire and allocate resources | 2.1 Resources are acquired in accordance with organisational requirements, policies and procedures |
| | 2.2 Resources are checked to ensure quality and quantity in accordance with organisational requirements, policies and procedures |
| | 2.3 Resources are allocated to enable achievement of work group objectives |
| | 2.4 Individuals and teams are consulted about resource allocation in a participative manner using appropriate interpersonal skills |
| 3 Deal with contingencies | 3.1 Actions are taken to manage identified shortfalls and/or surpluses |
| | 3.2 Appropriate actions to manage non-conforming resources are implemented in accordance with organisational procedures |
| | 3.3 Activities are reviewed against timelines and adjusted where appropriate to ensure timely completion of activities |
| | 3.4 Time extensions or reductions are implemented, as required, in accordance with organisational procedures |
| 4 Measure resource availability | 4.1 Effectiveness of resource coordination activities is measured against actual delivery |
| | 4.2 Records concerning resource coordination activities are maintained in accordance with organisational |

		requirements, policies and procedures
5	Maintain document control	5.1 Document procedures are confirmed
		5.2 Systems to support document control are monitored and reviewed as required
		5.3 Staff are supported to maintain document control systems

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 can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4076A Coordinate resources.

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 TLIL4076 Coordinate resources

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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:

- acquiring and allocating resources
- communicating and consulting effectively with team members
- dealing with contingencies
- establishing resource requirements
- maintaining document control systems
- measuring effectiveness of resource coordination
- scheduling and tracking resource use and availability
- using appropriate strategies when requesting advice, receiving feedback and working with a team.

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:

- functions of resources, equipment and services
- organisational policies, plans and procedures for resource coordination
- quality procedures for organisational resource and service requirements
- relevant workplace procedures
- relevant document control processes and systems.

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 or, where this is not available, 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 access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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