



Australian Government

TLIL4078 Coordinate fleet control logistics

Release: 1

TLIL4078 Coordinate fleet control logistics

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 fleet control logistics in the transport and logistics industry.

It includes carrying out fleet control functions, preparing for contingencies, communicating with customers and drivers, coordinating scheduling of operational tasks and completing documentation.

Work involves discretion and judgement for self and others in coordinating fleet control logistics. It is performed under minimum supervision with general guidance on progress and outcomes.

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 Carry out fleet control functions

PERFORMANCE CRITERIA

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

- 1.1 Equipment and drivers are allocated in accordance with workplace procedures and in consideration of pick-up and delivery requirements
- 1.2 Movement of documentation is tracked in accordance with workplace procedures

- | | |
|---|---|
| | 1.3 Opportunities for improvement of fleet control logistics are identified and appropriate action is taken to recommend or implement identified initiatives |
| 2 Prepare for contingencies | 2.1 Contingency plans are implemented in accordance with workplace procedures and scope of authority |
| | 2.2 Hazards are identified, risks are assessed and control measures are implemented |
| | 2.3 Routine problems are identified, clarified and appropriately resolved in accordance with workplace procedures |
| 3 Communicate with customers and drivers | 3.1 Customer and driver enquiries are answered appropriately in accordance with workplace procedures |
| | 3.2 Communication systems are accessed and used to communicate with drivers and customers in completing fleet management tasks |
| 4 Coordinate scheduling of operational tasks | 4.1 Computerised scheduling system is accessed and used for processing the delivery of freight in accordance with workplace procedures |
| | 4.2 Critical transport factors are taken into account when planning and implementing delivery schedules in accordance with relevant regulations, workplace policy and procedures, and operational plans |
| 5 Complete documentation | 5.1 Fleet management information is recorded either in hard copy or on computer in accordance with workplace requirements |
| | 5.2 Completed documentation is despatched, processed and/or filed 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 can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4078A Coordinate fleet control logistics.

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 TLIL4078 Coordinate fleet control logistics

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:

- adapting to differences in equipment in accordance with standard operating procedures (SOPs)
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- applying relevant statutory requirements, codes of practice and local government by-laws
- communicating and negotiating effectively with others
- ensuring the application of fatigue management knowledge and techniques by drivers
- interpreting and responding to customer requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning work activities, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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:

- computerised fleet management and scheduling system/s and guidelines for their use
- factors affecting scheduling in the road transport industry
- operational marketing systems and resources
- operational transport logistic systems, resources, management and workplace operating systems
- problems that may occur and appropriate action that can be taken to minimise or respond to them
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection policies and procedures
- relevant regulatory and code requirements
- workplace protocols and procedures for coordinating fleet control logistics.

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 include:

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

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>