



Australian Government

TLIP5008 Manage a transport and logistics business unit

Release: 1

TLIP5008 Manage a transport and logistics business unit

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 manage a transport and logistics business unit in accordance with relevant regulatory requirements, standards, codes of practice and workplace procedures.

It includes identifying the market for the business unit, setting transport and logistics business unit objectives, collecting information for business planning operations, establishing resources required to achieve objectives and managing business unit performance to achieve the required outcomes.

Work is under general guidance on progress and outcomes. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

1 Identify market

1.1 Existing customers are identified and feedback is sought

- regarding performance
- 1.2 Improvements are planned to increase service provision
 - 1.3 Potential customers are identified and arrangements are made to target potential customers
- 2 Set transport and logistics business unit objectives**
- 2.1 Goals for the transport and logistics business are identified in accordance with enterprise business plan
 - 2.2 Key performance indicators are defined and documented
 - 2.3 Strategy to achieve transport and logistics business unit objectives in the short-, medium- and long-term is prepared
 - 2.4 Contingency plans are developed for when objectives need to be varied
- 3 Collect information for business planning operations**
- 3.1 Information on market competitors, potential opportunities and weaknesses of the business is collected, analysed and organised
 - 3.2 Available resources are identified taking into account customer needs and business objectives
- 4 Establish resources to achieve objectives**
- 4.1 Financial flows are planned and scheduled
 - 4.2 Information on costs and resource utilisation is interpreted and budget requirements are identified
 - 4.3 Staff and physical resource requirements are identified and costed to meet business requirements
 - 4.4 Job profiles are determined and resources are made available for training to meet business objectives
 - 4.5 Transport and logistics business unit objectives and related policies and practices are explained to employees
 - 4.6 Resource acquisition is managed to ensure business objectives are achieved
- 5 Manage business unit performance**
- 5.1 Systems and processes are established to assess progress in achieving profit/productivity plans and targets
 - 5.2 Systems for resource acquisition and usage are established
 - 5.3 Financial information is analysed and interpreted to

monitor profit/productivity performance

- 5.4 Systems and processes are monitored to establish whether resources are being used as planned
- 5.5 Problems with resource usage are investigated and rectified
- 5.6 Effective action is taken to reduce costs and enhance value to customers and/or enterprise
- 5.7 Recommendations for variations to operational plans are negotiated and approved by relevant parties
- 5.8 Performance reports are generated in accordance with enterprise 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 TLIP5008A Manage a transport and logistics business 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 TLIP5008 Manage a transport and logistics business unit

Modification History

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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:

- applying relevant legislation and workplace procedures
- communicating effectively with others when managing a transport and logistics business unit
- completing documentation related to managing a transport and logistics business unit
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- prioritising work and coordinating self and others in relation to business activities
- reading and interpreting operational data, regulatory requirements, market intelligence, finance, budgetary information and business policies relevant to managing a transport and logistics business unit
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- working collaboratively with others when managing a transport and logistics business unit
- 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:

- application of current competencies within functional activity
- application of relevant Australian and international standards and associated certification requirements
- Australian and international regulations, codes of practice and legislative requirements relevant to business unit activities
- business policies and priorities
- operational work systems, resources, management and workplace operating systems
- hazards and risks that may arise when managing a transport and logistics business unit, and ways of controlling the risks involved
- information on key competitor operations, strengths and weaknesses
- market intelligence relevant to business operations
- problems that may occur when managing a transport and logistics business unit, and action that can be taken to report or resolve these problems
- quality and customer service standards, policies and procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- resource availability including the competencies of individuals in the team and group
- workplace policies and processes for managing a transport and logistics business unit.

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 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 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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