



Australian Government

Assessment Requirements for TLIP5035 Manage budgets and financial plans

Release: 1

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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:

- accessing, reading and interpreting budgetary documents, financial statements and reports, and workplace policies and procedures
- applying basic accounting principles to budgetary processes
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when completing work activities
- identifying and solving problems that may arise when setting and achieving budgets
- making calculations to set and achieve budgets
- modifying budgets and plans as required to accommodate changes
- monitoring work activities in terms of planned schedule
- prioritising work and coordinating self and others in relation to workplace activities
- selecting and applying appropriate technology, information systems and procedures.

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:

- accountancy practices relevant to budgetary control
- budgetary procedures and policies
- budgetary systems, resources, management and workplace operating systems
- limits of authorised expenditure and who has budget authorities
- problems that may occur when setting and achieving budgets and action that can be taken to report or resolve these problems
- quality and customer service standards, policies and procedures
- risks that may exist when setting and achieving budgets and ways of controlling these risks

- workplace processes for setting and achieving budgets.

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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Links

Companion Volume implementation guides are found in VETNet -

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