



Australian Government

TLIR4001 Monitor supplier performance

Release: 1

TLIR4001 Monitor supplier performance

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 monitor the performance of contracted suppliers of goods/materials/services in compliance with workplace procedures and requirements.

It includes administering supplier contract, assessing for conformity to contracted requirements and completing all required contract documentation.

Work is performed under general guidance on progress and outcomes of work. It involves discretion and judgement for self and others in monitoring supplier performance.

Work involves responsibility for resource coordination and allocation, and for leading 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

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1 Administer supplier contract

1.1 Procedures for receiving supplied goods/materials/services are documented and implemented within the workplace

- 1.2 Supplied goods/material/services are assessed for conformity to contracted requirements including price, quantity, quality and delivery schedules
 - 1.3 Non-conformance of supplier with contracted requirements is accurately detailed
 - 1.4 Actions to rectify non-conformance are undertaken in accordance with enterprise procedures and within scope of authority
 - 1.5 Issues of non-conformance beyond scope of authority are referred to designated personnel in accordance with enterprise operating procedures
- 2 Complete documentation**
- 2.1 Annotations and performance assessment/evaluations are completed and appended to supplier file
 - 2.2 Action taken in regard to non-conformance of contracted requirements is documented and appended to supplier file
 - 2.3 System records are maintained and updated in accordance with enterprise information management system and required regulatory requirements

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 TLIR4001A Monitor supplier performance.

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 TLIR4001 Monitor supplier performance

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:

- Administering supplier contract
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- Contract non-conformance
- interpreting data and providing appropriate, timely information on data analysis outcomes to appropriate personnel
- 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
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and procedures
- working systematically with required attention to detail.

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:

- focus of operation of recording, reporting and statistical analysis systems and resources
- relevant regulatory and code requirements
- typical problems that can occur with supply contracts and related appropriate action that can be taken
- workplace business policies and plans as they relate to supply contracts, including

procedures for maintaining confidentiality

- workplace contract performance and dispute policies and procedures
- workplace protocols and procedures for monitoring supply contractor performance.

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 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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