



Australian Government

Department of Education, Employment and Workplace Relations

TLIL4058A Plan a career in logistics

Release: 1

TLIL4058A Plan a career in logistics

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to undertake planning related to one's own career. It includes conducting self-assessment of skills and abilities; investigating possible career opportunities; developing and implementing a career plan; and monitoring progress against the plan. In practice, career planning may overlap with a range of other generalist or specialist work activities, such as gathering and analysing information, developing work plans, composing documents and so on. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work may be undertaken in various contexts within the transport and logistics industry.

The unit generally applies to individuals who wish to develop their own career paths, at whatever level, within the industry.

This unit is normally packaged at AQF IV or above.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1 Conduct self-assessment | 1.1 Life and work experiences, current and potential abilities are identified and ranked in order of importance
1.2 Personal values and preferences relating to future careers are explored
1.3 A personal profile is prepared that identifies career related characteristics |
| 2 Identify possible career opportunities | 2.1 Careers are researched to identify those with continuing longevity, and their requirements are identified
2.2 Information sources are identified and explored for indicators, trends and information on potential career opportunities
2.3 Existing and emerging careers are assessed and their skill/qualification/experience requirements are identified
2.4 The nature of the workforce, future trends and opportunities are analysed and associated skill needs are identified |
| 3 Develop and implement career plan | 3.1 Preferred future career and associated skill requirements are identified and compared with current strengths
3.2 Gap analysis is undertaken to identify those skills that are common to both preferred future career and the organisation's requirements
3.3 Career goals are established and a career plan is developed that identifies immediate priorities as well as a longer-term strategy for gaining experience and skills development
3.4 Career development activities are initiated in accordance with the career plan and organisational legislation, policy and procedures |
| 4 Monitor progress | 4.1 Acquisition of skills and experience is monitored and feedback is obtained on achievement of performance requirements
4.2 Feedback is considered and integrated as necessary into the career plan
4.3 The organisation's requirements are monitored and the career plan is adjusted to take account of new information, environment/culture
4.4 Preferred career requirements and progress towards career goals are monitored and adjusted as required |

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Legislation, policies and procedures relating to career development including occupational health and safety and environment
- Strategic approach to career planning
- Methods of self-assessment used to identify values, preferences, etc.
- Performance management principles and strategies
- Career development options
- Succession planning principles, approaches and strategies
- Changing demographics and workforce skill needs and trends
- Organisational planning for human resources at a strategic level
- Principles of equal employment opportunity and diversity
- Procedures for operating electronic communications equipment
- Requirements for completing relevant documentation
- Code of practice for working collaboratively with others

Required skills:

- Analyse strengths, weaknesses, opportunities, threats (SWOT)
- Undertake appropriate research and questioning related to career planning
- Reflect on own competencies and performance
- Develop strategies for the management of one's own career
- Manage personal change and planning
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to work activities
- Work collaboratively with others
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment

EVIDENCE GUIDE

guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

RANGE STATEMENT

Career development activities may include:

- accredited courses/other courses
- action learning
- career counselling
- coaching
- competency development processes
- education and training programs
- higher duties
- industry experience
- mentoring
- networking

Career plan may include:

- long-term goals
- objectives
- strategies
- timeframes
- job search tools/methods
- skills development in finding, applying for and winning positions
- skills development to meet particular job/career requirements

Sources of career information may include:

- social and political information
- workshops
- notice of vacancies
- Internet sites
- local, national and international publications
- statistical workforce data
- career expos
- personal networks
- word-of-mouth
- job search/personnel placement agencies
- graduate career counselling organisations
- media

Characteristics may include:

- strengths
- preferences
- gaps
- desires
- weaknesses
- the need to develop skills in job search, resume preparation/presentation, networking, and impression management

Depending on the organisation

- standard operating procedures (SOPs)

RANGE STATEMENT

concerned, workplace procedures may be called:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Documentation and records may include:

- career planning proformas
- data on workforce trends in transport and logistics industry, and wider

Applicable legislation and regulations may include:

- relevant state/territory regulations and codes of practice
- workplace relations regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

L - Resource Management