



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLIL4059A Implement asset management systems**

**Release: 1**

## **TLIL4059A Implement asset management systems**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to implement asset management systems. It includes determining management control processes; implementing existing practices, procedures and systems; and reviewing service levels. 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 those who provide leadership of others individually or in teams and have responsibility for the implementation and monitoring of asset management systems.

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Determine management control process</b>                 | <p>1.1 Roles and responsibilities of business units or departments are clarified to ensure effective management of assets in line with organisation policy and procedures</p> <p>1.2 Specific reporting and monitoring standards required by enterprise requirements are understood and complied with</p> <p>1.3 Information systems that provide the information necessary for effective and efficient asset management for all levels within the organisation are maintained</p> <p>1.4 Regular audits are arranged, where appropriate to the organisation, to establish a continuous improvement cycle</p> |
| <b>2 Implement existing practices, procedures and systems</b> | <p>2.1 Assessments of current status of asset management activities within business units or departments are conducted regularly in accordance with asset management plan</p> <p>2.2 Milestones and targets are adhered to by the groups responsible</p> <p>2.3 Areas of difficulty are identified and strategies are followed to overcome these difficulties</p>                                                                                                                                                                                                                                             |
| <b>3 Review service levels</b>                                | <p>3.1 Current levels of service provided by asset stock are critically examined</p> <p>3.2 Areas of possible improvement in the effectiveness and efficiencies of owning and operating assets are identified in consultation with relevant personnel</p> <p>3.3 Appropriate benchmarking is undertaken to enable continuous improvement in asset management strategies and practices</p>                                                                                                                                                                                                                     |

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

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

#### Required knowledge:

- Relevant sections of national and state or territory regulatory requirements and codes of practice
- Code of practice for working collaboratively with others particularly with those involved in inputting data into asset management systems
- Requirements for completing relevant documentation including asset management reports
- Benchmarking practices
- Quality management principles and procedures

## REQUIRED KNOWLEDGE AND SKILLS

- Organisational and industry functions
- Detail of different approaches to asset management, including theoretical knowledge
- Characteristics of different types of information systems used to provide and assist in asset management
- Procedures for operating electronic communications equipment
- Procedures for identifying equipment defects and assessing for appropriate action

### Required skills:

- Communicate effectively with others when implementing asset management systems
- Consult and liaise as required when working with a team of staff
- Manage team and encourage team participation
- Use critical analysis in order to determine the best approach to asset management for the enterprise
- Use lateral thinking in order to solve problems as they arise, or to generate ideas
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to work activities and convey reports to senior management
- Operate electronic communication equipment to required protocol
- 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 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

## EVIDENCE GUIDE

- 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.

Asset management activities may include:

- introduction of information systems
- data capture program
- studies

Areas of possible improvement may include:

- spot checks
- number of assets
- complexity of assets, including their sophistication and issues involved
- age of the asset base
- quality of the assets constructed
- levels of service provided or demanded

## RANGE STATEMENT

|                                                                              |                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regular audits may include:                                                  | <ul style="list-style-type: none"><li>• internal</li><li>• external</li></ul>                                                                                                                                                                                                                                                                |
| Assets may include:                                                          | <ul style="list-style-type: none"><li>• equipment</li><li>• buildings</li><li>• employees</li><li>• enterprise relationships</li></ul>                                                                                                                                                                                                       |
| Depending on the organisation concerned, workplace procedures may be called: | <ul style="list-style-type: none"><li>• standard operating procedures (SOPs)</li><li>• company procedures</li><li>• enterprise procedures</li><li>• organisational procedures</li><li>• established procedures</li></ul>                                                                                                                     |
| Communication in the work area may include:                                  | <ul style="list-style-type: none"><li>• phone</li><li>• electronic data interchange (EDI)</li><li>• fax</li><li>• email</li><li>• internet</li><li>• RF systems</li><li>• oral, aural or signed communications</li></ul>                                                                                                                     |
| Consultative processes may involve:                                          | <ul style="list-style-type: none"><li>• other employees and supervisors</li><li>• relevant authorities and institutions</li><li>• management and union representatives</li><li>• industrial relations and OH&amp;S specialists</li></ul>                                                                                                     |
| Documentation and records may include:                                       | <ul style="list-style-type: none"><li>• reports of assets held and their status</li><li>• relevant OH&amp;S and environmental protection regulations</li><li>• quality assurance procedures</li><li>• emergency procedures</li><li>• technical instructions</li><li>• relevant Australian Standards and certification requirements</li></ul> |
| Applicable legislation and regulations may include:                          | <ul style="list-style-type: none"><li>• relevant national, state/territory legislation, including OH&amp;S and environmental protection requirements</li><li>• workplace relations regulations</li></ul>                                                                                                                                     |

## Unit Sector(s)

Not Applicable

## Competency Field

**Competency Field**

L - Resource Management