



Australian Government

Department of Education, Employment and Workplace Relations

TLIL5026A Manage export logistics

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to manage export logistics in accordance with relevant regulatory requirements and workplace procedures, including planning efficient export logistics operations, developing appropriate contingency management strategies, producing the required operation schedules for export logistics, and monitoring and coordinating the required systems for export logistics. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant regulations, standards and codes of practice, including Australian and International Dangerous Goods Codes.

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

A range of opportunities may be used to develop the work area and to support the development of work systems, innovative strategies to deal with contingencies and to encourage the achievement of the workplace's goals and key performance objectives by the work area and the individuals and teams within it.

The unit generally applies to those with responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

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 Plan efficient export logistics	1.1 Australian and international codes and regulations and workplace policies for export logistics are identified 1.2 Consignment loads are evaluated in terms of critical parameters and customer instructions 1.3 Capacity and capability of different local and overseas transport modes available to the organisation are assessed against proposed logistics tasks 1.4 Preliminary schedules are matched against operational capacity and capability of available transport systems, equipment and staff 1.5 Export logistics are planned for efficient and effective delivery and load handling in accordance with relevant regulatory and workplace procedures, taking into account key requirements 1.6 Strategies to address identified deficiencies in operational capability and availability are undertaken in accordance with workplace procedures
2 Develop contingency management strategy	2.1 Quality standards and procedures for export logistics processes are confirmed and/or updated in accordance with workplace procedures 2.2 The nature, extent and impact of potential issues or incidents in the planned export logistics are assessed 2.3 Contingency management strategies for identified issues/incidents are established and evaluated including reference to previous scenarios of similar nature 2.4 Implementation procedures, including resource and infrastructure support, are documented and continually upgraded in regard to established quality standards and any changes in both the Australian and the international operating environments
3 Produce operation schedules for export logistics	3.1 Local and overseas transportation modes, times and routes are established to maximise effective and efficient operations 3.2 Resources are arranged in association with relevant Australian and overseas personnel to meet the operational schedules 3.3 Australian and international regulatory requirements, codes of practice and workplace procedures are identified and accounted for in operational schedule 3.4 Tracking procedures are applied to consignment(s) using relevant technology and systems in accordance with workplace procedures 3.5 Schedule is consolidated and forwarded to appropriate personnel

ELEMENT	PERFORMANCE CRITERIA
	3.6 Schedule is stored in accordance with workplace procedures
4 Monitor and coordinate systems for export logistics	4.1 Export logistics are monitored against identified quality standards, planned processes, and compliance with Australian and international regulatory requirements 4.2 Non-compliance with quality standards, planned processes or regulatory requirements is identified and appropriate action is initiated to report and rectify any identified problems 4.3 Customer satisfaction with export logistics operations is monitored using appropriate methods 4.4 Customer concerns and suggestions for service improvements are acted upon in accordance with workplace procedures 4.5 Reports and other required documentation related to export logistics are completed and referred to relevant personnel in accordance with workplace procedures 4.6 Any changes in Australian and international regulations and codes of practice relevant to export logistics are monitored, identified and appropriate action is initiated to ensure ongoing compliance of export logistics processes and systems

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 OH&S and environmental protection procedures and regulations
- Workplace procedures for the planning and management of export logistics
- Problems that may occur during the planning and management of export logistics and action that can be taken to resolve or report the problems
- Focus of operation of export logistics systems, resources, management and workplace operating systems
- Local and overseas transport and equipment applications, capacities, configurations, safety hazards and control mechanisms
- Australian and international regulatory, permit and licence requirements relevant to export logistics
- Application of relevant Australian and international standards and associated certification requirements
- Business policies and plans including procedures for outsourcing components of operations and engaging additional resources

REQUIRED KNOWLEDGE AND SKILLS

- Workplace policies including issue resolution and grievance procedures
- Resource availability including the competencies of individuals in the team/group
- Workplace documentation procedures relevant to export logistics

Required skills:

- Communicate effectively with others when planning and managing export logistics
- Read and interpret instructions, procedures, information and signs relevant to the planning and management of export logistics
- Prioritise work and coordinate self and others in relation to export logistics activities
- Complete documentation related to the planning and management of export logistics
- Provide leadership and work collaboratively with others when planning and managing export logistics
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Implement contingency plans for unanticipated situations that may arise when planning and managing export logistics
- Monitor work activities in terms of planned schedule
- Modify activities to cater for variations in workplace contexts and environment
- Select and apply appropriate application of technology, information and communication systems and procedures
- Adapt to differences in systems and equipment in accordance with standard operating procedures

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

EVIDENCE GUIDE

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.

Work may be undertaken:

- in various work environments in the sections of the warehousing, storage, transport and distribution industries involved in export logistics

Customers may be:

- internal or external

The workplace environment may involve:

- twenty-four hour operation
- single and multi-site locations
- large, medium and small workplaces

RANGE STATEMENT

Critical parameters for the evaluation of consignment loads may include but are not limited to:	• type, capacity, compatibility and capability of load • agreed delivery times and destination • pick-up and drop-off points • waiting, loading and unloading times • agreed cost structure
Key requirements for the planning of transport logistics may include but are not limited to:	• collection and distribution destination • transport duration times • type and compatibility of load • transport mode(s) and capacity • bond and customs requirements • return freight • fatigue management • use of designated routes
Strategies to address identified deficiencies in operational capability and availability may include but are not limited to:	• re-negotiation of collection and/or delivery times • alternate transport mode(s) • outsourcing components of operation
Consignments may be:	• palletised • containerised • packaged or loose • in gas, liquid or solid form
Transport may be:	• single or multi-modal
Modes of transport for export may include:	• road and rail locally as well as either air or sea, and both local and overseas couriers
Calculation of transport duration times includes:	• travelling, loading, unloading, change-over and standing times and with due regard to varying transit condition and environments (i.e. local and overseas road, sea and weather conditions, traffic flows, government regulations)
Transport may involve:	• the use of designated routes
Requirements for work may include:	• site restrictions and procedures • use of safety and personal protective equipment • systems and facilities for export logistics • specialised lifting and/or handling equipment • incident/accident breakdown procedures • additional gear and equipment • noise restrictions • hours of operation Australian and overseas contacts • authorities and permits

RANGE STATEMENT

Hazard management is:

- communications/computing equipment
- consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment

Consultative processes may involve:

- employees, supervisors and managers
- international and domestic agents, suppliers and current or potential clients
- relevant authorities, government departments and institutions
- representatives of other enterprises and organisations involved in export logistics
- industrial relations and OH&S specialists
- other professional or technical staff

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

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

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- email
- internet
- RF communications
- bar code readers
- oral, aural or signed communications

Information/documentation may include:

- Australian and international codes of practice and regulations relevant to export logistics including bond and customs requirements
- Australian and international regulations and codes of practice for the handling, storage and transport of dangerous goods and hazardous substances, including the ADG and IDG Code
- workplace operating procedures and policies relevant to export logistics
- supplier and/or client instructions
- agents advice on available transport options, timetables, schedules and issues
- manufacturers specifications for equipment and goods
- suppliers advice for the handling, transport and storage of goods and materials

RANGE STATEMENT

Applicable regulations and legislation may include:

- material safety data sheets
- dangerous goods documentation where applicable including dangerous goods declarations
- relevant Australian and international standards, criteria and certification requirements
- information accessed through communications/computer technology and equipment, and verbal or signed communications
- quality assurance standards and procedures
- emergency procedures
- relevant competency standards and training materials
- QA plans, data and document control
- conditions of service, legislation and industrial agreements including workplace agreements and awards
- Australian and international codes and regulations relevant to export logistics
- Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
 - Australian and International Dangerous Goods Codes
 - Australian Marine Orders and the International Maritime Dangerous Goods Code
 - IATA Dangerous Goods by Air regulations
 - Australian and International Explosives Codes
- relevant Australian and international standards and certification requirements
- licence, patent or copyright arrangements
- transport licence/permit requirements
- export/import/quarantine/bond requirements
- Marine/Aviation Orders
- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations
- workers compensation regulations
- equal opportunity, equal employment opportunity and affirmative action legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

L - Resource Management