



Australian Government

Department of Education, Employment and Workplace Relations

TLIP5036A Manage assets

Release: 1

TLIP5036A Manage assets

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to manage assets. It includes determining asset classification and identification; recording and valuing assets; and maintaining an asset management system. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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

The unit generally applies to those who provide leadership of others individually or in teams.

This unit is normally packaged at AQF V 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 Determine asset classification and identification | <ul style="list-style-type: none">1.1 Determine asset register format on basis of current needs and business plan in accordance with company requirements1.2 Select a compatible classification system that meets asset accounting and asset management needs in accordance with company requirements1.3 Determine value thresholds for assets to be recorded in the asset register in accordance with company requirements |
| 2 Record and value assets | <ul style="list-style-type: none">2.1 Identify and record specified details of all material assets in accordance with the asset management policies and procedures2.2 Record all assets in compliance with legislative and company requirements2.3 Determine condition of each asset in accordance with manufacturers specifications and legislative and company requirements2.4 Determine useful/residual life of each asset in accordance with manufacturers specifications and company requirements2.5 Calculate current value of each asset based on valid and reliable information in accordance with legislative and company requirements |
| 3 Maintain asset management system | <ul style="list-style-type: none">3.1 Update records continuously to record asset purchases, loss, damage or disposal in accordance with company requirements3.2 Conduct periodic audits to ensure accuracy of asset register in accordance with company requirements3.3 Review asset management system periodically to ensure it is supporting business needs in accordance with company requirements3.4 Provide training to support effective management and maintenance of the asset register in accordance with company requirements |

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

REQUIRED KNOWLEDGE AND SKILLS

- Relevant OH&S and environmental procedures and regulations
- Different types of asset management systems and their strengths and weaknesses
- Types of valuation methodologies and their usefulness in different contexts
- Requirements for completing relevant documentation such as asset registers
- Code of practice for working collaboratively with others

Required skills:

- Communicate effectively with others when managing assets
- Read and interpret instructions, procedures, information and signs relevant to the management of assets
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the management of assets
- Work collaboratively with others
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Implement contingency plans for unplanned events
- Modify activities depending on differing operational contingencies, risk situations and environments
- Use financial management skills sufficient to enable accurate recording of asset data

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.

Assets may include:

- buildings
- business and marketing contracts
- assets in the process of being transferred
- land
- office equipment and furniture
- plant and equipment
- vehicles
- facilities

Asset register may be a computer or manual file and include:

- damage/loss/theft
- date of purchase

RANGE STATEMENT

	• identifying number • insurance policies and claims • invoices and receipts • location • major repairs • obsolescence • value
Depending on the organisation concerned, workplace procedures may be called:	• standard operating procedures (SOPs) • company procedures • enterprise procedures • organisational procedures • established procedures
Consultative processes may involve:	• other employees and supervisors • suppliers • relevant authorities and institutions • management and union representatives • industrial relations and OH&S specialists
Documentation and records may include:	• lists of assets and or asset registers • regulations and codes of practice relevant to ADG code, including safeworking and local authority regulations and procedures • workplace policies and procedures related to ADG code • relevant Australian Standards and certification requirements
Applicable legislation and regulations may include:	• relevant regulations, codes and safeworking systems for the use and checking of assets • Australian and international regulations and codes of practice for the transport of dangerous goods and hazardous substances • relevant state/territory OH&S and environmental protection legislation • workplace relations regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

P - Administration and Finance