

TLIL1907C**Implement and monitor transport logistics****Unit Descriptor**

This unit involves the skills and knowledge required to implement and monitor transport logistics in accordance with relevant regulatory requirements and workplace procedures, including mobilising resources, coordinating multi-modal transport activities, monitoring consignment(s) tracking, and implementing a contingency management strategy.

Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Application of the Unit

Work must be carried out in compliance with the relevant regulations, standards and codes of practice, including the ADG Code.

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.

Competency Field

L – Resource Management

ELEMENT

Elements describe the essential outcomes of a unit of competency.

1 Mobilise resources**PERFORMANCE CRITERIA**

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

- 1.1 Optimal resource level is acquired to meet the requirements of the operational schedule
- 1.2 Relevant regulatory and insurance requirements are determined and implemented
- 1.3 Allocated resources are assessed and monitored to ensure operational effectiveness and efficiency
- 1.4 Changes to resource allocation are undertaken (in accordance with enterprise procedures) where deficiencies or over-supply are apparent

- | | |
|--|--|
| 2 Coordinate multi-modal transport activities | <p>2.1 Facilities, personnel and equipment are made ready to accommodate interchange functions</p> <p>2.2 Security arrangements are invoked as required</p> <p>2.3 Loading and unloading operations are conducted in accordance with operation schedule and applicable statutory requirements, codes of practice and enterprise procedures</p> <p>2.4 Relevant documentation is completed/updated to accord with operational schedule and reporting requirements</p> |
| 3 Monitor consignment(s) tracking | <p>3.1 Consignment tracking systems are monitored against workplace quality standards</p> <p>3.2 Variations from workplace quality standards are identified and appropriate action is initiated to rectify the identified problems or to institute any required improvements</p> |
| 4 Implement contingency management strategy | <p>4.1 Operational schedule is continually reviewed in light of information updates, reports and feedback</p> <p>4.2 The nature, extent and impact of any issues or incidents are identified and assessed against contingency management strategy</p> <p>4.3 Relevant information is processed to establish priorities and responses for dealing with issues or incidents</p> <p>4.4 Operations are redirected and controlled to meet changes in transport environment and tasks in accordance with enterprise procedures</p> <p>4.5 Liaison is initiated and maintained with organisations/individuals affected by changed operational schedules</p> <p>4.6 Actions undertaken are clearly documented and filed</p> |

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant regulations, codes of practice and legislative requirements including local and international regulations relevant to transport logistics
- Relevant OH&S and environmental protection procedures and regulations
- Workplace procedures for the implementation and monitoring of transport logistics
- Problems that may occur during the implementation and monitoring of transport logistics and action that can be taken to resolve or report the problems
- Risks and hazards related to the implementation and monitoring of transport logistics and ways of controlling the risks involved
- Focus of operation of transport logistic systems, resources, management and workplace operating systems

- Transport and equipment applications, capacities, configurations, safety hazards and control mechanisms
- Code, regulatory, permit and licence requirements relevant to transport logistics
- Application of relevant Australian standards and associated certification requirements
- Business policies and plans including procedures for outsourcing components of operations and engaging additional resources
- Workplace policies including issue resolution and grievance procedures
- Resource availability including the competencies of individuals in the team/group
- The application of current competencies within functional activity
- Relevant workplace documentation procedures

Required skills:

- Communicate effectively with others when implementing and monitoring transport logistics
- Read and interpret transport schedules, regulatory requirements, customer instructions, workplace procedures and manuals relevant to the implementation and monitoring of transport logistics
- Prioritise work and coordinate self and others in relation to transport logistics activities
- Complete documentation related to the implementation and monitoring of transport logistics
- Operate electronic communication equipment to required protocol
- Provide leadership and work collaboratively with others when implementing and monitoring transport logistics
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any problems identified when implementing and monitoring transport logistics in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may arise during the implementation and monitoring of transport logistics
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Apply fatigue management knowledge and techniques
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and apply appropriate application of technology, information systems and procedures
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

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 transport logistics
- Customers may be:
- internal or external
- Operations may be conducted:
- by day or night
- The workplace environment may involve:
- twenty-four hour operation
 - single and multi-site locations
 - large, medium and small workplaces
- 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
- 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
 - 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
 - packages or loose
 - and in gas, liquid or solid form
- Transport may be:
- single or multi-modal
- Modes of transport may include:
- road
 - rail
 - air
 - sea

- Calculation of transport duration times includes:
- travelling
 - loading
 - unloading
 - change-over
 - standing times
 - with due regard to varying transit condition and environments (i.e. road conditions, traffic flows, weather, local government by-laws)
- 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 transport logistics
 - specialised lifting and/or handling equipment
 - incident/accident breakdown procedures
 - additional gear and equipment
 - noise restrictions
 - hours of operation
 - authorities and permits
 - communications equipment
- Hazard management is 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:
- other employees and supervisors
 - suppliers, potential customers and existing clients
 - relevant authorities and institutions
 - relevant government instrumentalities
 - emergency services
 - management and union representatives
 - industrial relations and OH&S specialists
 - other maintenance, professional or technical staff

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

Personal protective equipment may include but is not limited to:

- gloves
- safety headwear and footwear
- safety clothing
- safety glasses
- two-way radios
- high visibility clothing

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

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

Information/documentation may include:

- Australian and international codes of practice and regulations relevant transport logistics including the ADG Code where applicable
- workplace operating procedures and policies
- supplier and/or client instructions
- operations manuals, job specifications and procedures and induction documentation
- transport routes and timetables
- manufacturers specifications for equipment and goods
- suppliers advice
- material safety data sheets
- dangerous goods documentation where applicable including dangerous goods declarations
- Safe Working Limits (SWL) and Working Load Limits (WLL) of load shifting equipment and storage facilities
- communications technology equipment, oral, aural or signed communications
- quality assurance standards and procedures
- emergency procedures
- relevant competency standards and training materials
- relevant Australian and international standards, criteria and certification requirements
- QA plans, data and document control
- conditions of service, legislation and industrial agreements including workplace agreements and awards

Applicable regulations and legislation may include:

- codes and regulations relevant to transport logistics
- Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances,
- relevant Australian and international standards and certification requirements
- licence, patent or copyright arrangements
- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations
- workers compensation regulations
- equal opportunity, equal employment opportunity and affirmative action legislation

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
- Resources for assessment include:
 - a range of relevant exercises, case studies and 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/or equipment, and/or
 - 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 appropriately simulated activities at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace