



CATAPULT

TLIP5008

Manage a transport and logistics business unit

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit TLIP5008.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/TLIP5008/>

Trainer/assessor guide

TLIP5008

Manage a transport and logistics business unit

Welcome to this unit of study

This unit involves the skills and knowledge required to manage a transport and logistics business unit in accordance with relevant regulatory requirements, standards, codes of practice and workplace procedures.

It includes identifying the market for the business unit, setting transport and logistics business unit objectives, collecting information for business planning operations, establishing resources required to achieve objectives and managing business unit performance to achieve the required outcomes.

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

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Identify market.....	5
Identifying customers and seeking feedback.....	5
Planning to increase service provision.....	12
Identifying potential customers.....	16
Check your understanding	19
Topic 2: Set transport and logistics business unit objectives	21
Identifying goals for the transport and logistics business.....	21
Identifying key performance indicators	23
Achieving short-, medium- and long term objectives	27
Developing contingency plans	28
Check your understanding	37
Topic 3: Collect information for business planning operations	39
Collecting and analysing information.....	39
Identifying resources.....	42
Check your understanding	45
Topic 4: Establish resources to achieve objectives	47
Planning financial flows	47
Interpreting information on-costs and resource utilisation.....	52
Making resources available for training.....	54
Explaining business unit objectives to employees	60
Managing resource acquisition.....	65
Check your understanding	71
Topic 5: Manage business unit performance	73
Systems to assess progress.....	73
Resource acquisition systems	76
Analysing financial information	80
Establishing whether resources are being used as planned.....	82
Reducing costs and enhancing value	84
Variations to operational plans.....	85
Performance reports.....	90
Check your understanding	93
References.....	95
Assessment workbook.....	97
Unit information.....	99
What is competency-based assessment?.....	100
How will my competency be assessed?.....	101
Assessment agreement.....	102
Foundation skills checklist.....	103

Skills recognition	104
Topic 1: Identify market.....	105
Topic 2: Set transport and logistics business unit objectives	106
Topic 3: Collect information for business planning operations	107
Topic 4: Establish resources to achieve objectives	108
Topic 5: Manage business unit performance	109
Knowledge questions	110
Topic 1: Identify market.....	111
Topic 2: Set transport and logistics business unit objectives	115
Topic 3: Collect information for business planning operations	122
Topic 4: Establish resources to achieve objectives	125
Topic 5: Manage business unit performance	135
Topic 6: Specific knowledge evidence.....	143
Performance tasks	150
Third party evidence collection agreement	151
Topic 1: Identify market.....	152
Topic 2: Set transport and logistics business unit objectives	153
Topic 3: Collect information for business planning operations	154
Topic 4: Establish resources to achieve objectives	155
Topic 5: Manage business unit performance	157
Completion record	159
Unit mapping	160
Trainer/ assessor user instructions	165

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Identify market
- » Set transport and logistics business unit objectives
- » Collect information for business planning operations
- » Establish resources to achieve objectives
- » Manage business unit performance

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
