



Competency Template & Document Register

TL150410 Diploma of Logistics

Application for Recognition of Prior Learning (RPL)

Instructions for Use

This document is designed to assist you to gather evidence for RPL and evidence portfolios. There are 2 key parts to the evidence gathering process using this document:

1. Gathering actual hard copy evidence

2. Describing how you use the evidence gathered and how it relates to the performance criteria.

In the document register (the table on the following page) you should make a list of all the documents gathered in the assessment process.

Make sure you list the document title (and that it is the same as what you've named it electronically) and where it has come from. Here you need to list what relationship the document has to you for example did you develop the document yourself i.e. were you the document author? or, are you a user of the document in your job/role and, if so how do you use the document.

Then give each document a number so that it is easy to reference and you can refer to the document number rather than a lengthy title.

Finally, where you are applying for multiple units, list the unit of competency that the document relates to in the last column.

Please add additional rows as required.

Following the document register you will find the units of competence for RPL/evidence. It is important that you address each performance criteria and clearly outline how you demonstrate this in your job and what documents support this. You must provide enough detail to enable the assessor to make a decision. Where possible you should obtain your line manager's signature to attest that you demonstrate this performance criterion in the workplace.

You will need to complete employer/manager details in the space provided at the end of the document.

Candidate Name	Mark Grosser
Current job title and name of organisation	High Risk Contract Trainer
Diploma of PM (list units for RPL/evidence portfolio)	TLIL5020A Develop and Maintain Operational Procedures for Transport and Logistics Enterprises, TLIL5055A Manage a Supply Chain, TLIP5004A Develop a Transport and Logistics Business Plan, TLIR5014A Manage Suppliers, TLIX4028A Apply Knowledge of Logistics
Contact details	0432037650
If your manager is signing off please provide name and contact details here	Ben Rivers, 0449922374 DEREK TAYLOR. 0409084160.
Current/relevant Job Provide a brief summary of your job & dot point key duties	<p>Train and assess qualifications:</p> <ul style="list-style-type: none"> • Specific units of competency alignment to High Risk Work e.g. Crane operation, rigging, dogging, scaffolding, elevating work platform operation, forklift operation, personnel and material hoist operations also including: <ul style="list-style-type: none"> • Certificate IV TAE level • Certificate III Surface Extraction • Certificate III Driving Operations (Transport and Logistics) • Certificate IV Mobile Crane Operations (Transport and Logistics) <p>I also create new assessment criteria, PPT presentations and perform mapping of units of competency across to new assessment criteria.</p>

Please attach your CV to this application, unless it has already provided to the College

Document Register

List all the documents submitted as part of this RPL application here and assign a number to each one.

Document Title	Source	Document No.	Related Competency
Wayne L to Mark Grosser 13 Feb 13	GFS Papua New Guinea 2013	1	TLL5020A 1.1, 1.2, 1.3
Mark Grosser to Wayne L 14 Feb 13	GFS Papua New Guinea 2013	2	TLL5020A 1.4, 1.5, 1.6
GFS OH&S Standard Emergency Plan – Heavy vehicles, escort vehicles and transiting vehicles Draft March 2013	GFS Papua New Guinea 2013	3	TLL5020A 1.1
GFS OH&S Tagout and lockout Draft March 2013	GFS Papua New Guinea 2013	4	TLL5020A 1.1
Wayne L to Mark Grosser 16 Feb 13	GFS Papua New Guinea 2013	5	TLL5020A 1.7, 1.8
Gbe Toolbox February 2013	GFS Papua New Guinea 2013	6	TLL5020A 2.1
2Duty Statement - Crane Operations Superintendent	SAL Papua New Guinea 2007	7	TLL5055A 1.1, 1.2, 1.3, 1.4, 1.5
GFS OH&S Safety Induction - Draft March 2013	GFS Papua New Guinea 2013	8	TLL5020A 2.2
CR01 on 6th and 7th August 2007	SAL Papua New Guinea 2007	9	TLL5020A 2.3
HAND OVER NOTES 19th June 2007	SAL Papua New Guinea 2007	10	TLL5020A 2.4
Wayne L to Mark Grosser 23 Feb 13	GFS Papua New Guinea 2013	11	TLL5020A 3.1, 3.2
Mark Grosser to Wayne L 25 Feb 13	GFS Papua New Guinea 2013	12	TLL5020A 3.3, 3.4
Logistic and procurement procedure 01 10 2007	SAL Papua New Guinea 2007	13	TLL5055A 1.4, 1.5
Crane supply form sent to Mark Grosser	Monodelphous Papua New Guinea 2012	14	TLL5055A 2.1
Crane Hire Agreement emailed to Mark Grosser	Monodelphous Papua New Guinea 2012	15	TLL5055A 2.2
Al Jaber Budget June 2012 rev1 sent to Mark Grosser	Monodelphous Papua New Guinea 2012	16	TLL5055A 2.3, 2.4, 2.5
Photos taken by Mark Grosser to check supply chain delivery premise	GFS Papua New Guinea 2013	17, 18, 19	TLL5055A 3.1
Photos taken by Mark Grosser to display supply chain problems and issues with quality	GFS Papua New Guinea 2013	20,21	TLL5055A 3.2
AGRP-PRO-001 sent to Mark Grosser	Monodelphous Papua New Guinea 2012	22	TLL5055A 3.1
Project Execution Plan - Oil Search Operations given to MG	Monodelphous Papua New Guinea 2012	23	TLL5055A 3.1, 3.2
SAL Business Plan	SAL Papua New Guinea 2007	24	TLL5055A 3.3, 3.4, 3.5 TLLP5004A (all)
Procurement Procedures sent to Mark Grosser	Monodelphous Papua New Guinea 2012	25	TLLR5014A 1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.3, 2.4
scx1500 crane hire monas L0164 sent to Mark Grosser	Monodelphous Papua New Guinea 2012	26	TLLR5014A 3.1
Fw Scx1500-2 Mac...hous update for Gobe	Monodelphous Papua New Guinea 2012	27	TLLR5014A 3.2

Crane Hire Agreement	Monodelphous Papua New Guinea 2012	28	TLIR5014A 3.2
Hi Stuart email from Mark Grosser	Monodelphous Papua New Guinea 2012	29	TLIR5014A 3.3
SAL Business Plan	SAL Papua New Guinea 2007	24	TLIR5014A 4.1, 4.2, 4.3, 4.4, 4.5, 5.1, 5.2, 5.3, 5.4, 5.5
SAL Business Plan Crane Operations Weekly Report 18th August	SAL Papua New Guinea 2007	24	TLIX4028A 1.1, 1.2, 1.3, 2.1, 2.2, 2.3
Weekly Report 18th August	SAL Papua New Guinea 2007	30	TLIX4028A 1.1
shipping schedules 12th Aug to 20th Oct	SAL Papua New Guinea 2007	31	TLIX4028A 1.2
4100W Action Plan Progress No.3	SAL Papua New Guinea 2007	32	TLIX4028A 2.1
Photos showing problems with implementing Operational Logistics Plan	SAL Papua New Guinea 2007	33	TLIL5020A 3.1
Lifting and Slinging LGL pro-ppm-3210-0009	SAL Papua New Guinea 2007	34	TLIP5004A 2.3
Sling replacement email	SAL Papua New Guinea 2007	35	TLIR5014A 1.1
2007 06 11 CMR446 2223 CN007 - THICKNESS TEST ON CRANE BOOM BUTT	SAL Papua New Guinea 2007	36	TLIP5004A 2.2
Letters from Suppliers for Crane Inspections	SAL Papua New Guinea 2007	37	TLIL5055A 3.5
15 01 07 till 24 01 07 shut program	SAL Papua New Guinea 2007	38	TLIP5004A 2.3
bullivants quotation	SAL Papua New Guinea 2007	39	TLIL5055A 2.1
Mark from Agility	Monodelphous Papua New Guinea 2012	40	TLIR5014A 2.1, 3.4
Damage to crane	Monodelphous Papua New Guinea 2012	41	TLIR5014A 5.1
Mob - logistics for heavy cranes_ext	Monodelphous Papua New Guinea 2012	42	TLIR5014A 5.2
30T Grove crane damage from transport + photos	Monodelphous Papua New Guinea 2012	43	TLIR5014A 5.3
General stevedoring experience in photos – Mark Grosser operating 180 tonne crawler crane at Kiunga Wharf PNG over a 3 month period	High Arctic Energy Services 2011	44	
Supplier pick up procedure	Monodelphous Papua New Guinea 2012	45	TLIR5014A 1.4
Monodelphous Supplied Materials for AGP	Monodelphous Papua New Guinea 2012	46	TLIR5014A 1.4

TLIL5020A Develop and Maintain Operational Procedures for Transport and Logistics Enterprises					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature
1 Plan and develop operational procedures	1.1 Processes requiring development/modification of operational procedures are identified and confirmed with relevant personnel and business units	Wayne L to Mark Grosser 13 Feb 13	These operational procedures are the components of the overall OHS management system for this logistics company in the remote territories of PNG. In 2013 I commenced rewriting and updating 15 operational procedures at GFS Gobe PNG. Examples are displayed in these docs. I'm the document author for the two operational procedures.	No1/ No 3 / No 4	DT.
		GFS OH&S Standard Emergency Plan – Heavy vehicles, escort vehicles and transiting vehicles Draft March 2013 GFS OH&S Tagout and lockout Draft March 2013		No1	
	1.2 The scope, focus and extent of the operational procedure(s) are discussed and validated with effected personal	Wayne L to Mark Grosser 13 Feb 13	Intent and scope is portrayed in this doc. I have a letter explaining communication regarding	No1	DT.

TLL5020A Develop and Maintain Operational Procedures for Transport and Logistics Enterprises						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature	
			upgrading of the said operational procedures. This was from my Manager.		DT.	
	1.3 Current procedures are evaluated to ensure development is not unnecessarily duplicating previous work	Wayne L to Mark Grosser 13 Feb 13	This element is explained in the doc. This letter explains the requirements for upgrading the operational procedures and also for creating new procedures. This was from my Manager.	No1	DT.	
	1.4 Factors likely to impact upon the development process are identified and techniques adopted for their incorporation into the procedure(s)	Mark Grosser to Wayne L 14 Feb 13	This element is explained in the doc. Factors that impacts are included. This was from me back to my Manager. I believed that	No2	DT.	
	1.5 The proposed operational procedures are researched from a range of sources and include provision for user input	Mark Grosser to Wayne L 14 Feb 13	This element is explained in the doc. Proposed operational procedures are included. This was from me back to my Manager regarding the operational	No2	DT.	

TLL5020A Develop and Maintain Operational Procedures for Transport and Logistics Enterprises						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature	
			procedures.			
	1.6 Operational procedures are developed, documented and verified with relevant internal/external personnel and/or organisations in accordance with workplace procedures	Mark Grosser to Wayne L 14 Feb 13	This element is explained in the doc. Proposed operational procedures were included. This was from me back to my Manager regarding how the operational procedures would be accepted.	No2	PT	
	1.7 Where required, trialing of new operational procedures is undertaken with a target group	Wayne L to Mark Grosser 16 Feb 13	This element is explained in the doc. Trialing of new operational procedures were implemented. This was from my Manager.	No 5	PT	
	1.8 Performance indicators are developed to measure the effectiveness of the operational procedure(s)	Wayne L to Mark Grosser 16 Feb 13	This element is explained in the doc. This was from my Manager. Performance indicators are included.	No 5	PT	
2 Monitor the implementation	2.1 The introduction of the operational procedure(s) to selected units/job	Gbe Toolbox February 2013	This element is explained in the doc. This was a toolbox	No 6	PT	

TLL15020A Develop and Maintain Operational Procedures for Transport and Logistics Enterprises

Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature
of the operational procedure(s)	functions is planned with affected personnel to ensure understanding and the need for compliance		meeting designed by myself. The toolbox meeting explained to all employees the scope of the operational plans.		DT
	2.2 Effective induction and supervision is provided to support personnel in implementing the new procedure(s)	GFS OH&S Safety Induction - Draft March 2013	In 2013 I commenced rewriting and updating 15 operational procedures at GFS Gobe PNG. An example is displayed in doc. I'm the document author.	No 8	DT
	2.3 Performance of personnel is monitored to ensure adherence to the operational procedure(s) and to assess the requirement for modification to the process	CR01 on 6th and 7th August 2007	This appraisal carried out for one of my crew (crane driver) at Lihir Island. I completed the doc. as Crane Superintendent.	No 9	DT
	2.4 Solicited feedback is actively sought from personnel implementing the operational procedure(s)	HAND OVER NOTES 19th June 2007	I am the document author as Crane Superintendent. Handover forms were feedback for the oncoming	No 10	DT

TLIL5020A Develop and Maintain Operational Procedures for Transport and Logistics Enterprises					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No ^o	Employer/ Supervisor Signature
3 Evaluate the implementation of operational procedures	3.1 An assessment of the effectiveness of the operational procedure(s) is undertaken against developed performance indicators	Wayne L to Mark Grosser 23 Feb 13 Photos showing problems with implementing 'Operational Logistics Plan'.	Superintendent to explain status of work, outstanding issues and training requirements.	No 11/No 33	DT
	3.2 Where required, the operational procedure(s) are modified/deleted in accordance with evaluation mechanism and enterprise requirements	Wayne L to Mark Grosser 23 Feb 13 Lifting and Slingsing LGL pro-ppm-3210-0009	This element is explained in the doc. This was from my Manager. Photos were taken by me to capture issues in safety and compliance for stevedoring operations.	This element of operational procedures is explained in the doc. This was from my Manager. The LGL procedure was a document that I had to abide by for my role as a contractor under LGL (Lihir Gold Limited) in PNG.	No 11/No34

TLL5020A Develop and Maintain Operational Procedures for Transport and Logistics Enterprises

Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature
	3.3 Relevant personnel are kept informed of the evaluation process and advised of subsequent changes to operational procedure(s)	Mark Grosser to Wayne L 25 Feb 13	This element of relevant personnel is explained in the doc. This was from me back to my Manager. Relevant personnel are informed.	No 12	PT
Required Knowledge	3.4 Records, reports and recommendations for improvement are managed within the workplace information systems and processes	Mark Grosser to Wayne L 25 Feb 13	This element is explained in the doc. This was from me back to my Manager. Records, reports and recommendations for improvement are included.	No 12	DT
			<ul style="list-style-type: none"> Regulations, codes of practice and legislative requirements including local and international regulations relevant to transport and logistics operations and the Australian Dangerous Goods Code where applicable Relevant OH&S and environmental protection procedures and regulations Workplace procedures for the development and maintenance of operational procedures for transport and logistics enterprises Problems that may occur during the development and maintenance of operational procedures for transport and logistics enterprises and action that can be taken to resolve or report the problems Risks and hazards related to the development and maintenance of operational procedures and ways of controlling the risks involved 	<ul style="list-style-type: none"> Focus of operation of transport and logistics systems, resources, management and workplace operating systems Transport and equipment applications, capacities, configurations, safety hazards and control mechanisms 	

	<ul style="list-style-type: none"> • Licence and permit requirements relevant to transport and logistics operations • 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 <p>Relevant workplace documentation procedures</p>
<p>Required Skills</p>	<ul style="list-style-type: none"> • Communicate effectively with others when developing and maintaining operational procedures for transport and logistics enterprises • Read and interpret transport and logistics schedules, inventories, regulatory requirements, customer instructions, workplace procedures and manuals relevant to the development and maintenance of operational procedures for transport and logistics enterprises • Prioritise work and coordinate self and others in relation to transport and logistics operations • Complete documentation related to the development and maintenance of operational procedures for transport and logistics enterprises • Operate electronic communication equipment to required protocol • Provide leadership and work collaboratively with others when developing and maintaining operational procedures for transport and logistics enterprises • 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 developing and maintaining operational procedures for transport and logistics enterprises in accordance with regulatory requirements and workplace procedures • Implement contingency plans for unanticipated situations that may arise when developing and maintaining operational procedures for transport and logistics enterprises • Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities • Plan and organise activities • Monitor work activities in terms of planned schedule • Modify activities to cater for variations in workplace contexts and environment • 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

Critical Aspects for Assessment and Evidence	<p>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:</p> <ul style="list-style-type: none"> • the underpinning knowledge and skills • relevant legislation and workplace procedures • other relevant aspects of the range statement
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TILL5055A Manage a Supply Chain					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference N ^o	Employer/ Supervisor Signature
1 Implement demand-driven supply chain management strategy	1.1 Responsibility for supply chain management within the organisation is assigned in accordance with supply chain management strategy	2Duty Statement - Crane Operations Superintendent Monadelphous Supplied Materials for AGP	This was my duty statement No7 when I was employed as Crane Superintendent Lihir Island, PNG. The No46 was supplied for my job at Gobe for me to utilise.	No 7/No 46	DT
	1.2 Technology and software for implementation of the supply chain management system is accessed and operationalised within the requirements of the strategy and budgetary allocation	2Duty Statement - Crane Operations Superintendent	This was my duty statement when I was employed as Crane Superintendent Lihir Island, PNG.	No 7	DT

TLL5055A Manage a Supply Chain										
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No°	Employer/ Supervisor Signature					
	1.3 Policies and procedures are designed to guide business relations and operations in accordance with the strategy	2Duty Statement - Crane Operations Superintendent	This was my duty statement when I was employed as Crane Superintendent Lihir Island, PNG. Policies and procedures are included in this doc.	No 7	DT					
						1.4 Supporting business processes are designed or re-designed to support implementation of the strategy	2Duty Statement - Crane Operations Superintendent Logistic and procurement procedure 01 10 2007	This was my duty statement when I was employed as Crane Superintendent Lihir Island, PNG. The doc No13 supporting business processes is included.	No 7/No 13	DT
2 Manage supply chain	2.1 Communication and information exchange with strategic partners and suppliers is managed in accordance with	Crane supply form sent to Mark Grosser	I was an end user of the document No14 in my job/role as Crane	No 14/No 39	DT					

TLI5055A Manage a Supply Chain						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No°	Employer/ Supervisor Signature	
	the supply chain management strategy	bullivants quotation	Superintendent Lihir Island, PNG. No39 I was in control of contacting suppliers for crane ropes.		DS	
	2.2 Collaboration with supply chain organisations is facilitated to determine demand at each level of the supply chain in accordance with the supply chain management strategy	Crane Hire Agreement emailed to Mark Grosser	I was an end user of the document No15 in my job/role as Crane, Scaffolding, and Rigging Supervisor at Gobe PNG. The Crane Hire Agreement was communicated to me for my feedback and reference.	No 15	DS	
	2.3 Sales and payments are managed in accordance with supply chain and risk management strategies, and legal and ethical requirements	Al Jaber Budget June 2012 rev1 sent to Mark Grosser	I was an end user of the document No16 in my job/role as Crane, Scaffolding, and Rigging Supervisor at Gobe PNG. The Al Jaber Budget for crane hire was utilised to check for inconsistencies in the agreement.	No 16	DS	

TLIL5055A Manage a Supply Chain						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature	
	2.4 Actions to build trust and foster a supply chain culture are implemented in accordance with the supply chain management strategy	Al Jaber Budget June 2012 rev1 sent to Mark Grosser	I was an end user of the document No16 in my job/role as Crane, Scaffolding, and Rigging Supervisor at Gobe PNG. The signing of this agreement by both parties (supplier and hirer) expressed trust.	No 16		DT
	2.5 Opportunities are identified to adjust policies and procedures to respond to the changing needs of customers, supply chain and the organisation	Al Jaber Budget June 2012 rev1 sent to Mark Grosser	I was an end user of the document No16 in my job/role as Crane, Scaffolding, and Rigging Supervisor at Gobe PNG. The no16 doc was utilised as leverage where changes and modifications were required.	No 16		DT
3 Evaluate and improve supply chain effectiveness	3.1 Demand chain management and supply chain management are monitored in accordance with the supply chain management strategy	Photos taken by Mark Grosser to check supply chain delivery premise AGRP-PRO-001 sent to Mark Grosser	I was an end user of the document in my job/role as Crane, Scaffolding, and Rigging Supervisor. I took the photos to check quality of	No 17/18/19/22/23		DT



TLL5055A Manage a Supply Chain					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No°	Employer/ Supervisor Signature
		Project Execution Plan - Oil Search Operations given to MG	the supplier's product. Doc 22 was a procedure sent to me for facilitating logistics. Doc 23 was distributed for use by all management bodies.		DT
	3.2 The effectiveness of the supply chain is reviewed with each level of the supply chain, including staff and customers and areas identified for improvement	Photos taken by Mark Grosser to display supply chain problems and issues with quality Project Execution Plan - Oil Search Operations given to MG	I was an end user of the document in my job/role as Crane, Scaffolding, and Rigging Supervisor. I took the photos to check quality and the effectiveness of the supply chain.	No 20/21/23	DT
	3.3 Business data and reports are used to compare outcomes, budgets, timelines and forecasts to actual performance	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Business data and reports were used in my role for quarterly reporting tasks.	No 24	DT

TLL15055A Manage a Supply Chain

Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature
	3.4 Technology performance is reviewed and recommendations are made for improvements to hardware, software and/or their use in accordance with strategy and budget	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Technology performance is reviewed in the plan.	No 24	DT
	3.5 Feedback and evaluation results are used to plan and improve future supply chain management strategies	SAL Business Plan Letters from Suppliers for Crane Inspections	I was an end user of the document No24 in my job/role as Crane Superintendent. Feedback and evaluation results were included. I was the document author. Doc No37 was communication with suppliers.	No 24/ No 37	DT

Required Knowledge	
	<ul style="list-style-type: none"> • Legislation, codes of practice and national and international standards, for example Trade Practices Act, Sale of Goods Act and contract law • Specific OH&S issues relevant to goods and services purchased • Legislation related to importation of commodities, if relevant • Organisation policies and procedures related to supply chain management, purchasing, and contracting and tendering • Business terms and conditions for purchasing, tendering and contracting • Ethical behaviour

		<ul style="list-style-type: none"> Product knowledge related to goods and services required by the organisation Ways to build trust and collaboration as opposed to competition Procedures for operating electronic communications equipment Requirements for completing relevant documentation
Required Skills		<ul style="list-style-type: none"> Negotiate and liaise with suppliers and relevant stakeholders using verbal skills Use policy development and implementation support skills Use appropriate technology, including software Work with attention to detail and thoroughness Focus on the customer 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 such as problems arising during the implementation and management of the supply chain
Critical Aspects for Assessment and Evidence		<p>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:</p> <ul style="list-style-type: none"> the underpinning knowledge and skills relevant legislation and workplace procedures other relevant aspects of the range statement

TLIP5004A Develop a Transport and Logistics Business Plan					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature
1 Conduct a situational and market analysis	1.1 The transport and logistics business's principal services, markets, products and the factors that distinguish the business and contribute to its success are identified	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the	No 24	DT

TLIP5004A Develop a Transport and Logistics Business Plan						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No°	Employer/ Supervisor Signature	
			document author. Principal services, markets, products and the factors that distinguish the business from other of the same type of businesses are included.		DT	
	1.2 The transport and logistics business/operating environment is defined and reviewed using information from staff members, customer feedback and external sources	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. The business/operating environment was identified in the plan.	No 24	DT	
	1.3 Qualitative and quantitative market analysis data is documented	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Analysis of data was included.	No 24	DT	
	1.4 Target markets and relevant regulatory requirements are identified	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Target	No 24	DT	



TLIP5004A Develop a Transport and Logistics Business Plan					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No°	Employer/ Supervisor Signature
			markets and relevant regulatory were included for the business plan to be sanctioned by the SAL board.		DT
	1.5 Impact of transport and logistics business on market is recorded and projected change in market and/or services during the life of the plan is projected	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Impacts on markets were included especially in light of the present situation on the Island (a period of disruption from civil problems).	No 24	DT
	1.6 Competitors, customer perceptions and market share of existing competitors operating in the transport and logistics industry are identified	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Competitors, customer perceptions and market share were included.	No 24	DT
	1.7 Proposed business focus on specific target markets, pricing, sales and appeals are defined	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane	No 24	DT

TLIP5004A Develop a Transport and Logistics Business Plan					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature
			Superintendent. I was the document author. A focus was maintained on markets, an area closely watched for any opportunities.		OT
	1.8 Potential profitable opportunities are identified and documented	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Opportunities were described in the plan.	No 24	OT
2 Analyse organisational environment	2.1 Current transport and logistics business operations, practices, work flow, equipment and facilities are analysed	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Business operations were carefully added as actual observations and other data would allow.	No 24	OT
	2.2 Capability of the organisation in terms of technology, research, development and tools is outlined	SAL Business Plan 2007 06 11 CMR446 2223 CN007 - THICKNESS TEST ON CRANE BOOM BUTT	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Doc. No36	No 24/ No 36	OT



TLIP5004A Develop a Transport and Logistics Business Plan					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No°	Employer/ Supervisor Signature
	2.3 Current resources and any resources that may be accessed to meet identified opportunities for business operations are evaluated	SAL Business Plan Lifting and Slinging LGL pro-ppm-3210-0009 15 01 07 till 24 01 07 shut program	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Doc No34 was the Lifting and Slinging resource used on site for operation policy for any contractor crane operations. Doc N038 was the structure for our program for shutdown works.	No 24/ No 34/No 38	DT
	2.4 Developments in technologies predicted within the lifetime of the business plan are evaluated and analysed	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Developments in technologies predicted in the plan.	No 24	DT
	2.5 Capability of the organisation in terms of staff, equipment, facilities, operational	SAL Business Plan	I was an end user of the document No24 in my	No 24	DT

TLIP5004A Develop a Transport and Logistics Business Plan						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature	
	systems and financial status are assessed for strengths and weaknesses		job/role as Crane Superintendent. I was the document author. Capability of the organisation was included in the plan.		DT	
	2.6 Costs of making operational adjustments in relation to existing and	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Costs of making operational adjustments were included in the plan.	No 24	DT	
	2.6 Costs of making operational adjustments in relation to existing and new business to influence improved profitability and positioning are reviewed	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Costs of making operational adjustments are included and were implemented as the job role endured.	No 24	DT	
	2.7 Premises for decisions are documented, potential circumstances which may alter the	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane	No 24	DT	



TLIP5004A Develop a Transport and Logistics Business Plan						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature	
	environment are identified and contingency provisions are made		Superintendent. I was the document author. Decisions were an aspect of daily work tasks in this role.		DT	
3 Develop strategies	3.1 Benchmark goals are documented and checked for realism in terms of internal and external environmental factors	SAL Business Plan	I was an end user of the document NO24 in my job/role as Crane Superintendent. I was the document author. Benchmark goals are in the plan.	No 24	DT	
	3.2 Decisions and adjustments regarding resource allocation to various products and services are made, based on external and internal analyses	SAL Business Plan	I was an end user of the document No24 in my job/role as Crane Superintendent. I was the document author. Resource allocations were one of the key aspects of this role at Lihir Island.	No 24	DT	
Required Knowledge	<ul style="list-style-type: none"> • Australian and international regulations, codes of practice and legislative requirements relevant to business operations • Relevant OH&S and environmental protection procedures and regulations • Workplace processes for the development of a transport and logistics business plan • Problems that may occur during the development of a transport and logistics business plan, and action that can be taken to report or resolve the problems 					

	<ul style="list-style-type: none"> • Hazards that may exist in the operation of a transport and logistics business, and ways of controlling the risks involved • Focus of operation of competitor and internal business systems, resources, management and workplace operating systems • Equipment applications, capacities, configurations, safety hazards and control • Market and other external environmental factors including the regulatory environment • Organisational strengths and weaknesses including the competencies of individuals in the team/group • Application of relevant Australian and international standards and associated certification requirements • Resource availability including the competencies of individuals in the team or group • The application of current competencies within functional activity • Relevant workplace documentation procedures
<p>Required Skills</p>	<ul style="list-style-type: none"> • Communicate effectively with others when developing a transport and logistics business plan • Read and interpret business and market data, regulatory requirements and other planning information relevant to the development of a transport and logistics business plan • Prioritise work and coordinate self and others in relation to workplace activities • Complete documentation related to work activities and the development of a transport and logistics business plan • Operate electronic communication equipment to required protocol • Provide leadership and work collaboratively with others when developing a transport and logistics business plan • Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others • Promptly report and/or rectify any identified problems that may arise during the development of a transport and logistics business plan in accordance with workplace procedures • Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities • Plan and organise business systems and activities • Monitor work activities in terms of planned schedule • Modify activities to cater for variations in workplace contexts and environment • Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment • Select and apply appropriate technology, information systems and procedures • Adapt to differences in equipment in accordance with standard operating procedures
<p>Critical Aspects for Assessment and Evidence</p>	<p>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:</p> <ul style="list-style-type: none"> • the underpinning knowledge and skills • relevant legislation and workplace procedures

- other relevant aspects of the range statement

TLR5014A Manage Suppliers						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No°	Employer/ Supervisor Signature	
1 Assess suppliers and build productive relationship	1.1 Criteria to enable an effective evaluation of supplier services are developed and documented	Procurement Procedures sent to Mark Grosser Sling replacement email	I was an end user of the document No25 in my job/role as Crane, Scaffolding and Rigging Supervisor. The procedure was utilised by me to access ropes and slings for crane operations from suppliers. No35 doc portrays this premise.	No 25/No 35	DT	
	1.2 Existing suppliers are assessed against criteria	Procurement Procedures sent to Mark Grosser	I was an end user of the document No25 in my job/role as Crane, Scaffolding and Rigging Supervisor. Procurement procedures were used to ascertain steps in the supply chain system and framework used at the Gobe site.	No 25		DT

TLR5014A Manage Suppliers						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference N°	Employer/ Supervisor Signature	
	1.3 Availability and suitability of alternate suppliers who can meet the service support requirements within legislative requirements are identified	Procurement Procedures sent to Mark Grosser	I was an end user of the document No25 in my job/role as Crane, Scaffolding and Rigging Supervisor. Alternate suppliers were mentioned in the procedure.	No 25	DT	
	1.4 Terms and conditions of suppliers to achieve service requirements are established and communicated	Procurement Procedures sent to Mark Grosser Supplier pick up procedure	I was an end user of the document No25 in my job/role as Crane, Scaffolding and Rigging Supervisor. The procedure No45 was utilised by me to access ropes and slings for crane operations from suppliers.	No 25/No 45	DT	
	1.5 Cooperative relationships are developed with supplier according to organisational policies and procedures	Procurement Procedures sent to Mark Grosser	I was an end user of the document No25 in my job/role as Crane, Scaffolding and Rigging Supervisor. Cooperative relationships are developed with suppliers including Nobles, Terex and Bullivants from my position.	No 25	DT	

TLIR5014A Manage Suppliers						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature	
2 Evaluate delivery of goods and/or services against agreements	2.1 The quality of goods and services supplied is assessed against criteria	Procurement Procedures sent to Mark Grosser Mark from Agility	I was an end user of the document No25 in my job/role as Crane, Scaffolding and Rigging Supervisor. No 40 displayed problems with suppliers in lack of quality for transport of our crane to PNG.	No 25 / No 40	DT	
		2.3 Contingency plans are developed in the event of supplier failure to deliver	Procurement Procedures sent to Mark Grosser	I was an end user of the document No25 in my job/role as Crane, Scaffolding and Rigging Supervisor. Contingency plans are mentioned in the procedure and had to be used at least twice in the time I spend in this role.	No 25	DT
		2.4 Relationships with suppliers are managed to support effective delivery	Procurement Procedures sent to Mark Grosser	I was an end user of the document No25 in my job/role as Crane, Scaffolding and Rigging Supervisor. Supplier relationships were most important especially in light of the remote location we	No 25	DT

TLIR5014A Manage Suppliers						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature	
			worked in and the problem with efficient freight services and quality logistical fronts from supplier to ship to wharf to site.			DT
	3.1 Arrangements with suppliers are negotiated and implemented according to organisational policies and procedures	scx1500 crane hire monas L0164 sent to Mark Grosser	NO 26 doc was sent to me to scan and endorse in my job/role as Crane, Scaffolding and Rigging Supervisor.	No 26		DT
3 Negotiate arrangements with suppliers	3.2 Market factors that may affect the supply of goods and services are identified and communicated to relevant personnel	Fw Scx1500-2 Mac...hous update for Gobe Crane Hire Agreement	No 27 and No 28 was scanned and endorsed by me in my job/role as Crane, Scaffolding and Rigging Supervisor. This info was communicated to Greg McShane (the back to back Supervisor) and Peter Townsend (SMIP Supervisor).	No 27/ No 28		DT
	3.3 Immediate corrective action is taken in consultation with the supplier where potential or actual problems are indicated	Hi Stuart email from Mark Grosser Mark from Agility	I was the author of the doc whom I sent regarding my inspection and determined the lack in quality from the	No 29/ No 40		DT

TLIR5014A Manage Suppliers					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No°	Employer/ Supervisor Signature
4 Resolve disagreements with suppliers	4.1 Disagreements with suppliers are investigated to identify validity and causes	SAL Business Plan	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. Disagreements with suppliers included issues where they believed the damage was caused by shipping and we believed it was overlooked from the start.	No 24	DT
	4.2 Disagreements are negotiated and resolved	SAL Business Plan	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. Disagreements are negotiated and resolved in the plan.	No 24	DT
	4.3 Amendments to agreements as a consequence of the resolution of disagreements are documented	SAL Business Plan	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. Amendments are included.	No 24	DT

TLIR5014A Manage Suppliers					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference N°	Employer/ Supervisor Signature
	4.4 Approval is sought and obtained for amendments	SAL Business Plan	I was an end user of the document in my job/role as Crane Superintendent. I was the document author.	No 24	DT
	4.5 Approved amendments are communicated to suppliers and relevant personnel	SAL Business Plan	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. Amendments were communicated to all groups, stakeholders and shareholders for feedback and actions to take.	No 24	DT
	5.1 Suppliers are continuously reviewed in regard to quality, profitability, service, delivery status and other relevant performance indicators	SAL Business Plan Damage to crane	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. No41 displays the problems with damage to cranes from a logistical system that lacks in enhancement of quality as soon as a third world country is reached.	No 24/ No 41	DT



TLR5014A Manage Suppliers					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No°	Employer/ Supervisor Signature
5 Review performance of suppliers	5.2 Supplier performance is evaluated against the requirements of purchasing agreements	SAL Business Plan Mob - logistics for heavy cranes_ext	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. The spreadsheets provide the total logistical movements for the cranes to site for my information as Crane, Scaffolding and Rigging Supervisor.	No 24/No 42	DT
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No°	Employer/ Supervisor Signature
	5.3 Suppliers are informed of evaluation outcomes as required	SAL Business Plan 30T Grove crane damage from transport + photos	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. No43 displays damage to the crane from transport supplier issues.	No 24/No 43	DT

Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference No	Employer/ Supervisor Signature
	5.4 Recommendations about future use of suppliers are made to relevant personnel	SAL Business Plan	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. Recommendations regarding suppliers are included.	No 24	DT
	5.5 Suppliers are deleted from supplier shortlist according to criteria	SAL Business Plan	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. Some suppliers were removed from the list due to lack in quality and lack of time management for logistical movements.	No 24	DT

Required Knowledge
<ul style="list-style-type: none"> • Relevant sections of national and state or territory regulatory requirements and codes of practice related to procurement • Relevant OH&S and environmental procedures and regulations • Organisational policies, procedures, plans, guidelines and code of conduct relevant to procurement and supply contracts • Procurement approval procedures • Procedures for receipt and payment of goods and services • Organisational procedures for monitoring the performance of suppliers

	<ul style="list-style-type: none"> • Contract performance and dispute policies and procedures • Procedures for operating electronic communications equipment • Suppliers in the marketplace • Common use arrangements • Financial accountability requirements • Operation of recording, reporting and statistical analysis systems and resources • Requirements for completing relevant documentation • Steps involved in planning the work activities • Code of practice for working collaboratively with others • Probity requirements and ethical issues
<p>Required Skills</p>	<ul style="list-style-type: none"> • Communicate effectively with others when managing suppliers • Read and interpret instructions, procedures, information and signs relevant to the management of suppliers • Interpret and follow operational instructions and prioritise work • Complete documentation related to work activities • Operate electronic communication equipment to required protocol • Work collaboratively with others • Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others • Promptly report and/or rectify any identified problems, faults or malfunctions in accordance with regulatory requirements and workplace procedures • Implement contingency plans for unplanned events • Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities • Modify activities depending on differing operational contingencies, risk situations and environments • Monitor work activities in terms of planned schedule
<p>Critical Aspects for Assessment and Evidence</p>	<p>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:</p> <ul style="list-style-type: none"> • the underpinning knowledge and skills • relevant legislation and workplace procedures • other relevant aspects of the range statement

TLIX4028A Apply Knowledge of Logistics						
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference N ^o	Employer/ Supervisor Signature	
1 Access and interpret relevant logistics information	1.1 Relevant logistics requirements are identified and obtained	SAL Business Plan Weekly Report 18th August	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. The weekly report explained our logistical requirements in doc No30.	No 24/No30	DT	
		SAL Business Plan shipping schedules 12th Aug to 20th Oct	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. The schedules explained our logistical requirements in doc No31.	No 24/No31	DT	
		1.2 Logistics information obtained is analysed to determine the relevance and application to the organisation 1.3 Outcomes of the analysis are documented and recommendations relevant to logistics are determined				
2 Use knowledge of logistics	2.1 Logistics requirements and recommendations relevant to work are applied in accordance with organisational policy and procedures	SAL Business Plan 4100W/ Action Plan Progress No.3	I was an end user of the document in my job/role as Crane Superintendent. I was the document author. Action plan No32 applied in line with organisational policy and procedures.	No 24/No 32	DT	
		2.2 Effectiveness of the recommendations is assessed, reviewed and recorded in accordance with organisational policy	SAL Business Plan	I was an end user of the document in my job/role as Crane Superintendent. I was	No 24	DT

TLIX4028A Apply Knowledge of Logistics					
Element	Performance Criteria and evidence suggestions	List the evidence you have to show you can do this	Write a brief explanation of how this is applied in your workplace & how you use it to demonstrate competence	Document Reference N°	Employer/ Supervisor Signature
	and procedures		the document author. Recommendation were reviewed in the plan.		DS
	2.3 Recommendations are adjusted if required and documented for future application in accordance with organisational policy and procedures	SAL Business Plan	I was an end user of the document in my job/role as Crane Superintendent. I was the document author.	No 24	DS

Required Knowledge	<ul style="list-style-type: none"> Logistics information or information systems Logistics knowledge relevant to the work performed Logistics relevant to logistics support to capability and logistics support to operations Safety, legislative and statutory requirements, including environmental, sustainability issues relevant to logistics 				
Required Skills	<ul style="list-style-type: none"> Undertake, analyse and interpret logistics information to determine where internal and external factors impact on the logistics requirements, and adjust planning accordingly Consult and negotiate with key stakeholders (both internal and external) and resolve any potential areas of conflict or concern to ensure that overall objectives are achieved Display resilience by continuing to move forward despite criticism or setbacks Focus on clear communication of key logistics information, present information confidently and select the appropriate medium for communication to a range of audiences Identify the relationship between organisational goals and recognise how own work contributes to the achievement of those goals Use appropriate information technology and software 				
Critical Aspects for Assessment and	Assessment must confirm the ability to:				

Evidence	
	<ul style="list-style-type: none">• adhere to relevant logistics requirements• apply knowledge of logistics to assist in work and to guide problem solving• demonstrate understanding of personal role in relation to wider organisational or project context• Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts