

Title	Demonstrate knowledge of self-development as a road transport manager		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to: manage personal well-being as a road transport manager; and demonstrate knowledge of personal skills required by managers in the road transport industry.
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Classification	Commercial Road Transport > Road Transport Management
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Available grade	Achieved
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Guidance Information

- 1 Legal requirements to be complied with include:
Land Transport Act 1998;
Employment Relations Act 2000;
Health and Safety at Work Act 2015.
- 2 Any new, amended or replacement Acts, regulations, Rules, standards, codes of practice, or Waka Kotahi NZ Transport Agency requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 3 Definitions
The *journalistic six* refers to the six types of question: how, what, where, when, why, who.
Organisational requirements include any legal requirements, standards, codes of practice, organisational and/or site requirements, industry best practices, and manufacturers' instructions. These must be available to candidates, providers, and assessors.
A *road transport operation* may form part of a road transport organisation or it may constitute a complete road transport organisation.
- 4 Reference material, available from sellers of business and management books, includes:
Edward de Bono, *Six Action Shoes*, various publishers;
Edward de Bono, *Six Thinking Hats*, various publishers;
Steven Brown, *13 Fatal Errors Managers Make and How You Can Avoid Them*, first published by Berkley 1985;
Details of thinking techniques are available on website <http://www.mindtools.com>.

Outcomes and performance criteria

Outcome 1

Manage personal well-being as a road transport manager.

Performance criteria

- 1.1 The management of personal well-being as a road transport manager is described in terms of self-responsibility for the quality of life and leading by example.
- 1.2 The balance between work and non-work life is reviewed in terms of hours worked at work, work taken home, commuter travel time, family time, recreational time, and physical exercise.
- 1.3 Current use of work time is analysed, and a time management plan is developed and implemented in accordance with organisational requirements.
- Range may be an electronic or paper-based plan.
- 1.4 Personal and workplace stresses are identified and evaluated in terms of positive and negative effects.
- Range workplace stresses include – working with drivers, social relationships with drivers, managing staff stress.
- 1.5 A stress management plan which includes strategies to reduce the negative effects of personal and workplace stresses is developed and implemented.
- 1.6 Personal health and fitness is reviewed and strategies to improve them are developed and implemented.
- 1.7 Effectiveness of strategies to manage personal well-being are reviewed regularly and changes to strategies are made as required.

Outcome 2

Demonstrate knowledge of personal skills required by managers in the road transport industry.

Performance criteria

- 2.1 Personal skills required of a road transport manager are examined in relation to application in own organisation.
- Range thinking big picture, being pro-active, applying win-win principles, seeking first to understand then to be understood, working co-operatively, managing workplace conflict, showing initiative, expressing views confidently.

2.2 Thinking techniques are demonstrated in terms of their application in a road transport operation.

Range three of – brainstorming, six action shoes, six thinking hats, the journalistic six, mind mapping, root cause analysis.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 July 2005	31 December 2022
Review	2	29 April 2021	31 December 2027
Review	3	25 July 2024	31 December 2027

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.