

Functional Map - Land-based Engineering Operations

Industry key purpose: To supply, maintain and repair land-based equipment and machinery.

Key Area	Key Function	Function	Activity/NOS Title	NOS Code	SSC
Manage the workforce and the organisation	Staff management	Manage work activities	Make sure people in your business can do their work	CFAOP5	Skills CFA
			Allocate work to team members	CFAM&LDB2	Skills CFA
			Quality assure work in your team	CFAM&LDB3	Skills CFA
			Provide leadership in your area of responsibility	CFAM&LBA2	Skills CFA
		Manage workplace issues	Deal with workplace problems or disputes	CFAOP7	Skills CFA
			Manage redundancies	CFAL&LDA5	Skills CFA
		Manage multicultural staff	Manage a multicultural team	CFAIWS4	Skills CFA
		Maintain the workforce	Recruit, select and retain people	CFAM&LDA2	Skills CFA
			Appoint people from different countries or diverse cultures	CFAIWS3	Skills CFA
		Develop staff	Review the skills your business needs	CFAOP1	Skills CFA
			Support individuals' learning and development	CFAM&LDC2	Skills CFA
		Business strategy, policy and planning	Manage business planning	Plan where your business is going	CFADB3
	Carry out a review of you business			CFADB4	Skills CFA
	Develop operational plans			CFAM&LBA9	Skills CFA
	Manage the business		Carry out plans for your business	CFADB5	Skills CFA
			Implement operational plans	CFAM&LFA2	Skills CFA
			Organisational procedures in land-based engineering	LANLEO2	Lantra
	Comply with legislation and other requirements	Ensure compliance with legal, regulatory, ethical and social requirements	CFAL&LBB4	Skills CFA	
		Keep up to date with current legislation affecting your business	CFALG2	Skills CFA	
	Resources	Manage resources	Manage the effective use of resources	SFJEFSM12	Skills for Justice
		Select and manage contractors	Prepare specifications for contracts	CFABAF132	Skills CFA
			Invite tenders and select contractors	CFABAF111	Skills CFA
	Monitor and evaluate contracts		CFABAF121	Skills CFA	
	Finance	Obtain finance	Invest capital in your business	CFAMN6	Skills CFA
			Get finance for your business	CFAMN7	Skills CFA
		Manage cash flow	Decide on your financial needs	CFAMN1	Skills CFA
			Set and monitor financial targets for your business	CFAMN2	Skills CFA
			Keep financial records for your business	CFAMN3	Skills CFA
			Manage cash flow in your business	CFAMN4	Skills CFA
			Get customers to pay on time	CFAMN5	Skills CFA
			Manage budgets	CFAM&LAE4	Skills CFA
		Prepare wages	Prepare wages	CFAMN10	Skills CFA
		Business improvement	Manage innovation and improvement	Identify and evaluate opportunities for innovation and improvement	CFAM&LCA1
	Improve the quality of product or service			CFADB7	Skills CFA
	Make changes to improve your business			CFABD6	Skills CFA
	Information and communications	Share information	Communicate information and knowledge	CFAM&LEC4	Skills CFA
			Represent your area of responsibility in meetings	CFAM&LDD7	Skills CFA
			Lead meetings to achieve scecific objectives	CFAM&LDD6	Skills CFA
	Quality control	Manage quality systems	Manage quality assurance systems	CFAM&LFE1	Skills CFA
			Prepare for and participate in quality audits	CFAM&LFE3	Skills CFA
			Carry out quality audits	CFAM&LFE4	Skills CFA
	Contracts	Tender for contracts	Develop, negotiate and agree proposals to offer land-based services and products	LANCS47	Lantra
Environmental good practice	Promote environmental good practice	Develop an environmental policy	LANEM1	Lantra	
		Evaluate and make recommendations on an environmental policy	LANEM2	Lantra	
		Develop an awareness of environmental good practice	LANEM15	Lantra	

Maintain health, safety, security and the environment	Environmental good practice	Promote environmental good practice	Assess the environmental impact of your business	CFALG5	Skills CFA		
			Identify and demonstrate compliance with environmental, legal and other non-regulatory environmental requirements for the organisation	LANEM4	Lantra		
	Health, safety and security	Maintain health, safety and security	Provide healthy, safe, secure and productive working environments and practices	CFAM&LEB1	Skills CFA		
			Monitor and maintain health, safety and security	LANCS2	Lantra		
Work safely in the land-based engineering work area			LANLEO1	Lantra			
	Manage incidents and emergencies	Manage incidents and emergencies in the land-based sector	LANCS10	Lantra			
Manage personal skills and development	Personal development	Improve your own skills and knowledge	Agree how to manage and improve own performance in a business environment	CFABAA625	Lantra		
			Develop your knowledge, skills and competence	CFAM&LAA2	Skills CFA		
			Improve your business skills	CFAYS3	Skills CFA		
	Personal skills	Maintain and use personal skills	Use information to take effective decisions	CFAM&LEC5	Skills CFA		
			Manage time in your business	CFAYS5	Skills CFA		
			Use IT to support your role	CFASAA231	Skills CFA		
Working relationships	Maintain productive working relationships	Develop your skills to work effectively with people from different countries or diverse cultures	CFAIWS1	Skills CFA			
		Establish and maintain working relationships with others	LANCS4	Lantra			
		Develop and sustain productive working relationships with stakeholders	CFAM&LDD2	Skills CFA			
Provide goods and services to customers	Marketing and promotion	Plan and evaluate marketing and promotion	Target and promote your products/services effectively	CFAMSSNS7	Skills CFA		
			Plan the promotion of your products/services	CFAMSSNS10	Skills CFA		
			Evaluate the effectiveness of marketing and sales activities	CFAMSSNS20	Skills CFA		
	Sales	Plan sales activities	Sell your products or services	Research customer needs	CFAMSSNS2	Skills CFA	
				Prioritise your target customer	CFAMSSNS3	Skills CFA	
				Prepare sales proposals and deliver sales presentations	CFAMLF18	Skills CFA	
		Provide after sales support	Manage sales activities	Import/export products or services	Sell products/services to customers	CFAMLF19	Skills CFA
					Negotiate sales of products and services	CFAMSSNS17	Skills CFA
					Deliver a static product or service presentation	IMIVS8	IMI
					Assess customer creditworthiness	CFALS3.3	Skills CFA
					Comply with the legal requirements and regulations of vehicle sales	IMIVS3	IMI
					Determine opportunities for international sales	CFAMSSNS11	Skills CFA
	Customer relations	Maintain effective customer relations		Provide after-sales support	CFAMSSNS19	Skills CFA	
				Plan and monitor the work of sales teams	CFAMSSNS9	Skills CFA	
				Import or export products or services	CFAWB13	Skills CFA	
Customer care in land-based engineering				LANLEO3	Lantra		
Engineering principles	Apply core land-based engineering principles		Deliver products and services to customers	CFAM&LFD2	Skills CFA		
			Develop customer relationships within a vehicle parts environment	IMIVP13	IMI		
			Manage sales relationships with customers	CFAMSSNS18	Skills CFA		
			Core land-based engineering principles: mechanical principles	LANLEO4	Lantra		
			Core land-based engineering principles: tools and equipment	LANLEO5	Lantra		
			Core land-based engineering principles: material preparation, shaping and assembling	LANLEO6	Lantra		
			Core land-based engineering principles: calculations	LANLEO7	Lantra		
			Core land-based engineering principles: servicing and maintenance	LANLEO8	Lantra		
			Core land-based engineering principles: thermal joining processes	LANLEO9	Lantra		
			Core land-based engineering principles: cooling and lubrication	LANLEO10	Lantra		
			Service and repair engines on land-based equipment	LANLEO11	Lantra		
			Service and repair clutches and other transmission controlling devices on land-based equipment	LANLEO12	Lantra		
			Service and repair mechanical transmission on land-based equipment	LANLEO13	Lantra		
			Service and repair braking systems on land-based equipment	LANLEO14	Lantra		
			Service and repair wheeled and tracked steering systems on land-based equipment	LANLEO15	Lantra		

Maintain land-based engineering activities	> Servicing and repair	> Service and repair land-based equipment	Service and repair tyres and tracks on land-based equipment	LANLEO16	Lantra
			Service and repair land-based cutting and mowing equipment	LANLEO17	Lantra
			Service and repair land-based harvesting and processing equipment	LANLEO18	Lantra
			Service and repair land-based soil preparation, cultivation and plant establishment equipment	LANLEO19	Lantra
			Service and repair land-based transport, handling and storage equipment	LANLEO20	Lantra
			Service and repair suspension systems on land-based equipment	LANLEO21	Lantra
			Service and repair electrical systems on land-based equipment	LANLEO22	Lantra
			Service and repair electronic control and monitoring systems on land-based equipment	LANLEO23	Lantra
			Service and repair hydraulic systems on land-based equipment	LANLEO24	Lantra
			Service and repair pneumatic systems on land-based equipment	LANLEO25	Lantra
Service and repair transmission systems on land based-equipment	LANLEO26	Lantra			
Service and overhaul engines on land-based equipment	LANLEO31	Lantra			
Service and repair land-based treatment application equipment	LANLEO32	Lantra			
> Air-conditioning/refrigeration	> Handle, service and repair land-based air conditioning/refrigeration equipment	>	Handle refrigerants	LANLEO27	Lantra
			Service and repair land-based air-conditioning/refrigeration systems	LANLEO28	Lantra
			Carry out the handover and installation of land-based equipment	LANLEO29	Lantra
			Inspect and test land-based machinery and equipment	LANLEO30	Lantra
> Handover and installation	> Handover and install land-based equipment	>			
> Inspection and testing	> Inspect and test land-based equipment	>			
Maintain vehicle parts supply	> Vehicle parts	> Supply land-based vehicle parts	Receive and store motor vehicle parts	IMIVP04	IMI
			Correctly select and issue motor vehicle parts	IMIVP03	IMI
			Help customers to choose motor vehicle parts	IMIVP16	IMI
			Maximise product sales in a vehicle parts operation	IMIVP17	IMI
			Process payment transactions within a vehicle parts environment	IMIVP08	IMI
			Stock control within a vehicle parts operation	IMIVP09	IMI
			Participate in motor vehicle parts stocktaking activities	IMIVP10	IMI
			Process returned goods and materials in a vehicle parts environment	IMIVP06	IMI
			environment	IMIVP18	IMI