Australian Government

Department of Education, Employment and Workplace Relations

ICAS2008B Maintain inventories for equipment, software and documentation

Release: 1

ICAS2008B Maintain inventories for equipment, software and documentation

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to record and store details of software, hardware and technical documentation. The following unit is linked and forms an appropriate cluster: • ICAS2016B Record client support requirements No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Document and update inventory	1.1. Maintain a **hardware inventory** that creates a profile or description of each piece of **equipment** 1.2. Maintain a **software inventory** and update licences as required, particularly when upgrading **software** 1.3. Record and organise the storage of user documentation or technical manuals
2. Store technical documentation	2.1. Take action to ensure **hardware**, **software** and **equipment** that is not in use is stored in a manner as recommended by technical manuals 2.2. Ensure technical documentation is stored securely 2.3. Access and disseminate technical documentation as required by clients

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• Basic reading, writing and interpretation skills for workplace documentation • Plain English literacy and communication skills in relation to presentation of information • Problem solving skills for a defined range of predictable problems • Low-level decision making skills
Required knowledge
• Basic understanding of software licensing requirements • Broad knowledge of inventory principles and procedures • Storage of equipment and software

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • Assessment must confirm the ability to accurately and regularly update and maintain the software, equipment and technical documentation inventory according to identified storage and retrieval policy and procedures. Software licensing requirements are adhered to according to vendor specifications. Inventories are regularly accessed and kept up-to-date. Literacy skills in regard to workplace documentation and technical manuals are demonstrated. To demonstrate competency in this unit the learner will require access to: • Personal computer • Software for managing inventory
Context of and specific resources for assessment	The breadth, depth and complexity of knowledge and skills in this competency would prepare a person to perform in a range of varied activities or knowledge applications where there is a clearly defined range of contexts in which the choice of actions required is usually clear. There would generally be limited complexity in the range of operations to be applied. Assessment must ensure: • Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes would be characteristic. • • Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others as part of a group or team.
Method of assessment	The purpose of this unit is to define the standard of

EVIDENCE GUIDE	
	performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • ICAS2016B Record client support requirements An individual demonstrating this competency would be able to: • Demonstrate basic operational knowledge in a moderate range of areas • Apply a defined range of skills • Apply known solutions to a limited range of predictable problems • Perform a range of tasks where choice between a limited range of options is required • Assess and record information from varied sources • Take limited responsibility for own outputs in work

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	and learning • Maintain knowledge of industry products and services

Range Statement

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. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Hardware inventory may include but is not limited to:	• a list of personal computers • networked systems • personal organisers • communications equipment • Peripherals may include printers, scanners, tape cartridges, speakers, multimedia kits; keyboard equipment, including mouse, touch pad, keyboard and pens
Equipment may include but is not limited to:	• workstations • personal computers • modems or other connectivity devices • printers • hard drives • monitors • switches • hubs • personal digital assistants • other peripheral devices
Software may include but is not limited to:	• commercial • in-house, packaged or customised software
Software inventory may include but is not limited to:	• a list of commercial software applications • organisation-specific or customised software • word processing, spreadsheet, database, graphic, mail, internet browsers • presentation functionalities

Unit Sector(s)

Unit sector	Support

Co-requisite units

Co-requisite units		

Competency field

Competency field	