



Australian Government

TLIX5036 Manage and monitor technical data and information systems

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage and monitor technical data and information systems in accordance with relevant organisational policy and procedures.

It includes designating detailed technical data, information use and maintenance responsibilities; developing key performance indicators for technical data management activities; and developing monitoring methodology.

It also includes monitoring technical data management systems; identifying and responding to problems and changes; and designating technical data and information creation and capturing responsibilities.

This competency occurs within an established systems framework. It may also be used to review systems processes and activities.

This unit applies to technical regulatory framework specialists working within materiel logistics but is applicable to any individual in this field of work.

Typically these individuals must demonstrate the ability to work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Designate detailed technical data and information use, and maintenance responsibilities

- 1.1 Responsibilities for technical data and information use and maintenance activities are designated to staff in accordance with approved systems framework, organisational policy and the competency of individual staff
- 1.2 System operational rules are devised in compliance with approved systems framework
- 1.3 Resources for approved budget period are allocated in accordance with policy and strategic plan

2 Develop key performance indicators for technical data management activities

- 2.1 Measurable performance indicators are developed for technical data management activities in accordance with authorised systems
- 2.2 Individual personnel/organisational unit data management responsibilities are identified and documented
- 2.3 Acceptable range of variation for compliance is determined based on data management responsibilities, applicable data management systems and organisational risk management analysis

3 Develop monitoring methodology

- 3.1 Methodology for monitoring technical data management systems rules, standards and procedures is developed based on authorised systems
- 3.2 Timeframes involved, means of surveillance and forms of reporting are included in methodology developed
- 3.3 Methodology, performance criteria and range of variation from standards and rules are submitted to appropriate authority for approval

4 Monitor a technical data management system

- 4.1 Monitoring is undertaken in accordance with approved timeframes and frequency
- 4.2 Staff being monitored are notified in accordance with organisational policy and guidelines

- 4.3 Variation from data management systems framework, rule, standards and procedures that exceed the agreed limit is noted and details of the situation are recorded
- 4.4 Reports relating to technical data and information use and maintenance are provided to appropriate authority in the required format and at the required intervals
- 5 Identify and respond to problems and changes**
- 5.1 Problems and changes requiring a systematic response are identified from monitoring reports and external events
- 5.2 Recommendations are made for revisions to systems, procedures, and strategic plans in response to identified variations, changes and problems
- 5.3 Amendments to systems are devised and implementation is planned, in response to problems and changes that require a systemic response
- 5.4 Recommendations for systems amendments and the planning and implementation required are prepared, and approval is sought from appropriate authority
- 5.5 Procedures for using technical data and information systems, and subsequent alterations and amendments to the procedures are authorised, ensuring that performance indicator parameters and access rules are adhered to
- 6 Designate technical data and information creation and capture responsibilities**
- 6.1 Responsibilities for technical data and information creation and capture activities are designated to staff in accordance with organisational policy
- 6.2 Technical data and information creation and capture performance targets are set within the parameters of the technical data management plan
- 6.3 Resources for the budget period are allocated in accordance with organisational policy and strategic plan

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX5036A Manage and monitor technical data and information systems.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>