Australian Government

Assessment Requirements for DEFGEN313 Establish technical data and information management systems

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing system data and information
- applying relevant legislative, regulatory and organisational policies and procedures
- applying technical data and information management knowledge relevant to work being performed
- applying, monitoring and reporting on relevant information management system implementation processes
- developing management system framework
- defining technical creator's accountability requirements
- identifying and responding to contextual changes over project life cycle
- identifying technical context of the organisation
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- interpreting organisational role relevant to technical risk management system plans
- planning and developing technical data and information management system plans.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant Australian and international industry standards
- relevant legislation and organisational policies and procedures
- research methods and techniques suitable for information management systems
- sources of data relevant to information management system research
- technical regulatory framework compliance management systems, and must include one or more of the following:
    - breach management policies and processes including the identification, classification, investigation, rectification and reporting of breaches in compliance requirements
    - compliance related management information systems
    - compliance reporting procedures

- continuous improvement processes for information management systems including monitoring, evaluation and review
- documentation of compliance requirements relevant to the organisation
- processes for the internal and external promulgation and promotion of information on compliance requirements and a compliance program management system
- record-keeping systems required for compliance management
- specification of compliance management functions, accountabilities and responsibilities under the technical regulatory framework
- techniques and performance indicators for monitoring the operation of an information management system.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and workplace documentation currently used in industry
- relevant guidelines and organisational procedures relating to system test and evaluation processes
- applicable documentation including organisational procedures, protocols, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9