



Australian Government

ICTCBL305 Hand over cable systems and equipment

Release: 2

ICTCBL305 Hand over cable systems and equipment

Modification History

Release	Comments
Release 2	This version released with ICT Information and Communications Technology Training Package Version 5.0.
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to effectively transfer control of a newly installed or upgraded system to a client. It includes the transfer of information to the client and the completion of relevant documentation.

It applies to field officers, technicians or technical supervisors from carriers, contractors or other service providers completing domestic, commercial or industrial installations. Communications applications include digital and analog, telephony, data, video, digital broadcasting, computer networks, local area networks (LAN), wide area networks (WAN) and multimedia.

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

Unit Sector

Telecommunications – cabling

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Inform client of system functions and capacities	1.1 Provide client with cables systems and equipment information 1.2 Demonstrate physical installation, cable system usage or equipment operation and answer client queries on system functions 1.3 Confirm variations to specifications with client

ELEMENT	PERFORMANCE CRITERIA
2. Hand over records and documentation	2.1 Update documentation and plans 2.2 Present complete and orderly records and system documentation to client 2.3 Adhere to all relevant company policies and relevant legislation, codes, regulations and standards
3. Complete contract documentation	3.1 Provide guarantees to client in required format where work is subject to guarantee 3.2 Present invoices to client to complete contractual arrangements 3.3 Obtain client's sign off to confirm acceptance of cabling work completed where required 3.4 Advise client of opportunities for system upgrades, additional services and training where appropriate

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	- Reads and interprets plans, specifications and technical information to pass on to client - Evaluates information and products from a variety of sources to ensure appropriateness to client needs
Writing	- Prepares documentation and correspondence using clear language and correct spelling and terminology - Accurately records and completes information in organisational systems - Records outcomes of communication with client for action
Oral Communication	- Interacts effectively in verbal exchanges, using active listening and questioning, to convey and clarify information - Clearly explains detailed information using language, tone and pace appropriate to the audience
Numeracy	Performs mathematical calculations to present financial data and contract requirements, and to accurately process invoice

Navigate the world of work	• Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements
Interact with others	• Uses a range of strategies to establish a sense of connection and build rapport with clients and workmates • Recognises and accommodates basic differences and priorities of others
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Uses familiar digital technologies and systems to access information, enter data, present information and communicate with the client

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTCBL305 Hand over cable systems and equipment (Release 2)	ICTCBL305 Hand over cable systems and equipment (Release 1)	Updates to knowledge evidence, and foundation skills	Equivalent unit

Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>