Australian Government

ICTCMP502 Conduct radio communications site audits

Release: 1

ICTCMP502 Conduct radio communications site audits

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to conduct radio communications site audits and assess compliance of radiofrequency transmissions.

It applies to individuals who are field officers from regulatory authorities and other private and public organisations. They combine technical radiocommunications skills with broader organisational and administrative skills to conduct audits in commercial and community contexts and environments, make recommendations for improvement and follow up by monitoring resulting actions.

Work functions in occupational areas where this unit may be used are subject to regulatory requirements. Refer to the required regulator for details of licensing, legislative or certification requirements.

Unit Sector

Telecommunications – Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for radio communications site audit	1.1 Discuss need for site audit, arrange approval for formal site access with relevant personnel and determine audit requirements according to required legislation, safety and security arrangements, organisational standards and procedures 1.2 Access existing knowledge management systems that contain required site information 1.3 Prepare documents that contains audit site information and validation lists to be used at the audit site 1.4 Identify staff, equipment and material resource requirements for

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ELEMENT	PERFORMANCE CRITERIA
	audit 1.5 Confirm that equipment has been correctly calibrated and labelled for site audit
2. Execute radio communications site audit	2.1 Validate specific site location according to database information 2.2 Perform audit tasks according to organisational policies and procedures and meet authorised personnel on site during agreed timeframes 2.3 Perform transmission and radiofrequency tests against approved specifications 2.4 Check transmitters for licensing conditions 2.5 Check transmission radiofrequency against database list 2.6 Obtain permission to check and alter transmission and radiofrequency 2.7 Determine whether defined site equipment labelling complies with Australian legislation, standards and regulations for conducting radio communications site audits
3. Complete radio communications site audit	3.1 Discuss audit findings with authorised personnel 3.2 Discuss recommended actions that help promote audit compliance 3.3 Issue enforcement actions as required 3.4 Finalise audit administration according to organisational policies and procedures 3.5 Return equipment and resources according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Critically analyses documentation from a variety of sources and records, and consolidates information to determine requirements
Writing	• Records and completes organisational documents and correspondence using clear language and correct spelling, grammar and terminology
Oral communication	• Presents complex information in formal situations using clear language, tone and pace required for the audience and purpose
Numeracy	• Performs mathematical calculations to interpret complex tests results and information

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SKILL	DESCRIPTION
	• Analyses and synthesises highly embedded mathematical information in a broad range of tasks and texts
Self-management	• Takes responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation and regulations • Identifies and resolves key business issues, processes and practices that may have legal implications
Teamwork	• Selects, implements and seeks to improve protocols governing communications to clients and co-workers in a range of work contexts
Initiative and enterprise	• Monitors progress of plans and schedules and reviews and changes them to meet new demands and priorities • Applies systematic and analytical decision-making processes for complex and non-routine situations • Responds intuitively to problems requiring immediate resolution, drawing on past experiences to focus on the cause of a problem rather than the symptom

Unit Mapping Information

Supersedes and is equivalent to ICTCMP501 Undertake radio communications site audit.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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