



**Australian Government**

**ICTSAS210 Update and maintain  
hardware, software and documentation  
inventories**

**Release: 2**

# ICTSAS210 Update and maintain hardware, software and documentation inventories

## Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.
Release 2	Correcting an error in the Application.

## Application

This unit describes the skills and knowledge required to update, store and record details of hardware, software and technical documentation within an inventory management software program.

It applies to frontline technical support personnel who work under supervision to maintain hardware, software and documentation in a small to large office environment.

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

## Unit Sector

Systems administration and support

## 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. Update hardware, software and documentation inventories	1.1 Access hardware, software and documentation inventories according to organisational procedures 1.2 Update hardware, software and documentation inventories according to organisational procedures 1.3 Update software licenses and upgrade software according to organisational procedures 1.4 Record and organise documentation storage
2. Maintain hardware, software and	2.1 Examine and perform maintenance on hardware, software and documentation inventories according to organisational

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
documentation inventories	<p>procedures</p> <p>2.2 Document maintenance procedures performed according to organisational procedures</p> <p>2.3 Store technical documentation according to organisational policies and procedures</p> <p>2.4 Access and disseminate technical documentation as required</p>
3. Finalise inventory maintenance activities	<p>3.1 Record maintenance activities according to organisational procedures</p> <p>3.2 Store hardware, software and equipment that is not in use, according to technical manuals</p> <p>3.3 Escalate maintenance problems to required personnel according to organisational procedures</p> <p>3.4 Report completion of maintenance activities to required personnel</p>

## Foundation Skills

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

<b>SKILL</b>	<b>DESCRIPTION</b>
Reading	<ul style="list-style-type: none"> <li>Accesses and interprets textual information from a range of sources to record, manage and maintain information</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Accurately records and completes documentation according to organisational formats and procedures</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Participates in verbal exchanges of basic ideas that elicit views, opinions and feedback from others</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Interprets roles and responsibilities for task and makes basic decisions on work completion parameters</li> <li>Plans and implements routine tasks and workload, making limited decisions on sequencing, timing and collaboration and seeking assistance in setting priorities</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Interprets the purpose and operates the specific functions and key features of common digital systems and tools to complete routine tasks</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to ICTSAS201 Maintain inventories for equipment, software and documentation.

## Links

Companion Volume Implementation Guide is found on VETNet -

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