



Australian Government

ICTWOR301 Organise resources

Release: 1

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Modification History

Release	Comments
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 organise resources for a telecommunications project in a client environment, including preparing and evaluating tenders, organising equipment and labour resources, and client training.

It applies to individuals who may be involved in assessing installation requirements, planning and performing installations, testing installed equipment and fault finding. It involves a degree of autonomy and may include limited supervision of others.

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

Unit Sector

Telecommunications – workplace effectiveness

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Organise for third party supply	1.1 Develop specifications and company criteria for material supply and purchasing, and include in appropriate tender documents 1.2 Prepare tender documents according to company policy 1.3 Identify likely material suppliers and invite to tender and supply 1.4 Evaluate and accept tenders as appropriate to company policy 1.5 Negotiate price and conditions of purchase to company guidelines and satisfaction

2. Organise supply of equipment and material	2.1 Develop specifications detailing types and quantities of equipment and material 2.2 Notify supplier to deliver equipment and material to designated location within specified timeframe
3. Organise client training	3.1 Ascertain detail of training required from client and establish timeframe for client training 3.2 Determine and organise resources to undertake level of training required
4. Assess and organise labour resources	4.1 Produce estimate of total labour resources required, using standard installation times and allowing for contingencies 4.2 Determine required labour skills to meet resource allocation for planned activities 4.3 Establish workforce with required numbers and skills of staff to meet demand 4.4 Notify workforce of job requirements including work health and safety (WHS) considerations, and organise priorities to ensure agreed timeframe with client is met

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.3, 1.4	Recognises and interprets written and visual text to determine key information and specific requirements and responsibilities
Writing	1.1-1.3, 1.5, 2.1, 2.2, 3.1, 4.4	Develops material for a specific audience, using clear and detailed language to convey explicit information, requirements and recommendations
Oral Communication	1.3, 1.5, 2.3, 3.1, 4.1	Participates in a verbal exchange of ideas and elicits the view and opinions of others by listening and questioning
Numeracy	1.1, 1.4, 1.5, 2.1, 3.1, 4.1-4.3	Uses mathematical skills to estimate materials and resource requirements
Navigate the world	1.4, 1.5	Recognises and follows company policies and guidelines when evaluating and selecting

of work		tenders and negotiating price and conditions
Get the work done	All	• Applies formal processes when planning material and labour supply and client training tasks, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints and the needs of others in the immediate vicinity • Initiates standard procedures when responding to familiar problems within labour supply context

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTWOR301 Organise resources	ICTWOR3028A Organise resources	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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