



Australian Government

Department of Education, Employment and Workplace Relations

ICTWOR3041A Schedule resources

Release: 1

ICTWOR3041A Schedule resources

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to undertake scheduling of resources for a new installation or upgrade of an existing system, for all telecommunications applications including telephony, data, video and multimedia.</p> <p>It involves assessing human resources, plant, equipment and material needs and negotiating with external suppliers.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.</p>
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Application of the Unit

Application of the unit	Technical staff who schedule resources apply the skills and knowledge in this unit.
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units	

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Scope project resources	1.1. Collate and analyse <i>design and estimation documents</i> from <i>appropriate personnel</i> for resource needs, deadlines and comply with <i>relevant legislation, codes, regulations and standards</i> 1.2. Consult <i>interested parties</i> for input to schedule
2. Schedule resources for a project	2.1. Coordinate <i>resource requirements</i> for project to match available labour to quantity and type of work required 2.2. Schedule availability of resources to suit relevant interested parties and according to <i>works schedules</i> including start and finish dates 2.3. Document and clearly communicate resources schedule to appropriate personnel for approval
3. Monitor and coordinate resources schedule according to project progress	3.1. Monitor and coordinate quantity, quality and timing of supply of each input and service according to the progress of projects being undertaken 3.2. Reschedule resources based on priorities and report to the appropriate person according to enterprise guidelines 3.3. Complete administrative tasks

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<ul style="list-style-type: none"> • communication skills to liaise with internal and external personnel on technical and operational matters • literacy skills to: <ul style="list-style-type: none"> • prepare and interpret work procedures • interpret technical documentation, equipment manuals and specifications • numeracy skills to estimate resource requirements • planning and organisational skills to organise, coordinate, sequence and monitor resources schedules • problem solving skills to solve logistics and scheduling problems

REQUIRED SKILLS AND KNOWLEDGE

- project management skills to:
 - develop and implement work plan
 - coordinate and sequence work requirements reviewing job progress against agreed goals
 - apply resource management techniques and tools
- technical skills to assess resource requirements

Required knowledge

- appropriate engineering and design practices and procedures
- enterprise permit procedures
- enterprise recording procedures
- industrial awards
- occupational health and safety (OHS) practices
- relevant plant and equipment operations
- relevant statutory requirements
- team communication processes and goal setting
- time management techniques
- tools, equipment and materials required to do the work
- work planning and organisation theory

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the ability to:

- identify resource requirements from plans, equipment and system manuals, specifications and relevant enterprise policy
- plan and provision to meet key dates and milestones for:
 - appropriately skilled labour
 - volume and type of material
- monitor work progress, coordinate and adjust resource requirements to meet both customer's needs

EVIDENCE GUIDE	
	and cost parameters.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • telecommunications operations site suitable for scheduling projects • equipment currently used in industry • relevant enterprise and site related documentation • relevant regulatory, supplier and equipment documentation that impact on scheduling activities.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • review of activities involving the scheduling of resources for a telecommunications project completed by the candidate • review of an oral and written report with completed documentation • direct observation of the candidate scheduling resources for a telecommunications project • oral or written questioning to assess required knowledge.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • ICTWOR3028A Organise resources • ICTWOR3035A Organise material supply • ICTWOR3093A Manage spare parts • ICTWOR3127A Supervise worksite activities. <p>Aboriginal people and other people from a non-English speaking background may have second language issues.</p> <p>Access must be provided to appropriate learning and assessment support when required.</p> <p>Assessment processes and techniques must be culturally appropriate, and appropriate to the oral communication skill level, and language and literacy capacity of the candidate and the work being performed.</p>

EVIDENCE GUIDE

	<p>In all cases where practical assessment is used it will be combined with targeted questioning to assess required knowledge. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.</p> <p>Where applicable, physical resources should include equipment modified for people with special needs.</p>
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Design and estimation documents</i> may include:	<ul style="list-style-type: none"> • budget estimates • design plans • estimators list • material list • preferred supplier list • project plans • tender document • works schedule.
<i>Appropriate personnel</i> may include:	<ul style="list-style-type: none"> • estimator • project administrator • project manager.
<i>Relevant legislation, codes, regulations and standards</i> may include:	<ul style="list-style-type: none"> • AS Communications Cabling Manual (CCM) Volume 1 • Australian Communications Industry Forum (ACIF) standards and codes • ACMA technical standards • Australian building codes and regulations • Australian standards

RANGE STATEMENT	
	<ul style="list-style-type: none"> • enterprise standards • environmental protection • fire regulations • heritage legislation • industrial relations agreements including awards and enterprise • local government • manufacturer's enterprise operating policy and procedures • national code • OHS Act • power company requirements • Privacy Act • services and utilities codes of practice and standards: <ul style="list-style-type: none"> • electricity • gas • water • spectrum management regulations • statutory requirements • Trade Practices Act • traditional land owners.
<i>Interested parties</i> may include:	<ul style="list-style-type: none"> • local • managers • property owners • stakeholders • state and federal agencies • tenants • utilities.
<i>Resource requirements</i> may include:	<ul style="list-style-type: none"> • equipment: <ul style="list-style-type: none"> • installation • monitoring • test • labour • material • plant: <ul style="list-style-type: none"> • barriers • diggers • excavators

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work platforms • safety equipment: <ul style="list-style-type: none"> • for hazardous chemicals • gas monitors • personal protective equipment • radiation detectors.
<i>Works schedules</i> may include:	<ul style="list-style-type: none"> • labour requirements and availability • plant, equipment and materials availability • variations in work environment likely to affect the planned completion of the project.

Unit Sector(s)

Unit sector	Telecommunications
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Co-requisite units

Co-requisite units	

Competency field

Competency field	Workplace effectiveness
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