



Australian Government

TLIX4035 Maintain technical data and information

Release: 1

TLIX4035 Maintain technical data and information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain organisational technical data and information in good order on a day-to-day basis in accordance with relevant organisational policy and procedures.

It includes gathering technical data and information that is subject to organisational updates, performing required updates, retrieving reports from a data management system in response to a request, and monitoring aspects relevant to immediate business unit requirements.

This unit was developed for technical regulatory framework specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

Typically these individuals work independently or as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Collate technical data and information

- 1.1 Technical data and information to be incorporated into organisation's records system are identified in accordance with data and technical information management system requirements
- 1.2 Technical data and information to be incorporated into organisation's information systems is recorded in accordance with data and technical information management system requirements
- 1.3 Technical data and information is sorted and catalogued in accordance with workplace requirements
- 1.4 Security and access requirements for technical data and information are adhered to in accordance with management system

2 Update technical data and information system

- 2.1 Technical data and information of direct interest to business unit is routinely monitored
- 2.2 New or revised technical data and information is identified and incorporated in accordance with authorised systems
- 2.3 Movement and use of technical data and information is updated in accordance with authorised systems
- 2.4 Technical data and information system is updated accurately within timeframes set by authorised systems
- 2.5 Technical data and information is archived or disposed of in accordance with authorised systems

3 Prepare reports from organisation's technical data management system

- 3.1 Request for reports is interpreted and clarification of content and frequency is sought as required
- 3.2 Reports are prepared from organisation's technical data management system in accordance with instructions or request
- 3.3 Format and style of reports as outlined in organisational procedures are complied with
- 3.4 All reports from organisation's technical data management system are prepared within workplace requirements in accordance with security and access procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4035A Maintain technical data and information.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>