



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLIX4023A Conduct configuration management activities**

**Release: 1**

## **TLIX4023A Conduct configuration management activities**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to conduct configuration management activities. It includes the requirement to conduct a range of processes including the capture, recording, recovery and analysis of data; and maintenance of associated workplace networks and stakeholder requirements. Materiel systems may include a composite of equipment, skills and techniques capable of performing or supporting an operational role, or both. A complete materiel system includes all equipment, related facilities, materiel, software, services and personnel required for its operation and support, to the degree that it can be considered self-sufficient in its intended operational environment. There are no specific licensing or certification requirements applicable to this unit.

### **Application of the Unit**

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This unit was developed for configuration management specialists working within materiel logistics but is applicable to any individual in broader logistic roles.

Typically these individuals must demonstrate the ability to 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.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

## **Pre-Requisites**

Not Applicable

## **Employability Skills Information**

**Employability Skills**            This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Prepare to conduct configuration management activities</b>	1.1 Stakeholders are identified and consulted on materiel and materiel systems needs and capabilities in accordance with organisational policy and procedures 1.2 Effective relationships are developed with stakeholders through consultation 1.3 Legislation and organisational policy and procedures that may impact on configuration management activities are identified and analysed 1.4 Sources of information relevant to configuration management activities are identified and obtained in accordance with organisational policy and procedures 1.5 All personnel involved in configuration management activities are briefed in accordance with standard procedures
<b>2 Conduct configuration management activities</b>	2.1 Configuration management methods and techniques appropriate to the area are employed in accordance with plans, schedules and standard procedures 2.2 Configuration management activities are conducted and concluded within resource constraints 2.3 Configuration management activities are implemented, monitored and amended based on changing circumstances, in accordance with methodologies and procedures 2.4 Resources are allocated to configuration management activities in accordance with the configuration management plan and resource availability
<b>3 Report on configuration management</b>	3.1 Configuration management performance is reported to all stakeholders in a transparent manner and meeting all compliance requirements 3.2 Configuration management reports are regularly reviewed to ensure systems and/or equipment capability is maintained throughout its life cycle in accordance with organisational policy and procedures
<b>4 Maintain configuration management records</b>	4.1 Configuration management records are completed in accordance with relevant policy and procedures 4.2 Configuration management records are amended and documented in accordance with organisational policy and procedures

## Required Skills and Knowledge

## **REQUIRED KNOWLEDGE AND SKILLS**

This describes the essential knowledge and skills and their level required for this unit.

### **Required knowledge:**

- Configuration management processes
- Organisational policy and procedures related to configuration management
- Organisational role relevant to configuration management
- Product knowledge related to systems and/or equipment in service in the organisation
- Safety, legislative and statutory requirements, including environmental, sustainability issues relevant to configuration management
- Technical regulatory framework
- Written and oral communication to a level required in the preparation of correspondence and reports

### **Required skills:**

- Apply configuration management and project management knowledge relevant to work being performed
- Demonstrate an understanding of the strategic objectives of the organisation, and identify and assess potential alliances and effective strategies
- Display resilience by continuing to move forward despite criticism or setbacks
- Identify, review and analyse information that may impact on the configuration management program, or may be impacted by the configuration management program
- Identify the relationship between organisational goals and recognise how own work contributes to the achievement of those goals
- Manage time and prioritise work to ensure objectives are met in accordance with the schedule
- Negotiate and communicate effectively with key stakeholders (both internal and external), and resolve any potential areas of conflict or concern to ensure that overall configuration management objectives are achieved
- Undertake performance measurement relevant to configuration management to enable objectives to be measured against defined parameters
- Use appropriate information technology and software

## **Evidence Guide**

### **EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment

## EVIDENCE GUIDE

guidelines for this Training Package.

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

- Assessment must confirm the ability to:
  - adhere to and apply relevant data and information management processes
  - analyse data and information
  - apply knowledge of materiel configuration management to assist in work and to guide problem solving
- Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts

### **Context of and specific resources for assessment**

- Competency should be assessed in the workplace or in a simulated workplace environment
- Access is required to:
  - computer and relevant software
  - legislation, guidelines, procedures and protocols relating to configuration management
  - plans
  - workplace documentation

### **Method of assessment**

- Assessment of this unit must be undertaken by a registered training organisation
- Where possible, assessment should be supported by questions to assess required knowledge. Questioning techniques should suit the language and literacy levels of the candidate
- Assessment methods should reflect workplace demands such as literacy and the needs of particular groups
- Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of:
  - authenticated evidence from the workplace and/or training programs
  - case studies
  - demonstration
  - feedback from supervisors and peers regarding the candidate's ability
  - observation
  - portfolios
  - projects
  - questioning
  - reviews or reports prepared by the candidate

## EVIDENCE GUIDE

- scenarios
- simulation or role plays

## 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.

Stakeholders may include:

- capability manager
- contractors
- customers
- project managers
- regulators
- subordinates
- supervisors
- suppliers

Materiel may include:

- all items (including ships, tanks, self-propelled weapon, aircraft etc. and related spares, repair parts and support equipment but excluding real property, installations and utilities) necessary to equip, operate, maintain and support designated activities without distinction as to its application for administrative or operational purposes

Organisational policy and procedures may include:

- Australian Standards
- international standards
- organisational instructions and standards

Legislation may include:

- relevant federal, state and local government legislation and regulations

Configuration management activities may include:

- data and information analysis
- data and information management
- data and information retrieval
- identification of data and information
- reporting
- research

Sources of information may include:

- contractors
- databases
- duty statements
- legislation

## RANGE STATEMENT

- managers
  - peers
  - plans
  - policies
  - procedures
  - publications
  - reference material
  - standards
  - supervisors
  - suppliers
- Personnel may include:
- capability manager
  - contractors
  - customers
  - project managers
  - regulators
  - subordinates
  - supervisors
  - suppliers
  - team members
- Resources may include:
- contractual
  - financial
  - information technology applications and tools
  - infrastructure
  - personnel
  - time
- Methodologies and procedures may include:
- configuration management
  - costing analysis
  - life cycle costing
  - logistics support analysis
  - maintenance requirement determination
  - procurement
  - reliability centred maintenance
  - reliability, availability and maintainability
  - systems engineering
- Compliance requirements may include:
- authority
  - delegations
  - environmental
  - legislative
  - organisational policy
  - regulatory



**RANGE STATEMENT**

Life cycle may include:

- whole of a particular item/system/process, from identification of a capability need to capability disposal

Configuration management records may include:

- databases
- files
- information technology systems
- registers
- spreadsheets

**Unit Sector(s)**

Not Applicable

**Competency Field**

**Competency Field**                      X - Logistics