



**Australian Government**

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

# **TLIX4024A Apply configuration management processes and procedures**

**Release: 1**

## **TLIX4024A Apply configuration management processes and procedures**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to apply configuration management processes and procedures. The application of processes and procedures is specific to a variety of component processes including: configuration management administrative procedures, configuration management data collection and storage, and configuration management data retrieval. Configuration management is a discipline applying technical and administrative direction and surveillance to: identify and document the functional and physical characteristics of a configuration item, control changes to those characteristics, and record and report change processing and implementation status. 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 apply configuration management processes and procedures</b>	1.1 Requirements for application of processes and procedures are identified from work requests/instructions and are confirmed 1.2 Occupational health and safety requirements, including those contained in organisation's procedures, are applied throughout the operation 1.3 Resources and equipment required for the work are identified, acquired and prepared in accordance with organisational procedures 1.4 Sources of information relevant to configuration management requirements are identified and obtained in accordance with organisational policy and procedures
<b>2 Apply configuration management processes and procedures</b>	2.1 Configuration management processes and procedures are implemented and monitored within resource constraints 2.2 Configuration management processes and procedures are amended based on changing circumstances in accordance with organisational policy and procedures
<b>3 Monitor and report on configuration management processes and procedures</b>	3.1 Configuration management outcomes are reported in accordance with organisational policy and procedures 3.2 Configuration management processes and procedures are monitored and reviewed to ensure systems and/or equipment capability is maintained, in accordance with organisational policy and procedures
<b>4 Maintain records for configuration management processes and procedures</b>	4.1 Configuration management records are maintained in accordance with organisational 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:

- Cataloguing and codification
- Configuration management administrative procedures
- Configuration management data collection and storage requirements

## REQUIRED KNOWLEDGE AND SKILLS

- Configuration management data retrieval procedures
- Materiel life cycle
- Organisation role relevant to configuration management
- Safety, legislative and statutory requirements, including environmental, sustainability issues relevant to configuration management
- Technical regulatory framework
- Written communication to a level required in the preparation of letters and reports

### Required skills:

- Apply configuration management knowledge relevant to work being performed
- Display resilience by continuing to move forward despite criticism or setbacks
- Identify the relationship between organisational goals and recognise how own work contributes to the achievement of those goals
- Operate equipment and systems relevant to configuration management activities
- 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 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 collection, storage and retrieval requirements
  - apply knowledge of 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

## EVIDENCE GUIDE

### Method of assessment

- plans
- workplace documentation
- 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 unit of competency may include a combination of methods such as:
  - 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
  - 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.

Organisation may include:

- enterprises that work in configuration management
- other government departments or instrumentalities that work with materiel

Organisational policy and procedures may include:

- Australian Standards
- international standards
- organisational instructions and standards

**RANGE STATEMENT**

Configuration management activities may include:

- configuration management administrative procedures
- configuration management data collection and storage
- configuration management data retrieval

Resources may include:

- financial
- information technology applications and tools
- infrastructure
- personnel
- time

Configuration management records may include:

- databases
- files
- registers
- spreadsheets

**Unit Sector(s)**

Not Applicable

**Competency Field**

**Competency Field** X - Logistics