



**Australian Government**

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

# **TLIX5020A Develop and review configuration management plans**

**Release: 1**

## **TLIX5020A Develop and review configuration management plans**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to develop and review configuration management plans and associated subordinate plans to ensure efficient and effective delivery of configuration management across the materiel and materiel system life cycle. Configuration management plans document how the materiel or materiel system will be supported to ensure they meet the stated capability requirement. 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**

#### **Application of the Unit**

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 Identify and analyse configuration management requirements</b>	1.1 Configuration management planning requirements are identified in accordance with organisational policy and procedures 1.2 Sources of information relevant to configuration management are identified and accessed in accordance with organisational policy and procedures 1.3 Standards and legislation applicable to configuration management are identified and accessed 1.4 Analysis of configuration management resource requirements is conducted in accordance with organisational policy and procedures
<b>2 Prepare configuration management plans</b>	2.1 Stakeholder consultation is conducted in accordance with relevant organisational policy and procedures 2.2 Organisational policy and procedures relevant to configuration management requirements are identified and interpreted 2.3 Configuration management plans are developed in accordance with legislative requirements and organisational policy and procedures 2.4 Configuration management plans are promulgated in accordance with organisational policy and procedures
<b>3 Review configuration management plans</b>	3.1 Configuration management plans are evaluated in accordance with relevant organisational policy and procedures 3.2 Required changes to configuration management plans are identified and prepared in accordance with relevant organisational policy and procedures 3.3 Amendments to configuration management plans are prepared and promulgated to relevant stakeholders or personnel in accordance with relevant 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:

- Codification and cataloguing processes
- Configuration management
- Legislative and regulatory environment as it pertains to materiel logistics

## REQUIRED KNOWLEDGE AND SKILLS

- Logistics governance
- Materiel logistics
- Organisational policy and procedures
- Organisational role relevant to configuration management
- Planning processes
- Product knowledge related to systems and/or equipment in service in the organisation
- Safety, legislative and statutory requirements relevant to configuration management

### Required skills:

- Apply configuration management and project management knowledge relevant to planning
- Consult and negotiate effectively with stakeholders (both internal and external) and resolve any potential areas of conflict or concern to ensure that overall configuration management planning objectives are achieved
- 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
- Draw on information from a variety of sources using research, analysis and judgement to identify and develop configuration management plans
- Identify, review and analyse information that may impact on configuration management planning, or may be impacted by configuration management planning
- Identify the relationship between organisational goals and recognise how own work contributes to the achievement of those goals
- Undertake performance measurement relevant to configuration management planning 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 guidelines for this Training Package.

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

- Assessment must confirm the ability to:
  - adhere to relevant occupational health and safety requirements
  - identify the requirements for plans and adjust them

## EVIDENCE GUIDE

### unit

as necessary to ensure effective and efficient performance

- initiate and efficiently monitor processes
- initiate any remedial action required
- 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 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.

Organisational policy and procedures may include:

- Australian Standards
- international standards
- organisational instructions and standards

Sources of information may include:

- conceptual documents
- contractors
- customers
- legislation
- managers
- peers
- plans
- policies
- publications
- reference material
- standards
- supervisors
- suppliers

Standards and legislation may include:

- Australian Standards
- international standards
- organisational instructions and standards
- regulations related to such matters as export and import licensing, taxes and duties
- relevant federal, state and local government legislation and regulations including certification requirements

Resource requirements may include:

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

Stakeholders may include:

- capability manager
- contractors
- customers
- project managers
- regulators
- regulatory authorities
- subordinates

**RANGE STATEMENT**

- Configuration management plans may include:
- supervisors
  - suppliers
  - team members
  - delegations
  - instructions
  - manuals
  - processes
- Promulgated include:
- authorised
  - documented
  - endorsed
  - issued
  - published

**Unit Sector(s)**

Not Applicable

**Competency Field**

**Competency Field**                      X - Logistics