



Australian Government

DEFGEN313 Establish technical data and information management systems

Release: 1

DEFGEN313 Establish technical data and information management systems

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to establish the technical data and information management systems framework for a particular organisational context or environment in which specific technical data and information are created, used and maintained.

It includes identifying technical context of the organisation to establish technical creator's accountability requirements and developing a management system framework. It also includes identifying and responding to contextual changes over a system project life cycle.

This unit applies to technical regulatory framework specialists working in Defence materiel logistics but is applicable to any individual in this field of work.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Typically, persons undertaking this unit 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.

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

Pre-requisite Unit

Not applicable

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

1 Identify technical context of the organisation	1.1	Determine and document technical context, nature of the jurisdiction and nature of the organisation
	1.2	Identify and interpret technical regulatory framework specific to the organisation and clarify, as required
2 Establish technical creator's accountability requirements	2.1	Identify the creator of technical data and information by determining all parts of the organisation that create technical data and information
	2.2	Determine and document accountability requirements and functional responsibilities of the creators of technical data and information
	2.3	Verify sources used in research as authentic and document in accordance with organisational procedures and relevant industry standards
3 Develop management system framework	3.1	Develop a management system framework from a review and synthesis of individual technical creator requirements
	3.2	Trial proposed system framework to ensure functionality, maintainability and growth potential, and make adjustments as required
	3.3	Document system framework, its protocols and guidelines to ensure consistency of application by users
4 Identify and respond to contextual changes over time	4.1	Map system functions generating technical data and information and the technical framework governing them, to organisational structures
	4.2	Identify and document changes to the administrative and system functional context over time
	4.3	Analyse and respond to the effects of changes on technical data and information management system structures
	4.4	Review and update documentation taking identified changes into consideration in accordance with organisational procedures and relevant industry

standards

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 may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFCM313A Establish technical data and information management systems.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Assessment Requirements for DEFGEN313 Establish technical data and information management systems

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing system data and information
- applying relevant legislative, regulatory and organisational policies and procedures
- applying technical data and information management knowledge relevant to work being performed
- applying, monitoring and reporting on relevant information management system implementation processes
- developing management system framework
- defining technical creator's accountability requirements
- identifying and responding to contextual changes over project life cycle
- identifying technical context of the organisation
- identifying, interpreting and analysing risk assessment requirements relevant to work being performed
- interpreting organisational role relevant to technical risk management system plans
- planning and developing technical data and information management system plans.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant Australian and international industry standards
- relevant legislation and organisational policies and procedures
- research methods and techniques suitable for information management systems
- sources of data relevant to information management system research
- technical regulatory framework compliance management systems, and must include one or more of the following:
 - breach management policies and processes including the identification, classification, investigation, rectification and reporting of breaches in compliance requirements
 - compliance related management information systems
 - compliance reporting procedures

- continuous improvement processes for information management systems including monitoring, evaluation and review
- documentation of compliance requirements relevant to the organisation
- processes for the internal and external promulgation and promotion of information on compliance requirements and a compliance program management system
- record-keeping systems required for compliance management
- specification of compliance management functions, accountabilities and responsibilities under the technical regulatory framework
- techniques and performance indicators for monitoring the operation of an information management system.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and workplace documentation currently used in industry
- relevant guidelines and organisational procedures relating to system test and evaluation processes
- applicable documentation including organisational procedures, protocols, regulations, codes of practice and operation manuals.

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