



Australian Government

DEFCM313A Establish technical data and information management systems

Release: 2

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Modification History

Release	TP Version	Comments
2	DEF12V2	Layout adjusted. No changes to content.
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the competency 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.

Examples of focus areas include strategic and policy systems documentation, doctrine, reorganisations, engineering projects, procurement projects, technical regulatory frameworks and outsourcing systems/alliance formation.

Application of the Unit

This unit was developed for technical regulatory framework specialists working within the materiel logistics area of Defence but is applicable to any individual in this field of work. 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 policies and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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. Where ***bold italicised*** text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify technical context of the organisation	1.1 Technical context, nature of the jurisdiction and nature of the organisation are determined and documented. 1.2 Technical regulatory framework specific to the organisation is identified and interpreted/clarified.
2. Establish technical creator's accountability requirements	2.1 Technical data and information creator are identified by establishing all parts of the organisation which create technical data and information. 2.2 Accountability requirements and functional responsibilities of the technical data and information creators are determined and documented. 2.3 Sources used in research are verified as authentic and are documented in accordance with organisational and/or external standards.
3. Develop management system framework	3.1 Management system framework is developed from a review and synthesis of individual technical creator requirement. 3.2 Proposed system framework is trialled to ensure functionality, maintainability and growth potential. 3.3 Framework and its protocols are documented to ensure consistency of application.
4. Identify and respond to contextual changes over time	4.1 Functions generating technical data and information and the technical framework governing them, are mapped to organisational structures. 4.2 Changes to the administrative and functional context over time are identified and documented. 4.3 Effects of changes on technical data and information management structures are analysed and responded to. 4.4 Documentation is reviewed and updated in the light of identified changes in accordance with organisational and/or external standards.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

REQUIRED SKILLS AND KNOWLEDGE

Required Skills

- apply safety, legislative and statutory requirements
- apply technical data and information management knowledge relevant to work being performed
- consult with and negotiate with relevant groups and individuals to gain understanding and support for the plan
- interpret organisational role relevant to technical risk management plans
- manage projects
- relate to people from a range of backgrounds with a range of abilities
- think strategically to identify and assess potential alliances and effective strategies

Required Knowledge

- elements of the technical regulatory framework compliance management systems such as:
 - 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
 - corporate induction and training processes related to compliance management
 - 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
- research methods and techniques suitable for information management projects
- relevant Australian Standards and international standards
- sources of data relevant to information management research

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, 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:

- apply, monitor and report on relevant implementation processes
- analyse data and information
- apply of knowledge to plan and establish in technical data and information management plans to assist in work and to guide problem solving

Consistency in performance

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

Context of assessment

Competency should be assessed in the workplace or simulated workplace environment.

Specific resources for assessment

Access is required to:

- computer and relevant software
- legislation, guidelines, procedures and protocols relating to test and evaluation processes
- plans
- workplace documentation

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. ***Bold italicised*** wording in the Performance Criteria is detailed below.

<i>Technical context</i> may include:	• Access to/availability of technology and technologically competent support staff • Mission • Organisation • Resource potential • Social and environmental circumstances
<i>Technical regulatory framework</i> is:	• That applicable to the circumstances
<i>Technical data and information creators</i> may include:	• Individuals or groups who have specific responsibility for the creation and maintenance of primary or secondary technical data or information for inclusion in the information management system
<i>Accountability requirements and functional responsibilities</i> may include:	• The need to: • raise technical data and information to support the technical mission • maintain existing data and information • forecast and anticipate future requirements • review responsibilities • archive or authorise the archiving of information
<i>Management systems framework</i> may include:	• The structuring rules for the: • repository/s • cataloguing systems and protocols • access systems • processes and software • control/management systems and protocols
<i>Functionality</i> may include:	• The continuing ability of the information system to support the technical mission/objectives
<i>Maintainability</i> may include:	• The combination of characteristics and available resources which will enable the system to be maintained in a current and relevant state
<i>Growth potential</i> may include:	• Planned capability of the system to grow and migrate to meet plausible future requirements • Technology as well as dimension – the range of technologies may be electronic or paper-based such as: • data management system packages

	• multimedia • workflow packages • modelling • simulation
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Unit Sector(s)

Not applicable.