



Australian Government

ICTSAS201 Maintain inventories for equipment, software and documentation

Release: 1

ICTSAS201 Maintain inventories for equipment, software and documentation

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to record and store details of software, hardware and technical documentation.

It applies to frontline technical support personnel who maintain equipment, software and related technical documentation in a small to large office environment.

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

Unit Sector

Systems administration and support

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Document and update inventory	1.1 Maintain hardware inventory that creates a profile or description of each piece of equipment 1.2 Maintain software inventory and update licences as required, particularly when upgrading software 1.3 Record and organise storage of user documentation or technical manuals
2. Store technical documentation	2.1 Store hardware, software and equipment that is not in use, according to technical manuals 2.2 Ensure technical documentation is stored securely

ELEMENT	PERFORMANCE CRITERIA
	2.3 Access and disseminate technical documentation as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.2, 2.3	Accesses and interprets textual information from a range of sources to record, manage and maintain information
Writing	1.1, 1.2, 1.3, 2.2	Records organisation, software and client technical information, and sequences writing to produce cohesive text for reference
Oral Communication	1.3, 2.1	Participates in verbal exchanges of basic ideas that elicit views, opinions and feedback from others
Navigate the world of work	1.2-1.3, 2.1-2.3	Understands roles and responsibilities for task and makes basic decisions on work completion parameters
Get the work done	1.1-1.3, 2.1-2.3	- Plans and implements routine tasks and workload, making limited decisions on sequencing, timing and collaboration, and seeking assistance in setting priorities - Understands the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTSAS201 Maintain inventories for equipment, software and	ICASAS201A Maintain inventories for equipment, software and	Updated to meet Standards for Training	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
documentation	documentation	Packages	

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTSAS201 Maintain inventories for equipment, software and documentation

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Performance Evidence

Evidence of the ability to:

- update and maintain software, equipment and technical documentation inventory, according to identified storage and retrieval policy and procedures
- comply with software licensing requirements, according to vendor specifications
- access and update inventories.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and describe technical documentation processes
- describe common software licensing requirements
- describe inventory principles and procedures
- explain current industry practices related to storage of hardware, software and technical documentation.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the systems administration and support field of work and include access to:

- personal computer, equipment and materials
- industry and inventory management software packages
- organisational documentation
- enterprise intranet.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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