



Australian Government

ICTWOR303 Schedule resources

Release: 1

ICTWOR303 Schedule resources

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to undertake scheduling of resources for a new installation or upgrade of an existing system for all telecommunications applications including telephony, data, video and multimedia.

It applies to individuals who may be involved in assessing installation requirements, planning and performing installations, testing installed equipment and fault finding. It involves a degree of autonomy and may include limited supervision of others.

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

Unit Sector

Telecommunications – workplace effectiveness

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Scope project resources	1.1 Collate and analyse design and estimation documents from appropriate personnel for resource needs and deadlines, complying with relevant legislation, codes, regulations and standards 1.2 Consult interested parties for input to schedule
2. Schedule resources for project	2.1 Coordinate resource requirements for project to match available labour to quantity and type of work required 2.2 Schedule availability of resources to suit relevant interested parties and according to works schedules, including start and finish dates

	2.3 Document and clearly communicate resources schedule to appropriate personnel for approval
3. Monitor and coordinate resources schedule according to project progress	3.1 Monitor and coordinate quantity, quality and timing of supply of each input and service according to progress of projects being undertaken 3.2 Reschedule resources based on priorities and report to appropriate person according to enterprise guidelines 3.3 Complete administrative tasks

Foundation Skills

This section describes the Foundation Skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 3.3	Recognises and interprets written and visual text to determine key information and specific requirements and responsibilities
Writing	1.1, 1.2, 2.2, 2.3, 3.2, 3.3	Develops material for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations
Oral Communication	1.2, 2.3, 3.2	Participates in a verbal exchange of ideas and elicits the view and opinions of others by listening and questioning
Numeracy	1.1, 2.1-2.3, 3.1, 3.2	Uses mathematical skills to estimate resource allocation and work schedules
Navigate the world of work	1.1, 2.3, 3.2	- Takes personal responsibility for adherence to legal and regulatory responsibilities relevant to scoping of project resources - Recognises and follows explicit and implicit enterprise protocols regarding gaining approval for resources schedule and any rescheduling
Interact with others	1.2	Understands what to communicate, with whom and how in consultations regarding input to schedule
Get the work done	All	- Sequences and schedules complex activities, monitors implementation and manages relevant communication when scoping, scheduling, monitoring and coordinating resources schedule - Uses systematic, analytical processes in matching

		labour supply to work required and monitoring progress, gathering relevant information and evaluating options against agreed criteria • Recognises and takes responsibility for addressing predictable and less predictable problems when rescheduling according to priorities
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTWOR303 Schedule resources	ICTWOR3041A Schedule resources	Updated to meet Standards for Training Packages	Equivalent unit

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 ICTWOR303 Schedule resources

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Performance Evidence

Evidence of the ability to:

- identify resource requirements from plans, equipment and system manuals, specifications and relevant enterprise policy
- plan and provision to meet key dates and milestones for:
 - appropriately skilled labour
 - volume and type of material
- monitor work progress, and coordinate and adjust resource requirements to meet client needs and cost parameters.

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 appropriate engineering and design practices and procedures
- identify enterprise permit procedures and enterprise recording procedures
- identify relevant industrial awards and work health and safety (WHS) practices
- outline relevant plant and equipment operations
- identify relevant statutory requirements
- describe team communication processes and deadline setting
- explain time management techniques
- identify tools, equipment and materials required to do the work
- outline work planning and organisational theory.

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 telecommunications – workplace effectiveness field of work and include access to:

- a suitable telecommunications operations site
- current equipment
- relevant enterprise and site related documentation
- relevant regulatory, supplier and equipment documentation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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