



Australian Government

RIICAM410 Maintain asset inventories

Release: 1

RIICAM410 Maintain asset inventories

Modification History

Release	Comments
Release 1	This version first released with the RII Resources and Infrastructure Industry Training Package Version 8.0. Newly created unit.

Application

This unit describes the skills and knowledge required to update and maintain asset inventories. This includes an understanding of asset attributes and knowledge of asset inventory systems.

The unit applies to those who work in a supervisory or paraplanning role. They generally perform a broad range of operation activities in their area of responsibility and are responsible for monitoring a safe work environment.

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

Unit Sector

Civil Infrastructure Asset Management

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. Determine level of maintenance required for asset inventory	1.1 Obtain, interpret, clarify and confirm work requirements according to legislation, standards, regulations, codes, guidelines and manuals 1.2 Determine purpose of work activity and required outcomes 1.3 Identify and select civil infrastructure dataset according to task requirements 1.4 Determine risk management strategies required for asset inventory maintenance

2. Adjust asset records	2.1 Collect asset data from required personnel 2.2 Identify asset attributes required for maintenance and update according to work requirements 2.3 Determine inconsistencies in provided data and seek clarification, where required 2.4 Confirm asset inventory meets organisational policies and procedures
3. Monitor and report on asset inventory system	3.1 Determine completeness of asset inventory maintenance according to task requirements 3.2 Identify missing components of asset inventory according to organisational policies and procedures 3.3 Submit report to required personnel on asset inventory updates according to task requirements 3.4 Seek and respond to feedback

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	Maintain current knowledge of asset inventory systems and processes
Oral communication	Conveys information and requirements clearly and listens actively
Planning and organising	- Plans, organises and completes work according to defined requirements and schedules - Prioritises tasks and own workload for required outcomes
Reading	Identifies and interprets information from workplace procedures, policies and documentation
Technology	Use business technology to operate computerised asset inventory systems

Unit Mapping Information

New unit

Links

Companion Volume Implementation Guide is found on VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIICAM410 Maintain asset inventories

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- maintain asset inventories for at least two different asset classes.

In the course above, the candidate must:

- locate and apply required documentation, policies and procedures and confirm that the work activity is compliant
- determine organisation asset inventory system requirements
- classify and record changes in assets according to available data
- apply diagnostic, problem solving and decision making techniques
- communicate clearly and concisely with others to receive and clarify work instructions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key requirements of legislation, codes, regulations, standards and security arrangements relating to maintaining asset inventories, including:
 - environmental issues
 - financial probity
 - work health and safety measures
- organisational policies and procedures applicable to recording and updating asset inventories, including:
 - financial plans
 - levels of service
 - summary reports

- work orders
- work schedules
- record formats
- different stages of an asset lifecycle, including:
 - deteriorating assets
 - newly acquired assets
 - retiring assets
- features of asset inventories, including:
 - asset attributes, including:
 - expected replacement value
 - expected useful life
 - location
 - rehabilitation schedule
 - replacement cost
 - asset condition
 - asset criticality
 - asset history, including:
 - maintenance works
 - refurbishments
 - renewals
- key asset classes, including:
 - civil structures and foundations
 - road infrastructure
 - parks and open spaces
 - underground services
- key types of asset inventory systems, including their types, sources of information and functions.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - asset inventories
 - personal protective equipment
 - equipment required for maintaining asset inventories
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,

- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years

Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.
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*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

***While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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