



Australian Government

TLIX0065 Maintain technical data and information

Release: 1

TLIX0065 Maintain technical data and information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to maintain technical data and information.

It includes collating and updating technical data and information systems and preparing reports from organisation's technical data management systems in good order on a day-to-day basis in accordance with relevant organisational policy and procedures.

This unit was developed for individuals involved in design, development and maintenance of technical data but is applicable to individuals in broader logistics roles.

Individuals work independently or as part of a team under direct 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 policy and procedures.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1 Collate technical data and information

1.1 Technical data and information to be incorporated into organisation's records system is identified in accordance with data and technical information

			management system requirements
	1.2		Technical data and information to be incorporated into organisation's information management systems is recorded in accordance with data and technical information management system requirements
	1.3		Technical data and information is sorted and catalogued in accordance with workplace requirements
	1.4		Security and access requirements for technical data and information are adhered to in accordance with management system
2	Update technical data and information system	2.1	Technical data and information of direct interest to business unit is monitored
		2.2	New or revised technical data and information is identified, implemented, and incorporated in accordance with authorised systems
		2.3	Movement and use of technical data and information is updated in accordance with authorised systems
		2.4	Technical data and information systems are updated accurately within timeframes set by systems
		2.5	Technical data and information is archived or disposed of in accordance legislative and contractual requirements and security caveats
3	Prepare reports from organisation's technical data management system	3.1	Request for reports is interpreted and clarification of content and frequency is sought as required
		3.2	Reports are prepared from organisation's technical data management system in accordance with instructions or request
		3.3	Format and style of reports as outlined in organisational procedures are complied

with

3.4

All reports from organisation's technical data management system are prepared within workplace requirements in accordance with security and access procedures

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 can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIX4035 Maintain technical data and information.

Links

Companion Volume Implementation Guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIX0065 Maintain technical data and information

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Performance Evidence

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

- analysing data and information
- applying relevant implementation processes
- applying technical data and information and project management knowledge in technical data and information systems
- applying technical data and information plans knowledge to work being performed and to guide problem solving
- completing work area housekeeping requirements including documenting technical data and information management activity and process outcomes
- consulting and negotiating effectively with internal and external stakeholders, receiving their input and resolving potential areas of conflict or concern to ensure overall technical data and information systems objectives are achieved
- contributing to reports of results
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- implementing processes to enable new technical data and information system requirements to be effectively transitioned across the life cycle including integrated logistics support considerations, environmental and sustainability issues, and validation and verification activities
- incorporating feedback and analysis of information to overcome challenges or setbacks
- maintaining technical data and information management systems successfully
- modifying activities to cater for variations in workplace context and environment
- monitoring and reporting on implementation processes
- monitoring processes to ensure technical data and information systems continue to enable operational requirements to be attained, which may involve performance metrics
- working and communicating effectively and constructively with stakeholders involved in the workplace.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the

requirements of the elements and performance criteria and include knowledge of:

- applicable standards. for information systems
- organisational communication protocols
- data management principles and processes including functional requirements for data management
- own role in relation to wider organisational or project context
- protocols for storing data
- relevant details of technical regulatory framework, organisational engineering management plans and technical data management plans
- relevant procedures for maintaining technical data and information
- reporting styles
- security and access protocols.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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