



**Australian Government**

# **TLIX4024 Apply configuration management processes and procedures**

**Release: 1**

# **TLIX4024 Apply configuration management processes and procedures**

## **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 apply configuration management processes and procedures in accordance with relevant organisational policy and procedures.

The application of processes and procedures is specific to a variety of component processes including: configuration management administrative procedures, configuration management data collection and storage, and configuration management data retrieval.

This unit was developed for configuration management specialists working within materiel logistics but is applicable to individuals in broader logistics roles.

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.

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 Prepare to apply configuration management processes and procedures**

- 1.1 Requirements for applying processes and procedures are identified from work requests/instructions and are confirmed
- 1.2 Work health and safety (WHS)/occupational health and safety (OHS) requirements, including those contained in organisational procedures, are applied throughout the operation
- 1.3 Required resources and equipment are identified, acquired and prepared in accordance with organisational procedures
- 1.4 Sources of information relevant to configuration management requirements are identified and relevant information is obtained in accordance with organisational policy and procedures

**2 Apply configuration management processes and procedures**

- 2.1 Configuration management processes and procedures are implemented and monitored within resource constraints
- 2.2 Configuration management processes and procedures are amended based on changing circumstances in accordance with organisational policy and procedures

**3 Monitor and report on configuration management processes and procedures**

- 3.1 Configuration management outcomes are reported to appropriate personnel in accordance with organisational policy and procedures
- 3.2 Configuration management processes and procedures are monitored and reviewed to ensure systems and/or equipment capability is maintained, in accordance with organisational policy and procedures

**4 Maintain records for configuration management processes and procedures**

- 4.1 Configuration management records are maintained in accordance with organisational policy and procedures
- 4.2 Configuration management records are amended and documented in accordance with organisational policy and 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 TLIX4024A Apply configuration management processes and procedures.

## 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 TLIX4024 Apply configuration management processes and procedures

## Modification History

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## Performance Evidence

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

- adhering to and applying relevant data collection, storage and retrieval requirements
- applying relevant configuration management knowledge to work being performed and to guide problem solving
- displaying resilience by continuing to move forward despite criticism or setbacks
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- operating equipment and systems relevant to configuration management activities
- using appropriate information technology and software.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- cataloguing and codification
- configuration management administrative procedures
- configuration management data collection and storage requirements
- configuration management data retrieval procedures
- level of written communication required to prepare letters and reports
- materiel life cycle
- organisational role relevant to configuration management
- safety, legislative and statutory requirements, including relevant environmental and sustainability issues
- technical regulatory framework.

## Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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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 include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- computer and relevant software
- legislation, guidelines, procedures and protocols relating to configuration management
- configuration management plans

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