



Australian Government

Assessment Requirements for TLIX4026

Apply codification and cataloguing processes and procedures

Release: 1

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Modification History

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

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
- analysing and interpreting codification and cataloguing data to source information from external and internal sources
- applying relevant codification and cataloguing knowledge to work being performed and to solving problems
- displaying resilience by continuing to move forward despite criticism or setbacks
- drawing on information from a variety of sources using research, analysis and judgement to identify information that needs to be incorporated into codification and cataloguing data
- identifying relationships between organisational goals and recognising how own work contributes to achieving these goals
- 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 and performance criteria and include knowledge of:

- codification and cataloguing administrative procedures
- codification and cataloguing data collection and storage requirements
- codification and cataloguing data storage and retrieval procedures
- configuration management
- integrated logistics support
- level of written communication required to prepare letters and reports
- materiel life cycle
- materiel sustainment
- organisational role relevant to codification and cataloguing
- 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 codification and cataloguing
- codification and cataloguing plans.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>