



Australian Government

TLIX4026 Apply codification and cataloguing processes and procedures

Release: 1

TLIX4026 Apply codification and cataloguing 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 collect, analyse and catalogue codification data and information in accordance with relevant organisational policy and procedures.

It includes identifying required codification information, analysing and preparing information for use, providing explanatory information and cataloguing information.

This unit was developed for codification and cataloguing 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.

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|---|---|
| 1 Prepare to apply codification and cataloguing processes and procedures | <ul style="list-style-type: none">1.1 Requirement for applying codification and cataloguing processes and procedures is identified from work requests/instructions and is confirmed1.2 Work health and safety (WHS)/occupational health and safety (OHS) requirements, including those contained in organisational procedures, are applied throughout the operation1.3 Required resources and equipment are identified, acquired and prepared in accordance with organisational procedures1.4 Sources of information relevant to codification and cataloguing requirements are identified and relevant information is obtained in accordance with organisational policy and procedures |
| 2 Apply codification processes and procedures | <ul style="list-style-type: none">2.1 Codification information and data is collated and analysed in accordance with organisational policy and procedures2.2 Research and analysis is conducted in accordance with codification requirements2.3 Codification is established and confirmed in accordance with organisational policy and procedures |
| 3 Apply cataloguing processes and procedures | <ul style="list-style-type: none">3.1 Codification outcomes are interpreted and catalogued in accordance with organisational policy and procedures3.2 Cataloguing is monitored and reviewed to ensure system capability is maintained in accordance with organisational policy and procedures |
| 4 Maintain records for codification and cataloguing processes and procedures | <ul style="list-style-type: none">4.1 Codification and cataloguing records are documented in accordance with organisational policy and procedures4.2 Codification and cataloguing records are reviewed and updated 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 TLIX4026A Apply codification and cataloguing 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 TLIX4026 Apply codification and cataloguing 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
- 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

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