



**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.

- |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Prepare to apply codification and cataloguing processes and procedures</b>     | <ul style="list-style-type: none"><li>1.1 Requirement for applying codification and cataloguing processes and procedures is identified from work requests/instructions and is confirmed</li><li>1.2 Work health and safety (WHS)/occupational health and safety (OHS) requirements, including those contained in organisational procedures, are applied throughout the operation</li><li>1.3 Required resources and equipment are identified, acquired and prepared in accordance with organisational procedures</li><li>1.4 Sources of information relevant to codification and cataloguing requirements are identified and relevant information is obtained in accordance with organisational policy and procedures</li></ul> |
| <b>2 Apply codification processes and procedures</b>                                | <ul style="list-style-type: none"><li>2.1 Codification information and data is collated and analysed in accordance with organisational policy and procedures</li><li>2.2 Research and analysis is conducted in accordance with codification requirements</li><li>2.3 Codification is established and confirmed in accordance with organisational policy and procedures</li></ul>                                                                                                                                                                                                                                                                                                                                                |
| <b>3 Apply cataloguing processes and procedures</b>                                 | <ul style="list-style-type: none"><li>3.1 Codification outcomes are interpreted and catalogued in accordance with organisational policy and procedures</li><li>3.2 Cataloguing is monitored and reviewed to ensure system capability is maintained in accordance with organisational policy and procedures</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>4 Maintain records for codification and cataloguing processes and procedures</b> | <ul style="list-style-type: none"><li>4.1 Codification and cataloguing records are documented in accordance with organisational policy and procedures</li><li>4.2 Codification and cataloguing records are reviewed and updated in accordance with organisational policy and procedures</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |

## 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>