



Australian Government

TLIX4035 Maintain technical data and information

Release: 1

TLIX4035 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 organisational technical data and information in good order on a day-to-day basis in accordance with relevant organisational policy and procedures.

It includes gathering technical data and information that is subject to organisational updates, performing required updates, retrieving reports from a data management system in response to a request, and monitoring aspects relevant to immediate business unit requirements.

This unit was developed for technical regulatory framework 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. 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 are identified in accordance with data and technical information management system requirements
- 1.2 Technical data and information to be incorporated into organisation's information 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 routinely monitored
- 2.2 New or revised technical data and information is identified 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 system is updated accurately within timeframes set by authorised systems
- 2.5 Technical data and information is archived or disposed of in accordance with authorised systems

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 TLIX4035A 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 TLIX4035 Maintain technical data and information

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:

- analysing data and information
- applying technical data and information plans knowledge to work being performed and to guide problem solving
- applying relevant implementation processes
- applying technical data and information and project management knowledge in technical data and information systems
- 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
- 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
- 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
- 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 positively with others involved in the workplace.

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:

- applicable standards
- data management principles and processes including functional requirements for data management
- own role in relation to wider organisational or project context
- relevant details of technical regulatory framework, organisational engineering management plans and technical data management plan.

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 technical data and information
- engineering management plans, technical data management plans, and technical data and information plans.

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