



Australian Government

Department of Education, Employment and Workplace Relations

TLIX4018A Apply materiel sustainment processes and procedures

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to apply materiel sustainment processes and procedures. The application of processes and procedures is specific to a variety of component processes including: materiel sustainment administrative procedures, materiel sustainment data collection and storage, and materiel sustainment data retrieval. There are no specific licensing or certification requirements applicable to this unit.

Application of the Unit

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This unit was developed for materiel sustainment specialists working within materiel logistics but is applicable to any individual in broader logistic roles.

Typically these individuals must demonstrate the ability to 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.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Prepare to apply materiel sustainment processes and procedures	1.1 Requirement for application of processes and procedures is identified from work requests/instructions and is confirmed 1.2 Occupational health and safety requirements, including those contained in organisation procedures, are applied throughout the operation 1.3 Resources and equipment required for the work are identified, acquired and prepared in accordance with organisational procedures 1.4 Sources of information relevant to materiel sustainment requirements are identified and obtained in accordance with organisational policy and procedures
2 Apply materiel sustainment processes and procedures	2.1 Materiel sustainment processes and procedures are implemented and monitored within resource constraints 2.2 Materiel sustainment processes and procedures are amended based on changing circumstances in accordance with organisational policy and procedures
3 Monitor and report on materiel sustainment processes and procedures	3.1 Materiel sustainment outcomes are reported in accordance with organisational policy and procedures 3.2 Materiel sustainment 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 materiel sustainment processes and procedures	4.1 Materiel sustainment records are completed in accordance with organisational policy and procedures 4.2 Materiel sustainment records are amended and documented in accordance with organisational policy and procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Materiel life cycle
- Materiel sustainment administrative procedures
- Materiel sustainment data collection and storage requirements
- Materiel sustainment data retrieval procedures

REQUIRED KNOWLEDGE AND SKILLS

- Organisational role relevant to materiel sustainment
- Safety, legislative and statutory requirements, including environmental, sustainability issues relevant to materiel sustainment
- Written communication to a level required in the preparation of letters and reports

Required skills:

- Apply materiel sustainment knowledge relevant to work being performed
- Display resilience by continuing to move forward despite criticism or setbacks
- Identify the relationship between organisational goals and recognise how own work contributes to the achievement of those goals
- Operate equipment and systems relevant to materiel sustainment activities
- Use appropriate information technology and software

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Assessment must confirm the ability to:
 - adhere to and apply relevant data collection, storage and retrieval requirements
 - apply knowledge of materiel sustainment to assist in work and to guide problem solving
- Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts

Context of and specific resources for assessment

- Competency should be assessed in the workplace or in a simulated workplace environment
- Access is required to:
 - computer and relevant software
 - legislation, guidelines, procedures and protocols relating to materiel sustainment
 - plans
 - workplace documentation

EVIDENCE GUIDE

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- Where possible, assessment should be supported by questions to assess required knowledge. Questioning techniques should suit the language and literacy levels of the candidate
- Assessment methods should reflect workplace demands such as literacy and the needs of particular groups
- Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of:
 - authenticated evidence from the workplace and/or training programs
 - case studies
 - demonstration
 - feedback from supervisors and peers regarding the candidate's ability
 - observation
 - portfolios
 - projects
 - questioning
 - reviews or reports prepared by the candidate
 - scenarios
 - simulation or role plays

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Organisation may include:

- enterprises that work in materiel sustainment
- other government departments or instrumentalities that work with materiel

Materiel sustainment may include:

- the management and provision of products and services needed to meet the preparedness and performance requirements of a materiel system from the time of acceptance into operational service until disposal at minimised life cycle cost. Materiel sustainment may also be referred to as asset management and includes

RANGE STATEMENT

	components of: sustainment management, engineering support, maintenance support, supply support and planning for disposal and/or carrying out end of life tasks
Organisational policy and procedures may include:	• Australian Standards • international standards • organisational instructions and standards
Materiel sustainment activities may include:	• administrative procedures • data collection and storage • data retrieval
Resources may include:	• financial • information technology applications and tools • infrastructure • personnel • time • transport
Materiel sustainment records may include:	• databases • files • finance systems • logistics information technology systems • logistics systems • registers • spreadsheets • technical data systems

Unit Sector(s)

Not Applicable

Competency Field

Competency Field X - Logistics