



Australian Government

Department of Education, Employment and Workplace Relations

TLIX4022A Implement and monitor configuration management plans

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to implement and monitor configuration management plans, including adjusting current and future activity, amending plans, acquiring resources, liaising with stakeholders and providing associated reports. Configuration management is a discipline applying technical and administrative direction and surveillance to: identify and document the functional and physical characteristics of a configuration item, control changes to those characteristics, and record and report change processing and implementation status. 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 configuration management 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 Identify requirements for the provision of configuration management	1.1 Sources of information relevant to configuration management plans are identified and obtained in accordance with organisational policy and procedures 1.2 Currency of information is reviewed and documented in accordance with organisational policy and procedures 1.3 Configuration management plans are assessed against reviewed information
2 Implement configuration management plans	2.1 Performance indicators and other criteria for measurement of achievement are implemented 2.2 Configuration management risks and impacts relevant to the plan are identified, reported and managed 2.3 Configuration management plans are implemented in accordance with organisational policy and procedures 2.4 Participation and contribution to configuration management activities is established and maintained in accordance with the plan
3 Monitor and report on implementation of configuration management plans	3.1 Configuration management plans are monitored and regularly reviewed in accordance with organisational policy and procedure 3.2 Plans are amended and documented in accordance with organisational policy and procedures 3.3 Performance measures are monitored to ensure they address all key aspects of organisational performance and meet the interests of stakeholders 3.4 Performance data is analysed on a regular and planned basis, both in terms of the indicators and compliance with organisational policy and procedures 3.5 Performance is reported to all stakeholders in a transparent manner and meeting all compliance requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Codification and cataloguing processes

REQUIRED KNOWLEDGE AND SKILLS

- Configuration management
- Configuration management processes related to planning
- Organisational policy and procedures impacting on configuration management
- Organisational role relevant to configuration management
- Product knowledge related to systems and/or equipment in service in the organisation
- Safety, legislative and statutory requirements, including environmental, sustainability issues
- Technical regulatory framework
- Written communication to a level required in the preparation of correspondence and reports

Required skills:

- Apply configuration management and project management knowledge relevant to work being performed
- Demonstrate an understanding of the strategic objectives of the organisation, and identify and assess potential alliances and effective strategies
- 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
- Implement processes to enable configuration management requirements to be effectively transitioned across the life cycle, including integrated logistics support considerations, and validation and verification activities, including environmental, sustainability issues
- Manage time and prioritise work to ensure objectives are met in accordance with the schedule
- Monitor processes to ensure that configuration management systems continue to enable the operational requirements to be attained - this may include performance metrics
- Negotiate and communicate effectively with key stakeholders (both internal and external) and resolve any potential areas of conflict or concern to ensure that overall configuration management objectives are achieved

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

- Assessment must confirm the ability to:
 - apply relevant implementation processes
 - monitor and report on these processes

EVIDENCE GUIDE

unit

- analyse data and information
- apply knowledge of configuration management plans 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 configuration management
 - plans
 - workplace documentation

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 unit of competency may include a combination of methods such as:
 - 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.

Sources of information may include:

- contractors
- customers
- legislation
- managers
- peers
- plans
- policies
- publications
- reference material
- standards
- supervisors
- suppliers

Configuration management plans may include:

- disposal
- facilities
- technical data
- training
- transitional plans

Organisational policy and procedures may include:

- Australian Standards
- international standards
- organisational instructions and standards

Performance indicators may include:

- costs
- milestones
- production
- resources
- scheduling
- timing

Compliance requirements may include:

- authority
- delegations
- environmental
- legislative
- organisational policy
- regulatory

Unit Sector(s)

Not Applicable

Competency Field

Competency Field X - Logistics