



Australian Government

Department of Education, Employment and Workplace Relations

TLIX4026A Apply codification and cataloguing processes and procedures

Release: 1

TLIX4026A Apply codification and cataloguing processes and procedures

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to collect, analyse and catalogue codification data and information including identifying required codification information, analysing and preparing information for use, providing explanatory information, and cataloguing the information. Codification is the act of establishing and maintaining an item of supply identification and related data under a recognised cataloguing system and/or the national system of another country participating in international codification systems. Cataloguing is the act of recording and promulgating selected management data relating to the items of supply in recognised catalogues. The application of codification and cataloguing is specific to a variety of component processes including: materiel logistics administrative procedures, materiel logistics data collection and storage, and materiel logistics data retrieval. There are no specific licensing or certification requirements applicable to this unit.

Application of the Unit

Application of the Unit

This unit was developed for codification and cataloguing specialists working within materiel logistics but is applicable to any individual in this field of work.

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 codification and cataloguing processes and procedures	1.1 Requirement for application of codification and cataloguing processes and procedures is identified from work requests/instructions and is confirmed 1.2 Occupational health and safety requirements, including those contained in organisation's 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 codification and cataloguing requirements are identified and obtained in accordance with organisational policy and procedures
2 Apply codification processes and procedures	2.1 Codification information and data is collated and analysed in accordance with organisational policy and procedures 2.2 Research and analysis is conducted in accordance with codification requirements 2.3 Codification is established and confirmed in accordance with organisational policy and procedures
3 Apply cataloguing processes and procedures	3.1 Codification outcomes are interpreted and catalogued in accordance with organisational policy and procedures 3.2 Cataloguing processes and procedures are 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	4.1 Codification and cataloguing records are documented in accordance with organisational policy and procedures 4.2 Codification and cataloguing records are reviewed and updated 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:

- Codification and cataloguing administrative procedures
- Codification and cataloguing data collection and storage requirements
- Codification and cataloguing data storage and retrieval procedures

REQUIRED KNOWLEDGE AND SKILLS

- Configuration management
- Integrated logistics support
- Materiel life cycle
- Materiel sustainment
- Organisational role relevant to codification and cataloguing
- Safety, legislative and statutory requirements, including environmental, sustainability issues relevant to codification and cataloguing
- Technical regulatory framework
- Written communication to a level required in the preparation of letters and reports

Required skills:

- Analyse and interpret codification and cataloguing data to source information for external and internal sources
- Apply codification and cataloguing knowledge relevant to work being performed
- Display resilience by continuing to move forward despite criticism or setbacks
- Draw 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
- Identify the relationship between organisational goals and recognise how own work contributes to the achievement of those goals
- 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 codification and cataloguing 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

- Competency should be assessed in the workplace or in a

EVIDENCE GUIDE

for assessment

simulated workplace environment

- Access is required to:
 - computer and relevant software
 - legislation, guidelines, procedures and protocols relating to codification and cataloguing
 - 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.

RANGE STATEMENT

Organisation may include:	- enterprises that require codification and cataloguing - other government departments or instrumentalities that work with materiel
Organisational policy and procedures may include:	- Australian Standards - international standards - organisational instructions and standards
Codification information and data may include:	- liaison - manufacturers information - physical descriptions - technical drawings - technical specifications
Cataloguing activities may include:	- administrative procedures - data management - data collection and storage - data retrieval - liaison
Codification and cataloguing records may include:	- databases - files - registers - spreadsheets

Unit Sector(s)

Not Applicable

Competency Field

Competency Field X - Logistics