



Australian Government

Department of Education, Employment and Workplace Relations

TLIX4035A Maintain technical data and information

Release: 1

TLIX4035A Maintain technical data and information

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to maintain the technical data and information of the organisation in good order on a day-to-day basis. It includes gathering together technical data and information that is subject to organisational updates, performing the required updates, retrieving reports from the data management system in response to a request, and monitoring those aspects which are relevant to the immediate business unit requirements. 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 technical regulatory framework 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 Collate technical data and information | <ul style="list-style-type: none">1.1 Technical data and information which should be incorporated into the organisation's records system are identified in accordance with the data and technical information management system1.2 Technical data and information which should be incorporated into the organisation's information systems is recorded in accordance with the requirements of the data and technical information management system1.3 Technical data and information is sorted and catalogued in accordance with workplace requirements1.4 Security and access requirements for technical data and information are adhered to in accordance with the management system |
| 2 Update technical data and information system | <ul style="list-style-type: none">2.1 Technical data and information which is of direct interest to the business unit is routinely monitored2.2 New or revised technical data and information is identified and incorporated in accordance with authorised systems2.3 Movement and use of the technical data and information is updated in accordance with authorised systems2.4 Technical data and information system is updated accurately and within the timeframes set by authorised systems2.5 Technical data and information is archived or disposed of in accordance with authorised systems |
| 3 Prepare reports from organisation's technical data management system | <ul style="list-style-type: none">3.1 Request for reports is interpreted and clarification of content and frequency is sought where necessary3.2 Reports are prepared from the organisation's technical data management system in accordance with instructions or request3.3 Format and style of reports are in accordance with organisational procedures3.4 All reports from the organisation's technical data management system are prepared within workplace requirements and in accordance with security and access 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 AND SKILLS

Required knowledge:

- Applicable standards
- Data management principles and processes including functional requirements for data management
- Relevant details of the technical regulatory framework, organisation engineering management plans and technical data management plan

Required skills:

- Apply technical data and information and project management knowledge in technical data and information systems
- Consult and negotiate effectively with stakeholders (both internal and external), receive their input and resolve any potential areas of conflict or concern to ensure that overall technical data and information systems objectives are achieved
- 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 new technical data and information system requirements to be effectively transitioned across the life cycle - this includes integrated logistics support considerations, including environmental, sustainability issues, and validation and verification activities
- Monitor processes to ensure that the technical data and information systems continue to enable the operational requirements to be attained - this may include performance metrics

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:
 - apply relevant implementation processes
 - monitor and report on implementation processes
 - analyse data and information
 - apply knowledge of technical data and information plans to assist in work and to guide problem solving
 - demonstrate understanding of personal role in

EVIDENCE GUIDE

	relation to wider organisational or project context • Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts • Consistency in performance and evidence that candidates have taken responsibility for maintaining technical data and information includes applying, within authority, the requirements of the job or work role in relation to: • contributing to reports of results • completing work area housekeeping requirements including documenting technical data and information management activity and process outcomes • successfully maintaining technical data and information management systems • modifying activities to cater for variations in workplace context and environment • working and communicating effectively and positively with others involved in the workplace
Context of and specific resources for assessment	• Competency should be assessed in the workplace or in a simulated workplace environment • Specific resources for assessment • Access is required to: • computer and relevant software • legislation, guidelines, procedures and protocols relating to technical data and information • 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

EVIDENCE GUIDE

- 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.

Data and technical information management system may include:	• allocating access/security status • capturing structural and contextual metadata • classifying and indexing items • computer-based, paper-based, microfiche and manual systems • generating and allocating unique identifiers to data items • identifying and recording disposal status items • identifying technical data and information creators • links between technical data and information items • locating and tracking items • naming/titling items • negotiating transfer of custody or ownership • recording the use history of items
Workplace requirements may include:	• arrangements for disposal and archiving of technical data and information • identifying disposal and/or archiving criteria • numbering system or naming conventions for technical data and information • timeframe for processing
Security and access requirements	• intellectual property restrictions

RANGE STATEMENT

may include:

Monitoring technical data and information which is of direct interest to the business unit may include:

- protection of privacy
- security restrictions
- trade secrets or commercial in confidence information
- audit trail or log of users and activity in systems
- compliance with access rules
- compliance with disposal procedures
- correct use of spelling, spacing and numbering
- data integrity
- disparity, sentencing difficulties or gaps in retention and disposal coverage
- disputes arising from matters, particularly access questions
- failures in tracking or increases in lost items
- input of metadata requirements
- legal precedents requiring changes to system/s
- records of authorisation of destruction
- reliability of optical character recognition techniques
- retention of records
- scanned clarity of images
- security
- space shortages
- storage standards maintenance
- volumes of actions or accumulations of records above or below anticipated levels

Authorised systems may include:

- applicable industry and international standards
- authorised data technical information management frameworks and systems
- engineering management plans (including technical data management plans and configuration management plans)
- relevant organisational instructions
- relevant technical regulatory framework

Reports may include:

- ad hoc reports
- part of a management solution for another support/operational function
- regular records management reports
- specific reports such as:
 - defect trends
 - design support network reviews
 - engineering delegations
 - engineering design
 - engineering instructions and standards

RANGE STATEMENT

Format and style of reports may be:

- maintenance data
- maintenance instructions
- system management reports
- computer-generated
- formal
- informal
- manual

Unit Sector(s)

Not Applicable

Competency Field

Competency Field X - Logistics