



Australian Government

Department of Education, Employment and Workplace Relations

TLIX5021A Manage configuration management processes

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to prepare for configuration management processes, to manage those processes throughout the materiel life cycle and to report on those processes in the organisational environment. 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 configuration management requirements	1.1 Sources of information relevant to configuration management 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 requirements are defined and documented in accordance with organisational policy and procedures
2 Develop configuration management processes	2.1 Consultation with stakeholders is conducted in accordance with organisational policy and procedures 2.2 Configuration management processes are developed and recorded in accordance with organisational policy and procedures 2.3 Key performance indicators are developed and documented in accordance with organisational policy and procedures 2.4 Analysis of configuration management processes is developed and documented in accordance with organisational policy and procedures
3 Apply configuration management processes	3.1 Configuration management risks and impacts are identified, recorded and managed 3.2 Configuration management procedures are applied in accordance with legislative requirements 3.3 Configuration management processes are carried out in accordance with organisational policy and procedures 3.4 Failures and variances are documented, reported and managed in accordance with organisational policy and procedures 3.5 Participation and contribution to configuration management processes is established and maintained
4 Review configuration management processes	4.1 Performance systems and processes are monitored and analysed to assess progress 4.2 Systems, procedures and records associated with documenting performance are managed in accordance with organisation's requirements 4.3 Configuration management processes are reviewed in accordance with organisational policy and procedures 4.4 Changes required are identified and prepared in accordance with organisational policy and procedures 4.5 Amendments to configuration management processes are incorporated into plans and promulgated to relevant stakeholders 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 processes
- Configuration management principles and processes
- Industrial base capability
- Legislative and regulatory environment, including environmental, sustainability issues as it pertains to materiel logistics
- Logistics governance
- Management processes
- Organisational policy and procedures
- 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 relevant to configuration management

Required skills:

- Apply configuration management and project management knowledge relevant to configuration management processes
- 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
- Focus on clear communication of configuration management processes, present information confidently and select appropriate medium for communication to a range of audiences
- Identify, review and analyse information that may impact on configuration management processes, or may be impacted by configuration management processes
- 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
- Undertake research and analysis to identify and develop configuration management processes
- Use appropriate information technology and software for configuration management processes

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 relevant occupational health and safety requirements
 - identify and establish configuration management operation processes
 - identify, acquire and adjust resources as necessary to ensure effective/efficient performance of the processes
 - initiate and efficiently monitor processes
 - initiate any remedial action required
 - effectively and efficiently manage configuration management processes
- 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

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.

Sources of information may include:

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

Organisational policy and procedures may include:

- Australian Standards
- international standards
- logistical support analysis
- organisational instructions and standards

Stakeholders may include:

- capability managers
- contractors
- customers
- project managers

RANGE STATEMENT

	• regulators • regulatory authorities • subordinates • supervisors • suppliers • team members
Key performance indicators may include:	• costs • milestones • production • resources • timings • scheduling
Resource processes may include:	• financial • information technology applications and tools • infrastructure • personnel • transport
Legislative requirements may include:	• regulations related to such matters as export and import licensing, taxes and duties • relevant federal, state and local government legislation and regulations including certification requirements
Promulgated may include:	• authorised • documented • endorsed • issued • published

Unit Sector(s)

Not Applicable

Competency Field

Competency Field X - Logistics