



Australian Government

Department of Education, Employment and Workplace Relations

TLIX5036A Manage and monitor technical data and information systems

Release: 1

TLIX5036A Manage and monitor technical data and information systems

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to manage and monitor all technical data and information creation, capture, use and monitoring activities within the data management system. This competency occurs with the system framework established by others. It may also be used to review these processes and activities. 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 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 Designate detailed technical data and information use, and maintenance responsibilities	1.1 Responsibilities for technical data and information use and maintenance activities are designated to staff in accordance with approved system framework, organisational policy and the abilities of individual staff 1.2 Rules for the operation of the system are devised in compliance with approved systems framework 1.3 Resources for approved budget period are allocated in accordance with policy and the strategic plan
2 Develop key performance indicators for technical data management activities	2.1 Measurable performance indicators are developed for technical data management activities in accordance with the authorised systems 2.2 Data management responsibilities of individual personnel/organisational units are identified and documented 2.3 Acceptable range of variation for compliance is determined based upon data management responsibilities, applicable data management system and organisation's risk management analysis
3 Develop monitoring methodology	3.1 Methodology for monitoring the technical data management system's rules, standards and procedures is developed based upon authorised systems 3.2 Methodology developed includes timeframes involved, means of surveillance and form of reporting 3.3 Methodology, performance criteria and the ranges of variation from the standards and rules are submitted to appropriate authority for approval
4 Monitor a technical data management system	4.1 Monitoring is undertaken in accordance with approved timeframes and frequency 4.2 Staff being monitored are notified in accordance with organisational policy and guidelines, where applicable 4.3 Any variation from data management system's framework, rule, standards and procedures that exceed the agreed limit is noted and details of the situation are recorded 4.4 Where required, reports are provided to appropriate authority relating to technical data and information use and maintenance, and are in the required format, at the required intervals
5 Identify and respond to problems and changes	5.1 Problems and changes requiring a systematic response are identified from monitoring reports and external events 5.2 Recommendations are made for revisions to systems, procedures, and future (strategic) plans in response to identified variations, changes and problems 5.3 Amendments to systems are devised and implementation is

ELEMENT**PERFORMANCE CRITERIA**

- planned, in response to problems and changes that require a systemic response
- 5.4 Recommendations for system amendments and the planning and implementation required are prepared, and approval is sought from appropriate authority
- 5.5 Procedures for using technical data and information systems, and subsequent alterations and amendments to the procedures are authorised, ensuring that performance indicator parameters and access rules are adhered to
- 6 Designate technical data and information creation and capture responsibilities**
- 6.1 Responsibilities for technical data and information creation and capture activities are designated to staff in accordance with organisational policy
- 6.2 Technical data and information creation and capture performance targets are set within the parameters of the technical data management plan
- 6.3 Resources for the budget period are allocated in accordance with organisational policy and strategic plan

Required Skills and Knowledge**REQUIRED KNOWLEDGE AND SKILLS**

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

Required knowledge:

- Area of technical expertise
- Data management, standards, principles, process and functional requirements
- Details of the technical regulatory framework, organisation's engineering management plans and the technical data management plan
- Established communication channels and protocols
- Organisational functions, structure and culture
- Organisational policy, strategies and procedures
- Organisation's data management systems
- Organisation's rules for the capture of, access to, and use and maintenance of, technical data and information
- Organisation's technical classification scheme and language
- Problem identification and resolution
- Procedures for recording, reporting and maintaining workplace records and information
- Quality assurance principles and processes

REQUIRED KNOWLEDGE AND SKILLS

- Work flow and business process re-engineering principles and practices

Required skills:

- Apply technical data and information and project management knowledge to technical data and information systems
- Consult and negotiate effectively with key stakeholders (both internal and external) 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 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

Context of and specific resources

- Competency should be assessed in the workplace or in a simulated workplace environment

EVIDENCE GUIDE

for assessment

- Access is required to:
 - computer and relevant software
 - legislation, guidelines, procedures and protocols relating to technical data and information systems
 - 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 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.

Technical data and information

- as specified and defined in the technical regulatory framework

RANGE STATEMENT

may be:

- included either explicitly or implicitly in the established system framework

Approved system framework:

- is established by an approved authority and issued as the basis of all technical data and information management
- contains:
 - high level accountability and functional responsibilities
 - high level control/management requirements and protocols
 - key aspects of technical regulatory framework
 - outline of the structuring rules for repositories, cataloguing systems, security access systems, processes and software
 - protocols on functionality, maintainability and growth
 - technical context
 - technologies/standards

Rules may include:

- allocating access/security status
- capturing structural and contextual metadata
- classifying and indexing items
- 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 of history of items

Measurable performance indicators may include:

- those developed for specific tasks
- those incorporated in the data management system
- performance indicators that relate to:
 - disposal (percentage of data, unsentenced data, overdue for disposal action, functions/data not covered by disposal schedules)
 - parameters for tracking of technical data and information
 - retrieval and access (security and access rules, response to request time limits, service levels for requests)

Data management responsibilities may include:

- established systems framework
- organisation's responsibility and accountability analysis
- system's rules, standards and procedures

RANGE STATEMENT

Identified and documented may include:

- established systems framework
- organisation's responsibility and accountability analysis
- system's rules, standards and procedures

Means of surveillance may include:

- examination of results (technical data and information)
- form/s of reporting
- real-time observation (security of process)
- statistical reports
- selected snapshots of the system

Appropriate authority may include:

- chief executive officer
- delegated individual
- external public authority
- nominated senior management representative
- senior management team
- technical/engineering authority

Monitoring may include:

- number of systems
- single data management system

Variation may include:

- increases or decreases in the use of particular technologies/standards
- variations from the data management system's performance or capacity
- variations within the agreed limit but which are consistent

Reports may include:

- technical data and information capture
- technical data and information compliance
- technical data and information creation
- technical data and information maintenance
- technical data and information use

Problems and changes may include:

- changes in administrative changes to functions/activities
- changes to organisational structures
- legislative or technical regulatory changes
- technological change and implementation

Systemic may include:

- current technical data management systems
- technical systems (which generate technical data and information)
- storage facilities systems
- systemic changes which may include:
 - amendment to the classification system
 - bulk movement of technical data and information to control
 - migration of systems
 - new classification and control language

RANGE STATEMENT

- Revisions may include:
- new disposal classes or retention periods
 - new organisational or business unit functions
 - access rules and procedures
 - classification and indexing schemes
 - disposal schedules
 - storage projections and requirements
 - technical data and information specifications
- Recommendations for system amendments may include:
- changes to/enforcement of procedures
 - counselling of non-conforming individuals/business units
 - disciplinary action

Unit Sector(s)

Not Applicable

Competency Field

Competency Field X - Logistics