

Training Package	Information Technology ICA99	Unit Code
Title:	Maintain equipment/software inventory	ICAITS008B
Unit Descriptor	This unit defines the competency required to record and store the organisation's software, equipment and technical documentation.	HSC Indicative Hours: 15
Field/Stream	Support Information Technology	
Related Competency Standards	The project life cycle and the IT methodology employed will determine which particular units of competency are relevant to this unit, some include the Project Management, Implementation, Use, Documentation and Teamwork functional areas.	

Key Competencies							
Collect, Analyse, and Organise Information	Communicate Ideas and Information	Plan and Organise Activities	Work with Others and in Teams	Use Mathematical Ideas and Techniques	Solve Problems	Use Technology	Cultural Understandings
2	1	2	1	1	1	1	1

Related learning for the HSC	Resources that may be used for in training and assessment for this unit
<p>Students may draw on skills and knowledge developed in other studies to achieve competency in this unit. This can include:</p> <ul style="list-style-type: none"> • Systems Design and Development • Information Processes and Technology 	<ul style="list-style-type: none"> • Non-endorsed materials for ICAITS008B • National Information Technology Module ITC201 – Computer Hardware Fundamentals • National Information Technology Module ITH201 – Computer Administration • National Information Technology Module ITH302 – PC User Fundamentals • Computer manuals and tutorials • Materials developed by Registered Training Organisations • Various commercially produced materials including textbooks and computer tutorials

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Element of Competency	Performance Criteria	Underpinning Skills and Knowledge	Evidence Requirements	HSC Requirements
1. Document and update inventory	<ol style="list-style-type: none"> 1. Inventory is maintained to include Information Technology equipment movements, new purchases or redundant equipment 2. Software inventory and licenses are maintained and updated in line with upgrades 3. Manuals and associated technical documentation are recorded and stored 4. Unused equipment is stored according to technical manuals 	<ul style="list-style-type: none"> • Basic understanding of systems • Basic software licensing requirements • General copyright regulations • Broad knowledge of inventory principles and procedures • Current business practices in relation to preparing reports 	<p>Critical aspects of assessment</p> <p>Assessment must confirm the ability to accurately and regularly update and maintain the software, equipment and technical documentation inventory according to identified storage and retrieval policy and procedures; Software licensing requirements are adhered to according to vendor specifications; Inventories are regularly accessed and kept up to date; Literacy skills in regard to workplace documentation and technical manuals are demonstrated.</p>	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • inventory management, including storage, disposal and tracking • ordering/purchasing policies and procedures • software licences • recording and filing conventions • electronic and printed resources

Element of Competency	Performance Criteria	Underpinning Skills and Knowledge	Evidence Requirements	HSC Requirements
2. Store technical documentation	<ol style="list-style-type: none"> 1. Technical documentation is stored as required by organisational guidelines 2. Technical documentation is accessed and disseminated as required to meet client requirements 	<ul style="list-style-type: none"> • Basic reading, writing and interpretation skills in regard to workplace documentation • Plain English literacy and communication skills in relation to the presentation of information • Problem-solving skills for a defined range of predictable problems • Low level decision-making skills 	<p>Interdependent units of assessment</p> <p>This unit may be assessed with any of the following: ICAITU004B, ICAITU005B, ICAITU006B, ICAITU007B, ICAITU012B, ICAITU013B, ICAITU014B, ICAITS015B, ICAITS017B. The interdependence of unit of competency for assessment will vary with the particular project or scenario</p>	<p>Learning experiences for the HSC must include:</p> <ul style="list-style-type: none"> • the interpretation of inventory management policies • using a catalogue system to physically locate a range of items (this could be carried out in a library) • developing a list of resources/references for one software and one hardware product that could be used to help solve technical problems.

Resources	Competency can be demonstrated in a simulated environment. Peers and supervisors for obtaining information on the extent and quality of the contribution made.
Consistency	Competence in this unit needs to be assessed using formative assessment to ensure consistency of performance in a range of contexts.
Context	Work is carried out under direct supervision. An individual demonstrating these competencies would be able to: <ul style="list-style-type: none"> • demonstrate knowledge by recall in a narrow range of areas • demonstrate basic practical skills, such as the use of relevant tools • perform a sequence of routine tasks given clear direction, and • receive and pass on messages/information.
Range of Variables	
Variable	Scope
Equipment	Variables may include, but are not limited to: personal computers, networked systems, personal organisers, communications equipment; peripherals may include, printers, scanners, tape cartridges, speakers, multi-media kits; keyboard equipment may include mouse, touch pad keyboard, pens.
Software	Variables may include, but are not limited to: commercial software applications; organisational specific software; word processing, spreadsheet, database, graphic, mail, Internet browsers and presentation functionalities.
Organisation	Variables may include, but are not limited to: security procedures; storage and retrieval of product licenses; storage of Information Technology equipment and documentation; disposal policy; technical manuals, in-house, product and vendors.
Literacy	Literacy in regard to technical documentation.
Client user	May be a department within the organisation or a third party. Consequently, the relationship and ease of access will vary.
Documentation and reporting	Audit trails, naming standards, version control.
OH&S standards	As per company, statutory and vendor requirements. Ergonomic and environmental factors must be considered during the demonstration of this competency.
Organisational standards	May be based upon formal, well-documented methodologies or non-existent. For training delivery purposes, best practice examples from industry will be used.