Australian Government

PSPGEN004 Access and use resources

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.
	This unit supersedes and is equivalent to PSPGOV204B Access and use resources.
	• Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to use resources to achieve work objectives. It includes accessing and using resources and administering physical resource usage.

This unit applies to those working in generalist or specialist roles across the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work as part of a team or autonomously, performing routine tasks in familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. **Access and use resources**	1.1 Identify and access resources required to achieve work outcomes.
	1.2 Use resources efficiently and effectively.
2. **Administer physical resources**	2.1 Obtain and maintain supplies and materials required to support the operation of the workgroup.
	2.2 Maintain records of resource usage as required by the organisation or work unit.
	2.3 Process orders promptly.
	2.4 Store supplies and materials appropriately to protect against theft and fraudulent activity.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV204B Access and use resources.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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