



Australian Government

Department of Education, Employment and Workplace Relations

PSPGOV503B Coordinate resource allocation and usage

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers coordination and monitoring of available resources to achieve work unit outcomes. It includes allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage.

In practice, coordination of resource allocation and usage may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, working with diversity, research and analysis etc.

This is one of 5 units of competency in the *Working in Government and Management* Competency Fields that deal with resources. Related units are:

- PSPGOV204B Access and use resources
- PSPGOV305B Access and use resources and financial systems
- PSPGOV403B Use resources to achieve work unit goals
- PSPMNGT602B Manage resources
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No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Allocate available resources to achieve results | 1.1 Required <i>resources</i> are identified, obtained and allocated to enable achievement of work unit objectives.
1.2 Resource allocation is undertaken in accordance with <i>legislation, policies and guidelines</i> . |
| 2. Monitor and evaluate resource usage | 2.1 Systems are implemented to enable timely and accurate monitoring and evaluation of resource usage against targets and organisational standards.
2.2 Records of resource allocation and usage are maintained in accordance with relevant legislation and guidelines.
2.3 Resource usage issues are identified, analysed and addressed within limits of individual delegation or referred in accordance with organisational procedures.
2.4 Replacements or additional resources are allocated as required. |
| 3. Report on resource usage | 3.1 Resource usage is reported in required format and on a regular basis in accordance with organisational requirements.
3.2 Reports are completed to indicate the level of performance achieved and any follow-up action.
3.3 Technology is applied to resource management systems in accordance with organisational requirements. |

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- accessing and using legislation and guidelines relating to resource allocation and usage
- meeting organisational reporting requirements
- recordkeeping in relation to resource allocation and usage
- accessing and using information systems in the context of resource allocation and usage
- responding to diversity, including gender and disability
- applying public sector legislation including occupational health, safety and environment and sustainability in the context of resource allocation and usage

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, policy and guidelines relating to resource allocation and usage
- operational procedures for accessing, storing, maintaining and using resources
- stock handling procedures
- financial management principles and procedures
- budget processes
- fraud control guidelines
- government security procedures relating to resources
- equal employment opportunity, equity and diversity principles
- public sector legislation including occupational health, safety and environment and sustainability in the context of resource allocation and usage

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC501B Promote the values and ethos of public service
 - PSPGOV502B Develop client services
 - PSPGOV504B Undertake research and analysis
 - PSPGOV505A Promote diversity
 - PSPGOV507A Undertake negotiations
 - PSPGOV511A Provide leadership
 - PSPGOV512A Use complex workplace communication strategies
 - PSPGOV513A Refine complex workplace documents
 - PSPGOV517A Coordinate risk management
 - PSPLEGN501B Promote compliance with legislation in the public sector
 - PSPOHS501A Monitor and maintain workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- coordination of resource allocation and usage in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to resource allocation and usage
- case studies and workplace scenarios to capture the range of situations likely to be encountered when coordinating resource allocation and usage

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be

encountered when coordinating resource allocation and usage, including coping with difficulties, irregularities and breakdowns in routine

- coordination of resource allocation and usage in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- demonstration
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Resources may include:

- finances
- facilities
- equipment
- stock and supplies
- human
- technical expertise
- consultants
- information, knowledge and other intellectual resources

Legislation, policies and guidelines may include:

- public sector legislation, policies and procedures
- procurement legislation and guidelines
- fraud control
- government security management
- environmental and sustainability practices
- organisational code of practice
- public sector code of ethics
- asset management legislation and guidelines
- financial management legislation and guidelines

Unit Sector(s)

Not applicable.

Competency field

Working in Government.