



Australian Government

Department of Education, Employment and Workplace Relations

PUAMAN002B Administer work group resources

Revision Number: 2

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Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency to administer work group resources to support the achievements of organisational and operational objectives.

Application of the Unit

This unit applies to public safety managers with responsibility for resources allocation. It is relevant for managers at a local level through to organisational level.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Access and allocate resources	1.1 Required <i>resources</i> are identified, and accessed in accordance with organisation's policy and procedures.
	1.2 <i>Resources are allocated</i> to facilitate required outcomes .
	1.3 Equipment stock and supplies are stored in accordance with <i>organisation's policy and procedures.</i>
	1.4 Resources are handled in accordance with organisation's policy and procedures and <i>resource management systems.</i>
2. Monitor, evaluate and report on resource usage	2.1 Records of resources allocation and usage are maintained in accordance with relevant legislation and organisational guidelines.
	2.2 Resource usage is monitored and evaluated against targets and organisational standards.
	2.3 Resource utilisation issues are addressed.

Required Skills and Knowledge

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

Required Skills

- evaluate resource usage
- interpret budget reports
- monitor resource allocation and usage
- produce resource reports
- utilise resource inventories

Required Knowledge

- computer based tools to produce resource reports
- equal employment opportunity policy and procedures
- management information systems
- occupational health and safety policy and procedures
- organisation's policies and procedures for budget administration
- organisation's policy and procedures relating to resource acquisition and allocation
- stock handling procedures

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential for this unit that competence be demonstrated in knowledge and application of the coordination of resources in a range of contexts to achieve the organisation's objectives.

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

Evidence of competent performance should be gathered by observing an individual in a resource coordination role in the workplace or exercise or operational environment.

Specific resources for assessment

No special requirements.

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. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Resources may include:

- finances
- facilities equipment
- stock and supplies
- human resources

Organisation's policy procedures and standards may include:

- equal employment opportunity and occupational health and safety work group policy and procedures
- environmental protection and sustainability
- organisation's work group plans
- organisation's financial and other resource management guidelines
- technology and data associated with management information systems

Resource management systems may include:

- human resource systems
- computer databases resource lists
- contact details lists
- financial accounting systems
- communication systems

Allocations of resources considerations may include:

- suitability
- type of resource
- urgency
- cost effectiveness
- accessibility
- maintenance demands
- availability
- deployment time

Unit Sector(s)

Not applicable.