



Australian Government

Department of Education, Employment and Workplace Relations

RIIBEF605A Resource site plans and objectives

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the resourcing of site plans and objectives in the resources and infrastructure industries. It includes reviewing the allocation of resources, evaluating proposals for expenditure, developing and maintaining worksite budgets and obtaining resources for worksite activities. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Application of the Unit

This unit is appropriate for those working in a management or supervisory role at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Review the allocation of resources	1.1. Access, interpret and apply compliance documentation relevant to the work activity 1.2. Ensure that systems for reviewing the allocation of resources provide accurate, comprehensive and up-to-date information 1.3. Ensure that criteria used includes industry accepted performance measures for the allocation of resources 1.4. Ensure that the review indicates the performance of the worksite in comparison with other worksites 1.5. Ensure that the review shows how effective the worksite's methods are compared to alternative methods of allocating resources 1.6. Gather, store and use information on the allocation of resources
2. Evaluate proposals for expenditure	2.1. Ensure that selected expenditure evaluation criteria are relevant, fair and clear 2.2. Evaluate proposals against the stated criteria within the agreed timescale 2.3. Evaluate proposals for their expected benefits and costs 2.4. Ensure that the accepted proposals clearly show how they support the worksite's objectives, strategies, values and policies 2.5. Highlight weaknesses or inconsistencies in proposals to form a justifiable case for rejection or amendment 2.6. Conduct negotiations over proposals in a manner likely to ensure the cooperation, confidence and goodwill of the people involved
3. Develop and maintain worksite budgets	3.1. Analyse and interpret financial information for profit/productivity performance 3.2. Access performance and financial systems and processes to assess progress in achieving profit/productivity plans and targets 3.3. Develop, monitor and maintain the worksite's annual budget 3.4. Manage systems, procedures and records

	associated with documenting resource acquisition and usage
4. Obtain resources for the worksite activities	<ul style="list-style-type: none">4.1. Present a case for obtaining resources which is clear, consistent and supported by sound argument4.2. Pursue realistic alternative courses of action when the resources required are not fully realised4.3. Ensure that all agreements, communications and other activities to obtain resources are consistent with the mission, values and policies of the worksite

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following as required to resource site plans and objectives:

- apply legislative, organisation and site requirements and procedures for resourcing of site plans and objectives
- understand how the different parts of the worksite and its environment fit together
- clearly relate the goals and actions to the strategic aims of the worksite
- adopt communication styles appropriate to listeners and situations, including selecting an appropriate time and place
- develop and use contacts to trade information, and obtain support and resources
- create and prepare strategies for influencing others
- understand the culture of the worksite and act to work within it or influence it
- actively encourage the free exchange of information
- make best use of existing sources of information
- seek information from multiple sources
- break processes down into tasks and activities

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following as required to resource site plans and objectives:

- financial analysis, planning and management
- advanced communication techniques
- critical path analysis, planning methods and techniques
- human resource management
- assertive techniques
- risk management processes and techniques
- industrial awards/enterprise agreements
- OHS

Evidence Guide

<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:</p> <ul style="list-style-type: none"> • knowledge of the requirements, procedures and instructions for resourcing site plans and objectives • implementation of procedures and techniques for the safe, effective and efficient resourcing of site plans and objectives • the identification of the relevant information and scope of the work required to meet the required outcomes • the identification of viable options and the selection of methods of resourcing site plans and objectives that best meet the required outcomes • working with others to undertake and complete the resourcing of site plans and objectives • consistent successful resourcing of site plans and objectives
<p>Context of and specific resources for assessment</p>	<ul style="list-style-type: none"> • This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular worksites may differ due to the site circumstances.

	<ul style="list-style-type: none"> • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment should sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
<p>Method of assessment</p>	<p>This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods:</p> <ul style="list-style-type: none"> • written and/or oral assessment of the candidate's required knowledge in undertaking of the resourcing of site plans and objectives • observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes • identification of viable options and the selection for resourcing site plans and objectives that best meet the required outcomes • consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • working with others to undertake and complete the resourcing of site plans and objectives

	<ul style="list-style-type: none">• provision of clear and timely required support and advice on the resourcing of site plans and objectives
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p>Compliance documentation may include:</p>	<ul style="list-style-type: none"> • legislative, organisational and site requirements and procedures • manufacturer's guidelines and specifications • Australian Standards • common law • dangerous goods • development of training policies/programs to aid compliance • industrial relations • industry licensing • local government • mines Act • navigation • planning and assessment • trade practices • waterways • weights and measures • workers compensation/WorkCover • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
<p>Resources may include:</p>	<ul style="list-style-type: none"> • people • finance • equipment • environment • buildings/facilities • technology • information
<p>Negotiations may be with a variety of internal or external sources and may be:</p>	<ul style="list-style-type: none"> • formal or informal • short term or ongoing • multi-lingual and cross-cultural • enterprise agreements • legislation regulation compliance including:

	<ul style="list-style-type: none">• relative authorities• project managers• employees• contractors• customers• the community
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Unit Sector(s)

Business Effectiveness

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.