



Australian Government

BSBOPS101 Use business resources

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify, use and maintain resources to complete a variety of tasks under direct supervision.

The unit applies to those who are required to use a variety of business resources. These individuals typically work under supervision and guidance.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare resources	1.1 Identify business resources according to task requirements 1.2 Estimate quantities of resources required to complete the task 1.3 Access business resources with supervision 1.4 Check resources for usability according to task and organisational requirements
2. Operate resources	2.1 Use resource according to task requirements and under direct instruction 2.2 Identify resource shortages or faults and take action to ensure issue is resolved 2.3 Report issues outside area of own responsibility to appropriate personnel
3. Maintain resources	3.1 Identify maintenance requirements of resources

ELEMENT	PERFORMANCE CRITERIA
	3.2 Undertake maintenance for resource according to organisational requirements 3.3 Maintain records relating to resources under direct instructions 3.4 Store resources under direct instructions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> Follows instructions in familiar texts
Writing	<ul style="list-style-type: none"> Records and updates documents according to instructions
Oral communication	<ul style="list-style-type: none"> Follows simple instructions Asks clarifying questions and responds to answers
Numeracy	<ul style="list-style-type: none"> Uses rounding and other mathematical techniques to estimate quantity requirements
Self-management	<ul style="list-style-type: none"> Follows organisational procedures when tasks are beyond own level of responsibility Follows clearly defined instructions provided by others
Planning and organising	<ul style="list-style-type: none"> Completes routine tasks taking some limited responsibility for decisions regarding equipment and resource choices, operation and maintenance
Problem solving	<ul style="list-style-type: none"> Responds to routine problems by referring to instructions or standard procedures

Unit Mapping Information

Supersedes and is equivalent to BSBADM101 Use business equipment and resources.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>