



**Australian Government**

# **Assessment Requirements for BSBOPS501**

## **Manage business resources**

**Release: 1**

# Assessment Requirements for BSBOPS501 Manage business resources

## Modification History

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

## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop, implement and review at least three resource plans.

In the course of the above, the candidate must:

- consult with stakeholders and analyse information to determine the nature and level of resources required to achieve business objectives
- plan for, acquire and allocate the resources, incorporating strategies to maximise efficiency and manage risk
- develop and implement systems to:
  - incorporate efficient use of resources into work practices
  - monitor resource use against budgets and business objectives
- prepare a report that indicates the level of performance achieved and any adjustments needed to achieve service and product delivery standards.

## Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory context of the organisation in relation to managing resources
- contents of resource plans including:
  - acquisition and allocation of resources
  - timelines and the relationship to business strategies
  - contingency plans and processes
  - costs and budgets
- resource acquisition processes
- managing finance, including project budgets
- resource allocation review procedures

- objectives of business unit
- typical risks associated with managing business resources and risk management strategies
- procedures for risk management, including requirements for the consideration of potential changes in government priorities
- key elements and sources of information required to monitor usage of:
  - physical resources
  - human resources.

## Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant legislation, regulations, standards and codes
- workplace documentation and resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume Implementation Guide is found on VETNet -

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