



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSBATSIM406B Manage assets**

**Release: 1**

## **BSBATSIM406B Manage assets**

### **Modification History**

### **Unit Descriptor**

This unit covers the management of and accountability for the organisations assets. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

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### **Application of the Unit**

This unit applies to individuals with a broad knowledge of the business or core functions of organisations who contribute their skills and knowledge to monitoring and guiding the activities of organisations in the Indigenous community.

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### **Licensing/Regulatory Information**

### **Pre-Requisites**

### **Employability Skills Information**

This unit contains employability skills.

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### **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

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.

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# Elements and Performance Criteria

## Elements and Performance Criteria

Element	Performance Criteria
1 Recognise Board responsibilities for assets	1.1 Advise directors of their statutory responsibilities with respect to assets
	1.2 Explain the consequences for not complying with statutory responsibilities
2 Ensure assets records are established	2.1 Establish a <b>register</b> or registers for the organisation's <b>movable assets</b>
	2.2 Identify and document a job responsibility for the register
	2.3 Assure the security of assets records
	2.4 Record and secure <b>asset documents</b>
3 Develop and implement policies and procedures for the use of assets	3.1 Develop, approve and document policies and <b>administrative procedures</b> for managing assets
	3.2 Implement policies and procedures
4 Ensure that assets and records are maintained	4.1 Receive information with respect to assets and update records
	4.2 Undertake repairs as appropriate
	4.3 Document and report damage, loss or theft of assets
	4.4 Agree and document follow up action
5 Ensure insurance cover	5.1 Arrange and maintain insurance following acquisition
	5.2 Sign claims as appropriate for damage, loss or theft
6 Oversee an annual internal audit of assets	6.1 Check annually items recorded in the <b>asset register</b>
	6.2 Up-date asset register with current information
	6.3 Review and document reports

- 7 **Oversee acquisition and disposal of assets**
  - 7.1 Approve acquisitions and the disposal of assets in line with existing plans and budgets
  - 7.2 Meet funding body requirements regarding asset acquisition and disposal
  - 7.3 Follow organisational procedures

## **Required Skills and Knowledge**

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

### **Required skills**

Written and oral communication

Record keeping and documentation

Evaluation and decision-making

Following procedures

### **Required knowledge**

Cultural context - Boards are upholders of traditional and cultural values. Relevant aspects of culture may include: cultural protocols, language (both Traditional and Aboriginal English), Aboriginal learning styles, cultural business, family and community responsibilities and local history

Community control - community participation and control in decision-making are central to organisations and the role of Boards is to support the community in these processes

Location and resources - organisations operate in diverse locations where cultural, social, economic and political conditions may vary widely. Also, acute resource shortages may also determine the options available

Legal requirements - organisations operate under provisions of federal, state or territory legislation as legal entities and funding recipients which influence decision-making

Organisation procedures and processes

Purchasing procedures

Disposal procedures

## Evidence Guide

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.

### Overview of assessment

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

Evidence of the following is essential:

Integrated demonstration of all elements of competency and their performance criteria, and

Assets are managed effectively for the use of the organisation

#### Context of and specific resources for assessment

Assessment must ensure:

This unit of competency should be assessed through the performance of Board duties, but in the event that there is no opportunity to observe such a performance a simulated environment can be used but such simulation must replicate Board conditions in terms of: performing the task; managing a number of different tasks; coping with irregularities and breakdowns in routine; dealing with the responsibilities and expectations of the Board, including working with others; and transferring competency to other situations

Knowledge and performance to be assessed over time to confirm consistency in performance

#### Method of assessment

The following assessment method is appropriate for this unit:

Performance of Board duties, or through an accurate simulation of Board duties

#### Guidance information for assessment

## 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.

**Movable assets** may include:

vehicles  
plant and equipment  
office furniture

**A register of assets** may include:

manual records  
computer based records

**Assets documents** may include:

titles and certificates  
invoice/ receipts  
guarantees  
insurance  
maintenance records

**Administrative procedures** may include:

invoices and receipts  
labelling  
insurance  
use and control  
internal audit  
disposal

The **asset register** may include:

identifying number  
date of purchase  
location  
value  
major repairs  
additions  
obsolescence  
loss / theft  
insurance claims

## **Unit Sector(s)**

empty  
empt

## **Competency field**

Regulation, Licensing and Risk - ATSI Governance  
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