



Australian Government

Department of Education, Employment and Workplace Relations

CSCORG503A Coordinate resource allocation and usage

Revision Number: 2

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Modification History

CSCORG503A Release 2: Layout adjusted. No changes to content.
CSCORG503A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to coordinate and monitor available resources to achieve work unit outcomes. It includes evaluating and reporting on resource usage.

This is a generic management unit that has been customised from PSPGOV503A from the Public Sector Training Package and has been designed to be contextualised to reflect organisation and work role requirements.

Application of the Unit

This unit applies to candidates with both general and specialist competencies from a range of occupational areas.

In practice, coordinating resource allocation and usage may overlap with other generalist or specialist work activities, such as contributing to the goals of the organisation, work unit planning, managing activities to meet client requirements, etc.

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 required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Allocate available resources to achieve results.

- 1.1 Identify ***resource requirements*** based on assessment of current workloads and staff needs.
- 1.2 Allocate resources to enable achievement of work unit objectives.
- 1.3 Ensure resource allocation complies with relevant ***guidelines, legislation and policy***.
- 1.4 Acquire and allocate resources within limits of individual delegation or refer in accordance with organisational procedures.

2 Monitor and evaluate resource usage.

- 2.1 Implement systems to enable timely and accurate monitoring and evaluation of resource usage against targets and organisational standards.
- 2.2 Maintain records of resource allocation and usage according to relevant legislation and guidelines.
- 2.3 Identify and address resource usage issues against feedback, and review information.
- 2.4 Allocate replacement or additional resources as required.

3 Report on resource usage.

- 3.1 Ensure that resource usage is accurately reported in an appropriate format and on a regular basis.
- 3.2 Complete reports to indicate the level of performance achieved and any follow-up action required.
- 3.3 Apply appropriate technology to resource management systems according to organisational requirements.

Required Skills and Knowledge

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

Required skills:

- accessing and applying legislation, regulations and organisational policies, procedures and practices relating to resource allocation and usage
- accessing and using information systems in the context of resource allocation and usage
- calculating resource usage
- planning, acquiring and accounting for a range of resources in the range statement
- reviewing resource usage and adjusting according to organisation's objectives
- record keeping in relation to resource allocation and usage.

Required knowledge:

- legislation, regulations, policies and procedures relating to the protocols and guidelines in relation to resource allocation and usage in the organisation
- Environmental or sustainability legislation, regulations and codes of practice applicable to industry
- operational procedures for accessing, storing, maintaining and using resources
- stock-handling procedures
- budget procedures
- financial management principles and procedures
- government security procedures relating to resources
- individual and colleagues/team roles and responsibilities in the context of resource allocation and usage.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

This unit should ideally be assessed in the workplace but it can be assessed through a training program that uses routine workplace requirements.

Assessment should include the opportunity to demonstrate evidence from work in the wider community. Evidence should be gathered over time in a range of contexts to ensure the candidate can achieve the unit outcome and apply the competency in different situations or environments.

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

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- coordination of resource allocation and usage in a range of (two or more) contexts or occasions, over time.

Context of and specific resources for assessment

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when coordinating resource allocation and usage, including coping with difficulties, irregularities and breakdowns in routine
- copies of legislation, policies, procedures and guidelines relating to protocols for coordinating resource allocation and usage within the organisation
- access to appropriate learning and assessment support when required.

Method of assessment

Evidence must include observation and information generated in the workplace as well as observation of performance in routine work functions or, where this is not possible, in a simulated exercise.

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and

understanding

- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues
- case studies
- scenarios
- simulations or role plays.

Guidance information for assessment

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

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. Add any 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.

Resource requirements may include:

- finances
- facilities
- access to services
- stock and supplies
- own and team members time
- own and team members skills and expertise
- equipment
- transport
- technology
- training
- specialised support and consultants
- materials and consumables
- accommodation
- living needs
- administration and office equipment and systems
- information, knowledge and other intellectual resources.

Guidelines, legislation and policies may include:

- procurement legislation and guidelines
- government security management
- organisational code of practice
- ethics and probity in government procurement
- asset management legislation and guidelines
- financial management legislation and guidelines.

Unit Sector(s)

Organisational administration and management.

Competency field

Not applicable.