



Australian Government

PSPGEN045 Coordinate resource allocation and usage

Release: 1

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Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPGOV503B Coordinate resource allocation and usage.</p> <ul style="list-style-type: none"> • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to coordinate and monitor available resources to achieve work unit outcomes. It includes allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Monitor and evaluate resource usage	<p>1.1 Identify, seek and allocate required resources to enable achievement of work unit objectives.</p> <p>1.2 Implement systems to enable monitoring and evaluation of resource usage against targets and organisational standards.</p> <p>1.3 Maintain records of resource allocation and usage.</p> <p>1.4 Identify, analyse and address resource usage issues within limits of individual delegation or refer.</p> <p>1.5 Allocate replacements or additional resources as required.</p>
2. Report on resource usage	<p>2.1 Report resource usage in required format and on a regular basis.</p> <p>2.2 Complete reports to indicate the level of performance achieved and any follow up action.</p> <p>2.3 Apply technology to resource management systems.</p>

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV503B Coordinate resource allocation and usage.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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