



Australian Government

PSPGEN129 Access and use resources

Release: 1

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Modification History

Supersedes and is equivalent to PSPGEN004 Access and use resources.

Application

This unit describes the performance outcomes, skills and knowledge required to use resources to achieve work objectives.

This unit applies to those working in generalist or specialist roles across the public sector as part of a team or autonomously, performing routine tasks in familiar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Access resources.
2. Administer physical resources.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify and access resources to achieve work outcomes.
- 1.2. Use resources efficiently and effectively.
- 2.1. Obtain and maintain supplies and materials to support the operation of the workgroup.
- 2.2. Maintain records of resource usage in accordance with organisational policies and procedures.
- 2.3. Process orders promptly.
- 2.4. Store supplies and materials as required to protect against theft and fraudulent activity.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	identify requirements related to job role from organisational policies and procedures, including those related to legislation.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN004 Access and use resources.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>