



Australian Government

PSPGEN131 Coordinate resource allocation and usage

Release: 1

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Modification History

Supersedes and is equivalent to PSPGEN045 Coordinate resource allocation and usage.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor available resources to achieve work unit outcomes.

This unit applies to those working in generalist and specialist roles within the public sector. Those undertaking this unit work independently, performing complex tasks in a range of familiar and unfamiliar 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. Monitor and evaluate resource usage.

2. Report on resource usage.

PERFORMANCE CRITERIA

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

- 1.1. Identify and allocate required resources.
- 1.2. Implement systems to monitor and evaluate resource usage against targets and organisational standards.
- 1.3. Maintain records of resource allocation and usage.
- 1.4. Identify, analyse and address resource usage issues within limits of individual delegation.
- 1.5. Allocate replacements or additional resources based on requirements.

2.1. Report resource usage in accordance with organisational policies and procedures.

- 2.2. Complete reports to indicate the level of performance achieved and any follow up action.
- 2.3. Apply technology to resource management systems.

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
Writing skills to:	<ul style="list-style-type: none">• provide periodic reports in required formats.
Numeracy skills to:	<ul style="list-style-type: none">• calculate and compare numeric data to work unit targets and organisational standards.
Initiative and enterprise skills to:	<ul style="list-style-type: none">• adjust resource allocation in accordance with organisation policies and procedures including delegations.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN045 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>