



**Australian Government**

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

# **PSPPROC405C Dispose of assets**

**Revision Number: 1**

## PSPPROC405C Dispose of assets

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit covers the disposal of assets effectively, and focuses on gaining a return from sales. It includes identifying assets for disposal, developing and implementing an asset disposal strategy, and evaluating asset disposal.</p> <p>In practice, disposing of assets overlaps with other generalist and specialist public sector work activities, such as upholding and supporting the values and principles of public service or local government, identifying and treating risks, exercising delegations, applying government processes, encouraging compliance with legislation in the public sector or local government, planning procurement, developing and distributing requests for offers, selecting providers and managing contracts.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit applies to people who may have to organise or carry out the disposal of assets as part of their role.</p>
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

## Employability Skills Information

<b>Employability skills</b>	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

ELEMENT	PERFORMANCE CRITERIA
1. <b>Identify assets for disposal.</b>	1.1. Assets are identified for disposal in accordance with <i>legislation, policy</i> and organisational needs.
2. <b>Develop a strategy for the disposal of assets.</b>	2.1. Potential market value of assets is determined in accordance with policy, practice and public sector standards. 2.2. Case for expending resources to add value to assets prior to sale is evaluated and decisions are made according to organisational policy and procedures. 2.3. <i>Options for disposal</i> are investigated and the method providing maximum return is determined in the context of policy, probity requirements and desired outcomes. 2.4. Disposal requirements for <i>special categories of assets</i> are taken into account, including environmental and corporate social responsibility issues. 2.5. <i>Stakeholders</i> are consulted about disposal strategy and their feedback is incorporated.
3. <b>Implement a disposal strategy.</b>	3.1. Goods are written off and disposed of according to approved disposal plan, policy, probity requirements and organisational/industry practice. 3.2. Records of disposal activity are maintained for audit and evaluation purposes according to policy and practice.
4. <b>Evaluate asset disposal.</b>	4.1. Disposal of assets is evaluated against expected outcomes, including forecast market value of assets, and is documented according to policy and guidelines.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- communication skills to:
  - prepare documentation and audit trail for disposed assets
  - communicate and network with a range of audiences, such as clients, suppliers, stakeholders and end users
  - provide feedback
- teamwork skills to:
  - work independently or under direction as appropriate to the situation
  - model team leadership approaches if appropriate
  - respond to diversity
  - refer issues to the correct person
- problem-solving skills to:
  - read complex, formal documents, such as legislation and guidelines and apply them to asset disposal
  - make judgements to provide maximum return from asset disposal
- planning and organising skills to:
  - manage projects relating to asset disposal
  - manage financial and other resources in the context of asset disposal
  - research information about asset disposal
- self-management skills to:
  - apply workplace safety and environmental and sustainability procedures in the context of asset disposal
  - apply probity requirements in relation to the disposal of assets
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures
- technology skills to:
  - operate organisational IT systems
  - use electronic procurement templates

#### Required knowledge

- commonwealth, state or territory, and local government procurement guidelines
- requirements of financial rules and regulations relating to asset disposal
- legal aspects of disposals
- disposal approval processes
- implications of particular contracting agreements for asset disposal
- implications of asset disposal for whole-of-life considerations

**REQUIRED SKILLS AND KNOWLEDGE**

- options for government disposal
- risk management procedures for disposal of assets
- disposal requirements for special categories of assets
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to disposal of assets
- legislation, policy and procedures relating to asset disposal, including occupational OHS, environmental, sustainability and corporate social responsibility considerations

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>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.</p>	
<b>Overview of assessment</b>	<p>Competency must be demonstrated in the ability to dispose of assets consistently and in accordance with legislative and organisational requirements.</p>
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Assessment must confirm the ability to:</p> <ul style="list-style-type: none"> <li>• use different methods to identify assets for disposal</li> <li>• develop a strategy for the disposal of assets that considers all relevant disposal options</li> <li>• develop a disposal strategy, which may be from a template</li> <li>• implement a disposal strategy</li> <li>• review the disposal activity and make recommendations about improvements that could be implemented in future disposals</li> <li>• act within own delegations and refer issues to higher authority when necessary.</li> </ul> <p><b>Consistency in performance</b></p> <p>Competency should be demonstrated by providing evidence of undertaking a range of relevant work tasks in an actual or simulated procurement environment on at least two separate occasions.</p>
<b>Context of and specific resources for assessment</b>	<p>The unit of competency is to be assessed in the workplace or a simulated workplace environment.</p> <p>Access may be required to:</p> <ul style="list-style-type: none"> <li>• legislation, policy, procedures and protocols relating to disposing of assets</li> <li>• codes of conduct and codes of practice</li> <li>• workplace scenarios and case studies relating to a range of procurement activities associated with disposal of assets</li> <li>• case studies that incorporate dilemmas, and probity requirements relating to disposal of assets.</li> </ul>
<b>Method of assessment</b>	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> <li>• questions to assess understanding of relevant legislation and procedures</li> </ul>

<b>EVIDENCE GUIDE</b>	
	<ul style="list-style-type: none"> <li>• review of strategies and approaches adopted for disposal of assets</li> <li>• review of disposal plans, plans for disposing of specific classes of assets, budgets, contracts, risk assessments and other documentation prepared by the candidate in a range of contexts</li> <li>• review of stakeholder engagement approaches adopted by the candidate.</li> </ul> <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>
<b>Guidance information for assessment</b>	<p>Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.</p> <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> <li>• PSPETHC401A Uphold and support the values and principles of public service</li> <li>• PSPGOV417A Identify and treat risks</li> <li>• PSPGOV421A Exercise delegations</li> <li>• PSPLEGN401A Encourage compliance with legislation in the public sector</li> <li>• PSPPROC411A Plan procurement</li> <li>• PSPPROC412A Develop and distribute requests for offers</li> <li>• PSPPROC413A Select providers and develop contracts</li> <li>• PSPPROC414A Manage contracts.</li> </ul>

## Range Statement

### 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.

<p><b><i>Legislation and policies</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• Commonwealth or state and territory legislation, including legislation that may apply specifically to disposal activities, such as environmental, hazardous materials, cultural and heritage</li> <li>• council rules and by-laws</li> <li>• organisational policies and practices</li> <li>• probity guidelines</li> </ul>
<p><b><i>Options for disposal</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• controlled reclamation</li> <li>• public sale</li> <li>• auction</li> <li>• tenders</li> <li>• private treaty</li> <li>• trade-in</li> <li>• pre-priced sales</li> <li>• transfer to another government organisation</li> <li>• agents and brokers</li> <li>• conversion to training aids</li> <li>• destruction</li> <li>• transfer to museums</li> <li>• donation</li> </ul>
<p><b><i>Special categories of assets</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• reusable and recyclable items</li> <li>• information technology equipment</li> <li>• vehicles</li> <li>• heritage and cultural interest items</li> <li>• arms and controlled defence and related goods</li> <li>• security classified material</li> <li>• intellectual property</li> <li>• staff housing</li> <li>• stores located overseas</li> <li>• buildings for removal</li> <li>• goods and services forfeited to the government</li> <li>• dangerous goods and hazardous materials</li> </ul>

**RANGE STATEMENT**

*Stakeholders* may include:

- end users, customers or clients, and sponsors
- current or potential providers or suppliers
- technical or functional experts or advisers
- commonwealth, state or territory, and local government departments
- own organisation
- other public sector organisations
- employees, unions and staff associations
- industry bodies
- local communities
- lobby groups
- special user groups

**Unit Sector(s)**

Not applicable.

**Competency field**

<b>Competency field</b>	Procurement and Contract Management
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