



**Australian Government**

# **SFICPL501 Administer the district office**

**Release: 1**

## SFICPL501 Administer the district office

### Modification History

| Release   | Comments                                                                      |
|-----------|-------------------------------------------------------------------------------|
| Release 1 | This version released with SFI Seafood Industry Training Package Version 1.0. |

### Application

This unit of competency describes the skills and knowledge required to establish, implement and monitor effective administrative procedures in fisheries district offices. It includes the ability to carry out costing, outline job specifications, train staff, determine maintenance requirements for vessels and vehicles, negotiate budgets and write financial reports.

The unit applies to individuals who work in district fisheries offices and provide leadership and guidance when organising activities of self and others, as well as contributing to technical solutions of a non-routine or contingency nature.

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

### Pre-requisite Unit

Nil

### Unit Sector

Compliance (CPL)

### Elements and Performance Criteria

| Elements                                                                | Performance Criteria                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>                        | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                    |
| 1. Establish, implement and monitor procedures for administrative tasks | 1.1 Identify administrative tasks to be delegated to staff and written into job specifications<br>1.2 Identify and cost physical and human resources required to maintain administrative functions at required level, and seek budgetary approval for purchases<br>1.3 Obtain and install physical resources and train staff in their use |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                  | 1.4 Establish, document and monitor procedures for administrative tasks at required intervals<br>1.5 Assess effectiveness of administrative procedures and take action where administrative tasks are below standard                                                                                                                                                                                                                                                                                                                                                  |
| 2. Schedule maintenance and service              | 2.1 Determine service requirements for administrative equipment, outboard motors and vehicles from manufacturer service instructions<br>2.2 Monitor logbooks for usage patterns<br>2.3 Establish, document and monitor procedures for determining special service or repair requirements<br>2.4 Plan and record scheduling for maintenance and service in advance to minimise consequences of down time<br>2.5 Book servicing agent and keep staff informed of schedule<br>2.6 Monitor standard of servicing and associated costs, and give feedback to service agent |
| 3. Operate office within budgetary constraints   | 3.1 Negotiate budgets with senior personnel based on past income and expenditure data and projected cost of planned activity within the budgetary period<br>3.2 Monitor and reconcile income and expenditure against the original budget<br>3.3 Identify variances against the original budget and make adjustments where necessary<br>3.4 Provide financial reports to senior personnel                                                                                                                                                                              |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill    | Description                                                                                                                                                                                     |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Numeracy | <ul style="list-style-type: none"> <li>Interprets budgets, monitors and calculates costs, calculates income and expenditure, compares numerical data, and prepares financial reports</li> </ul> |

| Skill                | Description                                                                                                                                                                                                                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading              | <ul style="list-style-type: none"> <li>Selects and interprets information and data from familiar and unfamiliar documents, manuals and guidelines; reviews and evaluates procedures</li> </ul>                                                                                                                                  |
| Writing              | <ul style="list-style-type: none"> <li>Creates reports and documentation, and develops procedures</li> </ul>                                                                                                                                                                                                                    |
| Interact with others | <ul style="list-style-type: none"> <li>Adapts communication style and content, including personal, social and cultural factors, to build rapport with staff</li> <li>Collaborates with and demonstrates leadership to staff in the achievement of outcomes</li> </ul>                                                           |
| Get the work done    | <ul style="list-style-type: none"> <li>Applies some conflict resolution strategies to delegation and coordination of administrative tasks</li> <li>Makes and reviews critical and non-critical decisions regarding administrative tasks and procedures, maintenance scheduling and resource and budgetary management</li> </ul> |

## Unit Mapping Information

| Code and title current version              | Code and title previous version               | Comments                                                                                                                      | Equivalence status |
|---------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------|
| SFICPL501<br>Administer the district office | SFICOMP401C<br>Administer the district office | <p>Updated to meet Standards for Training Packages</p> <p>Change to AQF indicator in unit code to better reflect outcomes</p> | Equivalent unit    |

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273>