



Australian Government

BSBMGT622 Manage resources

Release: 1

BSBMGT622 Manage resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage resources in accordance with planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.

It applies to individuals who have a role in allocating and monitoring the use of physical and/or human resources to meet defined business objectives.

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

Unit Sector

Management and Leadership - Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Analyse resource requirements	1.1 Develop resource bids in line with outputs specified in business plans 1.2 Consult with key stakeholders to determine the nature and level of resources required 1.3 Analyse resource requirements to identify proposed costs and benefits 1.4 Identify opportunities to share resources across business units within the organisation
2. Develop resource plans to support achievement of	2.1 Develop resource plans that detail the acquisition and allocation of resources, timelines and the relationship to business

ELEMENT	PERFORMANCE CRITERIA
business unit objectives	strategies, contingencies, plans, programs and processes 2.2 Determine internal resourcing capabilities and external resourcing requirements 2.3 Develop procedures for the evaluation of resource allocation and incorporate them in resource plans 2.4 Identify risks and establish risk management processes 2.5 Apply organisation's procedures to obtain approvals from senior management
3. Allocate resources to achieve stated business objectives	3.1 Allocate resources in accordance with relevant legislation, organisational policy and practices 3.2 Manage resource allocation to enable achievement of business unit objectives 3.3 Negotiate and obtain resources within required timeframe to enable achievement of business unit objectives 3.4 Develop and implement systems to enable timely and accurate monitoring and review of resource usage 3.5 Develop or revise work practices to incorporate efficient use of resources
4. Review and report on resource usage	4.1 Develop and implement procedures to review resource allocation against business unit objectives 4.2 Monitor compliance with program and project budgets and take corrective action where necessary 4.3 Prepare reports that clearly indicate the level of performance achieved and any action taken to adjust or rectify procedures in meeting service and product delivery standards

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 3.1, 3.5, 4.2, 4.3	- Interprets textual information including legislation and organisational policy, to plan, implement and review resource requirements - Analyses organisational information to assess resource

		usage practices
Writing	1.1, 2.1-2.4, 3.5, 4.1, 4.3	Develops organisational texts including proposals, reports and plans in accordance with organisational requirements
Oral Communication	1.2, 2.2, 3.3	Participates in spoken exchanges with stakeholders using structure and language appropriate to context and audience
Numeracy	1.3, 3.3, 4.2	- Selects and uses familiar mathematical techniques to determine costs and benefits associated with strategic resource decisions - Defines timeframes in accordance with schedule requirements - Selects and uses familiar mathematical techniques to organise timely supply of required resources as well as identify budgetary information and monitor performance
Navigate the world of work	2.3, 2.5, 3.1, 4.1	- Takes a lead role in the development of organisational policies and procedures - Adheres to legal requirements and organisational policies and procedures
Interact with others	1.2, 2.2, 3.3	Collaborates and negotiates with others to achieve required outcomes
Get the work done	1.4, 2.1-2.5, 3.2-3.5, 4.2, 4.3	- Accepts responsibility for planning and sequencing complex tasks to achieve organisational requirements - Develops plans and systems to manage resource allocation - Systematically gathers and analyses all relevant information, evaluates options and conducts reviews to inform recommendations about resource usage improvements

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Risk management must consider:	- potential changes in government priorities - other risks.
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT622 Manage resources	Not applicable	New Unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBMGT622 Manage resources

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Performance Evidence

Evidence of the ability to:

- consult with relevant stakeholders and analyse information to determine the nature and level of resource required to achieve business objectives
- plan for, acquire and allocate the resources, incorporating strategies to maximise efficiency and manage risk
- develop and implement systems to:
 - incorporate efficient use of resources into work practices
 - monitor resource use against budgets and business objectives
- prepare reports that clearly indicate the level of performance achieved and any adjustments needed to achieve service and product delivery standards.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legislative and regulatory context of the organisation in relation to managing resources
- explain financial management and budgetary processes in the organisation in relation to resource acquisition
- explain typical risks associated with managing business resources and possible risk management strategies
- outline key elements and sources of information needed in a system to monitor usage for:
 - physical resources
 - human resources.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation, regulations, standards and codes
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

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