



Australian Government

BSBOPS301 Maintain business resources

Release: 1

BSBOPS301 Maintain business resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to determine, administer and maintain resources and equipment to complete a variety of tasks.

The unit applies to those who apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of business resources and their basic maintenance to provide some technical advice and support to a team.

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

Unit Sector

Business Competence – Business Operations

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. Advise on resource requirements	1.1 Calculate current business resource needs according to organisational requirements 1.2 Calculate estimates of future business resource needs according to organisational requirements 1.3 Provide advice on equipment, material and supplier selection 1.4 Identify resource shortages and possible impact on operations
2. Acquire resources	2.1 Obtain resources according to timelines and identified organisational requirements 2.2 Store resources according to identified organisational requirements 2.3 Review resource acquisition processes and identify

ELEMENT	PERFORMANCE CRITERIA
	opportunities for improvements in future resource acquisitions
3. Monitor resource usage and maintenance	3.1 Confirm handling of resources is according to organisational and work health and safety requirements 3.2 Identify resource monitoring tool and monitor use of resources 3.3 Consult individuals and teams and facilitate effective decision-making on the appropriate allocation of resources 3.4 Monitor and compare resource usage with estimated requirements in budget plans

Foundation Skills

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

Skill	Description
Reading	Identifies and interprets information from a range of sources, including organisational policies and procedures
Writing	Uses clear and succinct language and appropriate layout to provide information, advice and support materials
Oral communication	- Presents information or advice choosing language appropriate to the context and needs of the audience - Uses active listening and questioning to confirm understanding
Numeracy	- Selects and uses appropriate tools to aid with estimation and other resource assessment requirements - Uses a combination of informal and some formal written mathematical equations to represent the outcomes of the resource allocation process
Enterprise and initiative	Takes some personal responsibility for adherence to organisational procedures and protocols
Teamwork	Uses collaborative techniques to engage personnel in consultations and negotiations
Planning and organising	- Plans a range of routine tasks and required resources, accepting goals and aiming to achieve them within allocated timeframes - Evaluates effectiveness of decisions in terms of how well they met stated goals
Problem solving	Identifies and takes responsibility for addressing predictable problems in familiar work contexts
Technology	Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role

Skill	Description
	Identifies purpose and some specific functions of some common digital tools used in work contexts

Unit Mapping Information

Supersedes and is equivalent to BSBADM311 Maintain business resources.

Supersedes but is not equivalent to BSBFLM306 Provide workplace information and resourcing plans.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBOPS301 Maintain business resources

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- maintain at least three business resources.

In the course of the above, the candidate must:

- collect and record data on resource use
- evaluate use of resources according to organisational requirements
- monitor resource use over defined and operational timeframes
- comply with organisational policies while using resources.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of legislation relating to maintaining business resources
- organisational resource acquisition policies, plans and procedures
- organisational requirements for handling resources including:
 - acquiring resources
 - storing resources
- organisational procedures for record keeping and filing systems, security and safe recording practices.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational resource use data.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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