



Australian Government

BSBOPS501 Manage business resources

Release: 1

BSBOPS501 Manage 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 manage resources according to planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.

The unit applies to individuals with 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

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. Analyse resource requirements	1.1 Develop resource bids according to required outputs specified in business plans 1.2 Consult with relevant stakeholders and determine the nature and level of resources required 1.3 Analyse resource requirements and identify proposed costs and benefits 1.4 Identify opportunities to share resources across business units within the organisation
2. Develop resource plans	2.1 Determine internal resourcing capabilities and external resourcing requirements 2.2 Develop procedures for the evaluation of resource allocation and incorporate them in resource plans

ELEMENT	PERFORMANCE CRITERIA
	2.3 Identify risks and establish risk management processes 2.4 Obtain required approvals from relevant personnel
3. Allocate resources	3.1 Identify and adhere to organisational policies and procedures for resource allocation 3.2 Manage resource allocation according to business unit objectives 3.3 Negotiate and obtain resources within required timeframe according to business unit objectives 3.4 Develop and implement systems for monitoring resource usage
4. Review and report on resource usage	4.1 Develop and implement procedures to review resource allocation against business unit objectives 4.2 Suggest improvements to work practices for the efficient use of resources 4.3 Monitor compliance with program and project budgets and take corrective action where necessary 4.4 Prepare report that indicates 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	Description
Reading	- Interprets textual information including legislation and organisational policy, to plan, implement and review resource requirements - Analyses organisational information to assess resource usage practices
Writing	Develops organisational texts including proposals, reports and plans according to organisational requirements
Oral communication	Participates in spoken exchanges with stakeholders using structure and language appropriate to context and audience
Numeracy	- Selects and uses familiar mathematical techniques to determine costs and benefits associated with strategic resource decisions - Defines timeframes according to schedule requirements - Selects and uses familiar mathematical techniques to organise timely supply of required resources as well as identify budgetary information and monitor performance

Skill	Description
Enterprise and initiative	• Contribute to the development of organisational policies and procedures • Adheres to legal requirements and organisational policies and procedures
Teamwork	• Collaborates and negotiates with others to achieve required outcomes
Planning and organising	• 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

Unit Mapping Information

Supersedes and is equivalent to BSBMGT622 Manage resources.

Supersedes but is not equivalent to:

- BSBADM506 Manage business document design and development
- BSBCUE406 Run a multicentre
- BSBCUE502 Establish a multicentre
- BSBCUE607 Manage customer engagement centre staffing
- BSBCUE608 Manage customer engagement operational costs.

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 BSBOPS501 Manage 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:

- develop, implement and review at least three resource plans.

In the course of the above, the candidate must:

- consult with stakeholders and analyse information to determine the nature and level of resources 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 a report that indicates the level of performance achieved and any adjustments needed to achieve service and product delivery standards.

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:

- legislative and regulatory context of the organisation in relation to managing resources
- contents of resource plans including:
 - acquisition and allocation of resources
 - timelines and the relationship to business strategies
 - contingency plans and processes
 - costs and budgets
- resource acquisition processes
- managing finance, including project budgets
- resource allocation review procedures
- objectives of business unit

- typical risks associated with managing business resources and risk management strategies
- procedures for risk management, including requirements for the consideration of potential changes in government priorities
- key elements and sources of information required to monitor usage of:
 - physical resources
 - human resources.

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:

- relevant legislation, regulations, standards and codes
- workplace documentation and resources.

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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