



Australian Government

Department of Education, Employment and Workplace Relations

CHCADMIN403D Undertake administrative work

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required by workers to undertake a range of administrative functions in the workplace

Application of the Unit

Application

This unit may apply to administrative work undertaken across a range of sectors involved in delivery of community services

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Maintain accounts

- 1.1 Prepare and present accounts in accordance with organisation procedures and timeframes, as required
- 1.2 Implement purchasing procedures in accordance with organisation procedures
- 1.3 Provide receipts to account for any expenditure
- 1.4 Routinely monitor expenditure and income against budgets where applicable
- 1.5 Maintain accurate records and provide to relevant people as required
- 1.6 Report any discrepancies in *accounting records* in accordance with organisation procedures

2. Participate in budgeting processes

- 2.1 Where required, assemble and provide information and advice to facilitate budget and resource planning
- 2.2 Ensure all required record-keeping is accurate and up to date to maintain the integrity of budget and resource planning procedures
- 2.3 Develop any suggested variations to the budget and provide to relevant people

ELEMENT**PERFORMANCE CRITERIA****3. Operate *equipment***

- 3.1 Select *equipment* appropriate to the task and utilise according to organisation procedures and manufacturer's guidelines
- 3.2 Deal with *equipment* faults in accordance with organisation procedures
- 3.3 Seek and undertake training to use *equipment* as necessary

4. Maintain *equipment*

- 4.1 Follow manufacturer's guidelines and supplier's instructions when maintaining *equipment*
- 4.2 Identify necessary maintenance action and take appropriate action
- 4.3 identify, report and address security and safety implications of *equipment* faults
- 4.4 Ensure repairs are undertaken within authorised procedures

5. Monitor *equipment* use and needs

- 5.1 Ensure record maintenance and storage is up to date and accurate and enables ready access by appropriate personnel
- 5.2 Use information on *equipment* needs for resource planning
- 5.3 Monitor the use of stores and *equipment*, and where appropriate, arrange for replacements
- 5.4 Ensure purchases made reflect consideration of economical and effective choices of *equipment* and *suppliers*
- 5.5 Ensure purchasing and replacement procedures are consistent with relevant budgetary and organisation guidelines
- 5.6 Maintain all records as appropriate

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Appropriate practices to enhance sustainability in the work context, in particular through efficient use of resources
- Manufacturers guidelines for particular equipment
- Organisation equipment ordering and recording systems
- Organisation occupational health and safety policies
- Organisation reporting procedures

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Demonstrate competency across the full range of equipment that the worker would be expected to use in the workplace, including equipment modified for use by people with disabilities or other special needs
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues, including appropriate practices to ensure efficient use of resources

Evidence Guide

EVIDENCE GUIDE

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The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this unit of competency:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions
This may include the use of languages other than English and alternative communication systems
- Assessment must include the normal range of workplace situations

Access and equity considerations:

- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities

Context of and specific resources for assessment:

- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
- Resources required for assessment include:
 - access to appropriate workplace where assessment can take place
 - simulation of realistic workplace setting for assessment

EVIDENCE GUIDE

Method of assessment:

- Assessment may include observation, questioning and evidence gathered from the workplace environment

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. Add any 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.

Equipment may include:

- Computers
- Domestic appliances
- Machinery
- Maintenance equipment
- Office equipment
- Vehicles

Accounting records and requirements may include:

- Account for payments
- Petty cash payments
- Purchases

Suppliers may be:

- Donors
- Internal government
- Private commercial

Unit Sector(s)

Not Applicable