



Australian Government

CSCORG016 Coordinate resource allocation and usage

Release: 1

CSCORG016 Coordinate resource allocation and usage

Modification History

Release	Comments
1	This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to CSCORG503A Coordinate resource allocation and usage.

Application

This unit describes the skills required to allocate resources to achieve results; and monitor, evaluate and report on resource usage.

This unit applies to those working in generalist and specialist roles from a range of occupational areas where responsibility for resource allocation is required.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to use of resources.

Those undertaking this unit work autonomously, occasionally accessing and evaluating support from a broad range of sources. The role requires ICT, analysis and organisation skills.

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

Competency Field

Organisational administration and management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Allocate available resources to achieve results	1.1 Identify resource requirements based on assessment of current workloads and staff needs. 1.2 Allocate resources to enable achievement of work unit objectives. 1.3 Acquire and allocate resources within limits of individual

	delegation or refer to others.
2. Monitor and evaluate resource usage	2.1 Implement systems to enable timely and accurate monitoring and evaluation of resource usage against targets and organisational standards. 2.2 Maintain records of resource allocation and usage. 2.3 Identify and address resource usage issues against feedback, and review information. 2.4 Allocate replacement or additional resources as required.
3. Report on resource usage	3.1 Report resource usage in an appropriate format and on a regular basis. 3.2 Complete reports to indicate the level of performance achieved and any follow-up action required. 3.3 Apply appropriate technology to resource management systems.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				
Performance variables																								
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity									

Further information on ACSF and the foundation skills underpinning this unit can be found in the [Foundation Skills Guide](http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide) <http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide> on the GSA website.

Unit Mapping Information

Supersedes and is equivalent to CSCORG503A Coordinate resource allocation and usage.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

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Assessment Requirements for CSCORG016 Coordinate resource allocation and usage

Modification History

Release	Comments
1	These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

*Please refer to the
advice in the CSC
Assessment Guide*

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- accessing and applying legislation, regulations and organisational policies, procedures and practices relating to resource allocation and usage
- accessing and using information systems in the context of resource allocation and usage
- calculating resource usage
- planning, acquiring and accounting for a range of resources
- reviewing resource usage and adjusting according to organisation's objectives
- keeping written records of resource allocation and usage
- using available technology to allocate and monitor resources

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisation's policies and procedures relating to the protocols and guidelines in relation to resource allocation and usage
- operational procedures for accessing, storing, maintaining and using resources
- stock-handling procedures
- budget procedures
- financial management principles and procedures
- government security procedures relating to resources
- individual and colleagues/team roles and responsibilities in the context of resource allocation and usage
- resource monitoring technology and systems available in the organisation

Assessment Conditions

Assessment should include the opportunity to demonstrate evidence from work in the wider community. Evidence should be gathered over time in a range of contexts to ensure the candidate can achieve the unit outcome and apply the competency in different situations or environments.

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when coordinating resource allocation and usage, including coping with difficulties, irregularities and breakdowns in routine.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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