



Australian Government

DEFFIN014 Coordinate public sector finance skill development

Release: 1

DEFFIN014 Coordinate public sector finance skill development

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to support the finance development activities within the public sector Finance Domain.

This unit applies to those responsible for the management of public sector Finance Domain skilling, culture and/or professionalisation.

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 financial management.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking management tasks within the Finance Domain. They would perform complex tasks in familiar contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|--|------------|--|
| 1 Investigate development activities | 1.1 | Identify potential formal and informal development opportunities to address workplace development needs |
| | 1.2 | Develop strategies to ensure that development activities reflect the diversity of needs |
| | 1.3 | Seek input from specialists when designing and implementing development activities |
| 2 Implement development opportunities | 2.1 | Provide or encourage formal and informal development opportunities |
| | 2.2 | Create opportunities in which individuals can learn from the experience of others |
| 3 Provide governance | 3.1 | Implement processes to ensure workplace development activities align to workplace knowledge and skills standards |
| | 3.2 | Ensure processes maximise access to, and participation in, development opportunities |
| | 3.3 | Maintain records of participation in development activities |
| | 3.4 | Evaluate the success of development activities to support continuous improvement |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Assessment Requirements for DEFFIN014 Coordinate public sector finance skill development

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- exploring and planning professional development activities that enhance organisational performance and meet the diverse needs of the organisation
- liaising with subject matter experts
- monitoring and improving workplace learning
- recording and reporting workplace learning outcomes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational structure
- purpose and key principles of the organisational skill and knowledge standards
- relevant legislation and organisation policies.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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