



Australian Government

FNSORG503 Develop a resource plan

Release: 1

FNSORG503 Develop a resource plan

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify the critical factors for success of specific projects or periodic work requirements, and plan for consequent priorities, budgets and workflow levels. Plans may take into account peaks and troughs in workflow, resource shortages and specific projects.

It applies to individuals who use a range of techniques to manage resource planning in consultation with others.

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

Unit Sector

Organisational skills

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. Identify critical success factors	1.1 Identify and prioritise organisational objectives and legislative issues which impact on the project in question 1.2 Identify and document resources required to meet objectives and critical success factors
2. Analyse existing resource and competency capacities	2.1 Access, interpret and appraise current and valid employee data and resources 2.2 Ascertain and verify competency levels for personnel
3. Determine future resource requirements	3.1 Obtain and analyse available information on workloads to determine temporal and spatial patterns

ELEMENT	PERFORMANCE CRITERIA
	3.2 Develop profile of projected resource requirements, taking into account likely impact of internal and external factors 3.3 Identify competency levels necessary to meet future requirements and ascertain inconsistencies in current competency levels
4. Develop plan to adapt existing capacities to meet future needs	4.1 Plan training requirements to ensure adequate competency levels are achieved to meet future requirements 4.2 Incorporate strategies to meet resource shortages into plan, and prioritise resources 4.3 Engage external consultants where appropriate
5. Review and evaluate plan	5.1 Consult all stakeholders to determine appropriateness of plan 5.2 Incorporate agreed modifications to plan as required

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.3	Analyses, evaluates and interprets textual information from a wide range of sources to identify and assess relevant information and forecast requirements
Writing	1.1, 1.2, 2.1, 2.2, 3.2, 4.2, 5.1, 5.2	- Documents an analysis of information which identifies requirements, conveys strategic solutions and incorporates stakeholder feedback - Organises content in a manner that supports the purpose and audience of the document, using clear and detailed language
Oral Communication	2.2, 3.1, 5.1	Uses listening and questioning techniques to elicit the views and opinions of others, and confirm understanding
Numeracy	1.1, 1.2, 2.1, 3.1, 3.2	Interprets and analyses numerically expressed data from a range of sources
Navigate the world of work	1.1	Understands and considers impacts of organisational and legislative requirements in developing a resource plan

Interact with others	3.1, 4.3, 5.1	- Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role - Uses interpersonal skills to establish a supportive environment and adapts communication style to suit the audience when gathering or providing information
Get the work done	1.1, 1.2, 2.1, 2.2, 3.1, 3.3, 4.1, 4.2, 5.1	- Accepts responsibility for planning and sequencing complex tasks and workload to meet organisational requirements - Applies systematic and analytical decision-making processes to make recommendations in complex and non-routine situations - Anticipates potential problems and develops contingency plans for implementation, as required - Uses digital technologies to access, extract and share relevant information to achieve required outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNSORG503 Develop a resource plan	FNSORG503A Develop a resource plan	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>

Assessment Requirements for FNSORG503 Develop a resource plan

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Performance Evidence

Evidence of the ability to:

- locate and analyse comprehensive data on organisational resources
- evaluate staff competencies
- develop and review effective resourcing plans.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe relevant industry resource planning and development strategies
- describe management planning techniques and tools
- outline objectives and critical success factors relevant to resource planning
- explain key features of organisational policy and procedures relating to resource planning
- explain key requirements of relevant legislation and regulations impacting on resource planning, including:
 - workplace health and safety (WHS)
 - equal employment opportunity (EEO)
 - anti-discrimination
 - WorkCover or equivalent
- describe a range of techniques for evaluating competency of personnel.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the organisational skills field of work and include access to:

- common office equipment, technology, software and consumables
- organisational information systems and data.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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