



Australian Government

Department of Education, Employment and Workplace Relations

FNSILD502A Resource a distribution plan

Revision Number: 1

FNSILD502A Resource a distribution plan

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to identify and allocate adequate resources for distribution plans. It encompasses satisfying human resource requirements, providing technology requirements and providing infrastructure requirements. This unit is applicable to individuals working within enterprises and job roles subject to licensing, legislative, regulatory or certification requirements including legislation administered by the Australian Securities and Investments Commission (ASIC).
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Application of the Unit

Application of the unit	This unit can apply to job roles in any sector within the financial services industry, and has application to any job position that is responsible for providing resources for the distribution plan. It may be applied within organisations of various sizes and across a range of customer bases.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Satisfy human resources requirements	1.1. Human resource needs and requirements are determined according to plan requirements 1.2. Role specifications are developed according to enterprise format and procedures 1.3. Internal and external options are considered with staff selected according to enterprise policy, role descriptions, procedures and legislative requirements 1.4. Staff are appointed following enterprise procedures 1.5. Performance management systems are put in place
2. Provide technology requirements	2.1. Technology specifications are determined within enterprise policy and budgets 2.2. Technology is installed/contracted within budget and timelines and all legal requirements are met 2.3. Technology performance is reviewed regularly against specifications and contingency plans are put in place
3. Provide infrastructure needs	3.1. Needs are specified and sourced within budget and timeframes, and according to enterprise's purchasing policies 3.2. Needs are revised to continuously support the distribution plan

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- well-developed communication skills to:
 - negotiate effective outcomes
 - interview prospective staff
 - evaluate performance
 - determine and confirm information, using questioning and active listening as required
 - liaise with others, share information, listen and understand
 - use language and concepts appropriate to cultural differences
- numeracy and IT skills to:
 - perform calculations related to achieving required outcomes
 - use computer applications (word processing, spreadsheet, database, specific purpose computer systems) to assist in achieving required outcomes
 - access and update records electronically
 - access web-based information services
- well-developed literacy skills to:
 - use selection tools
 - evaluate proposals
 - maintain currency of industry products and services knowledge
 - read and interpret documentation from a variety of sources and record and consolidate relevant related information
- research and analysis skills for accessing and interpreting relevant information
- interpersonal skills to working with others to gather and collate data
- organisational skills, including the ability to plan and sequence work

Required knowledge

- facilities available
- human resource procedures
- industrial relations
- inventory procedures
- IT specifications
- logistics
- procurement techniques and tools
- technology resources

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

Evidence of the ability to:

- apply knowledge of human resource requirements
- satisfy human resource requirements
- determine suitable technology and infrastructure requirements for the organisation.

Context of and specific resources for assessment

Assessment must ensure:

- competency is demonstrated in the context of the work environment and conditions specified in the range statement either in a relevant workplace or a closely simulated work environment
- access to and the use of a range of common office equipment, technology, software and consumables
- access to organisation records
- access to organisational policies and procedures.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples, in combination, are appropriate for this unit:

- evaluating an integrated activity, which combines the elements of competency for the unit, or a cluster of related units of competency
- observing processes and procedures in workplaces
- verbal or written questioning on underpinning knowledge and skills
- evaluating samples of work
- accessing and validating third party reports
- setting and reviewing workplace projects and business simulations or scenarios.

Guidance information for assessment

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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

<i>Human resources</i> may be sourced from:	- existing staff - external contractors - new staff.
Human resources <i>requirements</i> to be met may include:	- enterprise policy - industrial relations - legal - legislative - procedures - regulatory requirements - staff administration - statutory requirements.
<i>Staff selected</i> by processes that may include:	- affirmative action - award provisions - employment contract - enterprise bargaining - equal opportunity - induction programs - social justice.
<i>Performance management systems</i> may include:	- appraisals - staff levels.
<i>Technology</i> may include various forms of communication hardware and software and may include:	- analysis of new technology - data security.

Unit Sector(s)

Unit sector	Insurance life distribution
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		