



Australian Government

Department of Education, Employment and Workplace Relations

MTMPSR402C Prepare and evaluate resource proposals

Release: 1

MTMPSR402C Prepare and evaluate resource proposals

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare and evaluate the impact of resource proposals on the operations and profitability of the enterprise. Resource proposals are prepared to determine the potential costs and returns on investment in resources including personnel, new equipment, systems or procedures. The information presented in resource proposals assists in financial decision making and planning.
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Application of the Unit

Application of the unit	This unit is suitable for all first line managers, supervisors and team leaders in all sectors of the meat industry.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

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. Prepare resource proposals	1.1. Resource requirements are identified in consultation with relevant personnel. 1.2. Resource planning information is collected in consultation with colleagues, including those who have a specialist role in resource management. 1.3. Objectives of the proposal are clarified and are consistent with enterprise directions and goals.
2. Evaluate feasibility of resource proposals	2.1. Potential impact of resource allocation on enterprise operations is analysed. 2.2. Realistic options and outcomes are identified. 2.3. Cost or benefit analyses (including payback periods) are conducted and documented. 2.4. Risks associated with the proposal are identified and assessed. 2.5. Targets, goals and performance measures to measure performance of implemented strategies are developed.
3. Gain commitment to resource proposals	3.1. Proposal is refined and commitment to the objectives gained through consultation with colleagues or team. 3.2. Proposal is prepared for presentation and discussion. 3.3. Proposal and recommendations are presented to relevant personnel.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- assess potential impacts of the proposal on enterprise operations (e.g. production and personnel)
- record, gather and consolidate financial information
- apply relevant **mathematical skills**
- assess risks associated with the proposal and recommend risk management strategies

REQUIRED SKILLS AND KNOWLEDGE

- calculate net present value, internal rate of return and payback periods
- prepare departmental/section **financial information** for inclusion in enterprise/department budget
- interpret and prepare cash flow statements, profit and loss statements and asset/liabilities statements
- recommend strategies for obtaining resources including finance (e.g. internal, external, re-allocation of resources, new resources or funds)
- prepare **financial proposals** which include costs, cash flow requirements, payback period and benefits
- consult and collaborate with colleagues and those potentially affected to refine the proposal
- promote the advantages and disadvantages of the proposal to relevant personnel and **stakeholders**
- work effectively as an individual and as a team member
- determine the need for and scope of the proposal, relevant to enterprise direction and goals
- develop performance indicators to measure outcomes of resource allocation/proposal
- identify and apply relevant **Occupational Health and Safety (OH&S)**, **regulatory** and **workplace requirements**
- research options, models and benchmarks relating to the proposal
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices and/or technology
- use **communication** skills to present and argue a case and prepare reports in language, style and format appropriate to the audience
- use technology to analyse, prepare and present a range of data

Required knowledge

Knowledge of:

- variable and fixed costs relating to the operations of the department/cost centre/enterprise
- **sources of information** in the enterprise (e.g. specialist personnel, information systems, documentation)

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

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

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

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- real work environment
- relevant documentation such as:
 - manufacturer's requirements
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- debriefs
- workplace project
- workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

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>Resource proposals</i> may include:	• job redesign • staffing levels or staff required (e.g. increase number on the chain to reduce the need for costly casuals, or additional sales assistant for busy periods) • new equipment or systems (e.g. downward hide puller, new display cabinet in retail premises or new smokehouse) • new procedures • training. Proposals may be presented orally or in written formats (hard copy and electronic) and include the use of multimedia aids.
<i>Resources</i> may include:	• equipment (e.g. maintenance, purchase, type, quantity and function) • finance (e.g. capital and cash flow) • personnel (e.g. staffing levels, shifts and allocation to work areas)

RANGE STATEMENT	
	- premises - stock/inventory and other assets.
Cost or benefit analyses may be:	conducted manually or using appropriate computer software programs.
Targets, goals and performance measures may be:	short, medium and long term and relate to operations, finances, human resources, marketing, customer service, orders and sales, resources and stock levels, productivity and profitability.
Presentations to relevant personnel may include:	- colleagues - finance departments - financial institutions - investors, owners or shareholders - senior management - work team and department personnel.
Mathematical skills may include:	- activity based costing and accounting - calculation of interest, payback periods, discounting, inflation rates, rates of return, percentages, ratios, net present value etc - costing and pricing.
Financial information may include:	current and historic records of sales, budgets, cash flows, investments, labour and materials costs, rates of return, energy costs etc.
Financial proposals may:	integrate complex operational, mathematical, financial and technical information, ideas and concepts and include graphs, diagrams, tables, spreadsheets, flow charts, statistical analysis.
Stakeholders may include:	- company owners, directors, shareholders, financiers - management and employees - suppliers, customers, consumers - unions and employer associations.
OH&S requirements may include:	- enterprise OH&S policies, procedures and programs - OH&S legal requirements - Personal Protective Equipment (PPE) which may include: - coats and aprons - ear plugs or muffs - eye and facial protection

RANGE STATEMENT	
	• head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	• animal welfare • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting • environmental and waste management • equal opportunity, anti-discrimination and sexual harassment • Export Control Act • industrial awards, agreements • relevant regulations • state and territory regulations regarding meat processing • taxation.
Workplace requirements may include:	• enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Communication may:	• be spoken, written, non-verbal and include the use of signs, signals, symbols and pictures • be with colleagues, team members, superiors, customers, clients, external parties from a range of cultural, social and ethnic

RANGE STATEMENT	
	backgrounds - involve interpreting the needs of internal or external customers - involve presentation of explanations and reports in language styles suitable for the audience and include everyday workplace language, technical and mathematical language - require the use of negotiation, persuasion and assertiveness skills.
<i>Sources of information</i> may include:	- benchmark partners - company records - competitors - industry and technical associations - manufacturers and suppliers information - professional and technical publications.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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