



Australian Government

PSPGEN012 Access and use resources and financial systems

Release: 1

PSPGEN012 Access and use resources and financial systems

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV305B Access and use resources and financial systems. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to access and use resources and financial systems. It includes administering usage of physical resources, operating financial systems and identifying and dealing with discrepancies.

This unit applies to those working in a role where they are required to access and use physical resources, control stock levels and reordering as well as using financial systems.

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.

Those undertaking this unit will be working independently or as part of a team where some support is available from a mentor, performing routine tasks in a familiar context.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Access and use resources	1.1 Identify and access resources required to achieve outcomes in the work unit, through consultation with team members. 1.2 Use resources efficiently and effectively.
2. Administer usage of physical resources	2.1 Access and maintain supplies and materials required to support the operation of the workgroup. 2.2 Process orders and maintain records of usage. 2.3 Replace resources within budget limitations and store appropriately to reduce theft and fraudulent activity. 2.4 Maintain asset/resource registers.
3. Operate financial systems	3.1 Apply relevant financial, accounting and reporting procedures. 3.2 Meet audit and legislative requirements.
4. Identify and deal with discrepancies	4.1 Identify and act on discrepancies or reduced resource levels. 4.2 Identify faults, signs of wear and tear or missing resources. 4.3 Check and report discrepancies in financial systems.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV305B Access and use resources and financial systems.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPGEN012 Access and use resources and financial systems

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

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 one occasion.

- reading and interpreting legislative and operational materials related to resources and finances
- completing and processing orders
- securing information and resources
- identifying and dealing with discrepancies
- using record-keeping and financial management technology

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.

- workplace resource policies, procedures and requirements, including work health and safety requirements
- public sector legislation and operational procedures relating to accessing and using financial and other resources
- security requirements for resources, facilities, people and information
- principles of financial management and stock handling

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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

Links

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