



Australian Government

PSPGEN024 Use resources to achieve work unit goals

Release: 1

PSPGEN024 Use resources to achieve work unit goals

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 PSPGOV403B Use resources to achieve work unit goals. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to organise available resources at a senior operative level to facilitate achievement of work unit objectives. It includes acquiring and applying available resources, monitoring and reporting on resource usage and maintaining resources.

This unit applies to those working in senior roles within the public sector.

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 would work autonomously, supervising others performing complex tasks in a range of familiar contexts.

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 outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Acquire and apply available resources	1.1 Identify available resources and fill gaps in accordance with work unit plans. 1.2 Apply procedures that promote efficient, economical and effective allocation and distribution of resources. 1.3 Handle resources in accordance with established work practices and guidelines.
2. Monitor and report on resource usage	2.1 Monitor and report on trends in resource usage. 2.2 Maintain records of resource usage. 2.3 Operate relevant financial and resource management systems. 2.4 Identify resource shortfalls and make recommendations to address these.
3. Maintain resources	3.1 Maintain resources in accordance with manufacturers' guidelines and service contracts. 3.2 Organise maintenance of resources to facilitate work practices and outcomes. 3.3 Develop contingency plans to ensure operational continuity.

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 PSPGOV403B Use resources to achieve work unit goals.

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 PSPGEN024 Use resources to achieve work unit goals

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.

- applying legislation, policy and guidelines relating to resource usage, storage and maintenance
- communicating with diverse people on resource related matters, including maintenance contractors, work unit members, managers
- monitoring outcomes

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.

- legislation including WHS and environment and sustainability, regulations, policies, procedures and guidelines relating to resource usage
- operational procedures for accessing, storing, maintaining and using resources
- security and fraud control guidelines
- stock handling procedures

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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