



Australian Government

PSPGEN107 Access and use resources and financial systems

Release: 1

PSPGEN107 Access and use resources and financial systems

Modification History

Supersedes and is equivalent to PSPGEN012 Access and use resources and financial systems.

Application

This unit describes the performance outcomes, skills and knowledge required to access and use resources and financial systems.

This unit applies to those working in a generalist administrative role. Those undertaking this unit work independently or as part of a team where some support is available from a mentor, performing routine tasks in a familiar context.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Access and use resources.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Access resources required to achieve outcomes in the work unit.
- 1.2. Use resources efficiently and effectively.

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| 2. Administer usage of physical resources. | 2.1. Access and maintain supplies and materials to support operation of the workgroup.
2.2. Process orders and maintain records of usage.
2.3. Replace resources within budget limitations and store in accordance with organisational policies and procedures to reduce theft and fraudulent activity.
2.4. Maintain asset and resource registers in accordance with organisational policies and procedures. |
| 3. Operate financial systems. | 3.1. Apply organisational 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 missing resources.
4.3. Check and report discrepancies in financial systems. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	• DESCRIPTION
Reading skills to:	• identify requirements from organisational policies and procedures, including those related to legislation.
Numeracy skills to:	• calculate discrepancies in statistics related to resource usage, ordering and storage.
Technology skills to:	• perform routine functions in financial management systems.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN012 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>

Assessment Requirements for PSPGEN107 Access and use resources and financial systems

Modification History

Supersedes and is equivalent to PSPGEN012 Access and use resources and financial systems.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- apply legislative and operational procedures related to resources and finances
- complete and process orders
- secure information and resources
- identify and deal with discrepancies
- use record-keeping and financial management technology.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational resource policies and procedures
- 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 fraud control in the public sector
- principles of financial management and stock handling.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- public sector legislation and operational procedures relating to accessing and using financial and other resources
- organisational policies and procedures for access and use of resources and financial systems.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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