



Australian Government

PSPGEN129 Access and use resources

Release: 1

PSPGEN129 Access and use resources

Modification History

Supersedes and is equivalent to PSPGEN004 Access and use resources.

Application

This unit describes the performance outcomes, skills and knowledge required to use resources to achieve work objectives.

This unit applies to those working in generalist or specialist roles across the public sector as part of a team or autonomously, performing routine tasks in familiar contexts.

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 resources.
2. Administer physical resources.

PERFORMANCE CRITERIA

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

- 1.1. Identify and access resources to achieve work outcomes.
- 1.2. Use resources efficiently and effectively.
- 2.1. Obtain and maintain supplies and materials to support the operation of the workgroup.
- 2.2. Maintain records of resource usage in accordance with organisational policies and procedures.
- 2.3. Process orders promptly.
- 2.4. Store supplies and materials as required to protect against theft and fraudulent activity.

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 related to job role from organisational policies and procedures, including those related to legislation.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN004 Access and use resources.

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 PSPGEN129 Access and use resources

Modification History

Supersedes and is equivalent to PSPGEN004 Access and use resources.

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:

- keep records of resource usage in required formats
- apply legislation and operational procedures related to resources and finances in accordance with organisational requirements
- complete and process orders
- secure information and resources.

Knowledge Evidence

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

- public sector legislation and operational procedures for accessing and using resources in the workplace
- 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 for resource access and use
- resources and equipment of the working environment.

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

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