



Australian Government

PSPGEN130 Use resources to achieve work unit goals

Release: 1

PSPGEN130 Use resources to achieve work unit goals

Modification History

Supersedes and is equivalent to PSPGEN024 Use resources to achieve work unit goals.

Application

This unit describes the performance outcomes, skills and knowledge required to organise available resources at a senior operative level to facilitate achievement of work unit objectives.

This unit applies to those working autonomously in senior roles within the public sector, supervising others and performing complex tasks in a range of 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. Acquire and apply available resources.

PERFORMANCE CRITERIA

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

- 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 resource usage.
 - 2.2. Maintain records of resource usage.
 - 2.3. Operate relevant financial and resource management systems.
 - 2.4. Recommend options to address resource shortfalls.
3. Maintain resources.
 - 3.1 Maintain resources in accordance with manufacturer 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 essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	identify trends and make recommendations relating to resource usage involving quantitative data and statistics.
Planning and organising skills to:	establish and implement resource maintenance schedules.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN024 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>

Assessment Requirements for PSPGEN130 Use resources to achieve work unit goals

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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 legislation, policy and guidelines relating to resource usage, storage and maintenance
- communicate with others on resource related matters, including maintenance contractors, work unit members and managers
- monitor outcomes of resource usage and impact on work unit goals.

Knowledge Evidence

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

- legislation, policies, procedures and guidelines relating to resource usage and the workplace
- operational procedures for accessing, storing, maintaining and using resources
- evidence-based decision-making processes
- security and fraud control guidelines
- stock handling procedures.

Assessment Conditions

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

Assessment must ensure access to:

- legislation, policies, procedures and guidelines relating to resource usage, storage and maintenance
- workplace systems and technology for resource ordering, management and financial requirements.

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

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