



Australian Government

PSPGEN131 Coordinate resource allocation and usage

Release: 1

PSPGEN131 Coordinate resource allocation and usage

Modification History

Supersedes and is equivalent to PSPGEN045 Coordinate resource allocation and usage.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor available resources to achieve work unit outcomes.

This unit applies to those working in generalist and specialist roles within the public sector. Those undertaking this unit work independently, performing complex tasks in a range of familiar and unfamiliar 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

PERFORMANCE CRITERIA

Elements describe the essential outcomes

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

1. Monitor and evaluate resource usage.

- 1.1. Identify and allocate required resources.
- 1.2. Implement systems to monitor and evaluate resource usage against targets and organisational standards.
- 1.3. Maintain records of resource allocation and usage.
- 1.4. Identify, analyse and address resource usage issues within limits of individual delegation.
- 1.5. Allocate replacements or additional resources based on requirements.

2. Report on resource usage.

- 2.1. Report resource usage in accordance with organisational policies and procedures.

- 2.2. Complete reports to indicate the level of performance achieved and any follow up action.
- 2.3. Apply technology to resource management 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
Writing skills to:	provide periodic reports in required formats.
Numeracy skills to:	calculate and compare numeric data to work unit targets and organisational standards.
Initiative and enterprise skills to:	adjust resource allocation in accordance with organisation policies and procedures including delegations.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN045 Coordinate resource allocation and usage.

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 PSPGEN131 Coordinate resource allocation and usage

Modification History

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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 and organisational guidelines relating to resource allocation and usage
- monitor and access information from financial and resource management systems to meet organisational reporting requirements
- keep records of resource allocation and usage
- access and use information systems in the context of resource allocation and usage.

Knowledge Evidence

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

- public sector legislation, policies and guidelines relating to resource allocation and usage and the workplace
- operational procedures for accessing, storing, maintaining and using resources
- stock handling procedures
- financial management principles and procedures
- budget processes
- fraud control guidelines
- evidence-based decision-making processes
- organisational security procedures for resource allocation and usage
- systems and data security procedures for resource allocation and usage.

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, policies and guidelines relating to resource allocation and usage and the workplace
- operational procedures for accessing, storing, maintaining and using resources
- organisational security procedures for resource allocation and usage
- resources and equipment of the working environment.

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

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