



Australian Government

PSPGEN132 Manage resources

Release: 1

PSPGEN132 Manage resources

Modification History

Supersedes and is equivalent to PSPMGT001 Manage resources.

Application

This unit describes the performance outcomes, skills knowledge required to manage resources in accordance with planned business strategies.

This unit applies to those involved in the management of organisation resources. Those undertaking this unit work autonomously with management responsibilities, performing complex 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. Analyse resource requirements.

PERFORMANCE CRITERIA

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

- 1.1. Develop resource bids in line with outputs identified in business plans.
- 1.2. Consult key stakeholders in determining the nature and level of resources required.
- 1.3. Analyse resource requirements to identify proposed costs and benefits.
- 1.4. Identify opportunities to share resources across business units within the organisation.

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| 2. Develop resource plans to support achievement of business unit objectives. | 2.1. Develop resource plans that detail the acquisition and allocation of resources, and the relationship to business strategies, contingencies, plans, programs and processes. |
| | 2.2. Identify internal resourcing capabilities and external resourcing requirements. |
| | 2.3. Identify procedures for the evaluation of resource allocation. |
| | 2.4. Include processes for managing changing government priorities. |
| | 2.5. Obtain approval from senior management. |
| 3. Allocate resources. | 3.1. Manage resource allocation to enable achievement of business unit objectives. |
| | 3.2. Negotiate and obtain resources within required timeframe. |
| | 3.3. Develop and implement systems to enable accurate monitoring and review of resource usage. |
| | 3.4. Incorporate efficient use of technology into work practices. |
| 4. Review and report on resource usage. | 4.1. Develop and implement procedures to review resource allocation against business unit objectives. |
| | 4.2. Monitor compliance with program and project budgets and recommend and apply corrective action where necessary. |
| | 4.3. Prepare reports that indicate the level of performance achieved and any action taken to adjust or rectify procedures in meeting service and product delivery standards. |

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:	present reports requiring reasoning and precision of expression.
Numeracy skills to:	- interpret and apply financial information to managing resources - define timeframes according to schedule requirements.
Planning and organising skills to:	develop plans and implement systems and processes to manage resources

- systematically gather and analyse all relevant information, evaluate options and conduct reviews to inform recommendations about managing resources against business objectives and strategies.

Unit Mapping Information

Supersedes and is equivalent to PSPMGT001 Manage 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 PSPGEN132 Manage resources

Modification History

Supersedes and is equivalent to PSPMGT001 Manage 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:

- apply jurisdictional legislation, regulations, policies, procedures and guidelines relating to resource management
- consult and negotiate with stakeholders
- communicate with others about complex information related to resource planning and allocation
- apply budgeting and financial management processes in resource planning, allocation and reporting to assess support of business objectives.

Knowledge Evidence

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

- financial management and budgetary processes in the organisation
- business strategies
- risk management concepts
- evidence-based decision-making processes
- organisational goals, policies and procedures
- jurisdictional legislation, regulations, policies, procedures and guidelines applicable to resource management.

Assessment Conditions

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

Assessment must ensure access to:

- organisational goals, policies and procedures
- jurisdictional legislation, regulations, policies, procedures and guidelines applicable to resource management
- workplace information including resource allocations, resource plans.

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

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