



Australian Government

PSPPCM002 Dispose of assets

Release: 1

PSPPCM002 Dispose of assets

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC405C Dispose of assets. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to dispose of assets and gain a return from sales. It includes identifying assets for disposal, developing and implementing an asset disposal strategy, and evaluating disposal.

This unit applies to those personnel whose duties include carrying out the disposal of assets.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit will be working independently, and as part of a team, while performing routine tasks in familiar context.

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

Competency Field

Procurement

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Develop a strategy for the disposal of assets	1.1 Identify assets for disposal. 1.2 Determine potential market value of assets. 1.3 Evaluate case for expending resources to add value to assets prior to sale. 1.4 Investigate options for disposal and determine method providing maximum return, in the context of policy, probity requirements and desired outcomes. 1.5 Consider disposal requirements for special categories of assets, including environmental and corporate social responsibility issues. 1.6 Consult stakeholders and incorporate feedback into strategy.
2. Implement a disposal strategy	2.1 Write off and dispose of goods according to approved disposal plan and requirements. 2.2 Maintain records for audit and evaluation purposes. 2.3 Evaluate asset disposal against expected outcomes, including forecast market value of assets and document.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC405C Dispose of assets.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPPCM002 Dispose of assets

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion:

- preparing documentation and audit trail for disposed assets
- communicating and networking with clients, suppliers, stakeholders and end users
- providing feedback
- reading and applying complex formal documents
- making judgements to provide maximum return from asset disposal
- managing financial and other resources in the context of asset disposal
- applying probity requirements in relation to the disposal of assets

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- commonwealth, state or territory, and local government procurement guidelines
- requirements of financial rules and regulations relating to asset disposal
- legal aspects of disposals
- disposal approval processes
- implications of particular contracting agreements for asset disposal
- implications of asset disposal for whole-of-life considerations
- options for government disposal
- risk management procedures for disposal of assets
- disposal requirements for special categories of assets
- probity principles and issues

- codes of conduct, codes of practice and standards of individual behaviour relating to disposal of assets
- legislation, policy and procedures relating to asset disposal, including WHS, environmental, sustainability and corporate social responsibility considerations

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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