



Australian Government

Department of Education, Employment and Workplace Relations

PSPGOV204B Access and use resources

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the use of resources required to achieve work objectives. It includes accessing and using resources and administering physical resource usage.

In practice, accessing and using resources may overlap with other generalist or specialist public sector work activities such as communicating in the workplace, delivering client service, using technology, handling information, etc.

This is one of 5 units of competency in the *Working in Government and Management* Competency Fields that deal with resources. Related units are:

- PSPGOV305B Access and use resources and financial systems
- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV503B Coordinate resource allocation and usage
- PSPMNGT602B Manage resources
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No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Access and use resources

- 1.1 ***Resources*** required to achieve work outcomes are identified and accessed in accordance with ***legislation and organisational policy and procedures***.
- 1.2 Resources are used efficiently and effectively and in accordance with legislation, organisational policy and procedures.

2. Administer physical resources

- 2.1 Supplies and materials required to support the operation of the workgroup are obtained and maintained.
- 2.2 ***Records*** of resource usage are maintained as required by the organisation/work unit.
- 2.3 Orders are processed in a timely manner and in accordance with defined organisational procedures.
- 2.4 Supplies and materials are stored in accordance with organisational procedures and to reduce theft and fraudulent activity.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- recordkeeping
- reading materials such as legislation and operational procedures related to resources and finances
- completing and processing orders requiring both literacy and numeracy
- securing information and resources
- responding to diversity, including gender and disability
- applying public sector legislation such as occupational health and safety and environment in the context of resource use

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- public sector legislation and operational procedures relating to accessing and using resources
- security requirements for resources, facilities, people and information
- principles of fraud control in the public sector
- principles of financial management and stock handling
- occupational health and safety requirements
- environmental and sustainability requirements
- equal employment opportunity, equity and diversity principles

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPGOV201B Work in a public sector environment
 - PSPGOV202B Use routine workplace communication techniques
 - PSPGOV203B Deliver a service to clients
 - PSPGOV206B Handle workplace information
 - PSPGOV207B Use technology in the workplace
 - PSPGOV208A Write routine workplace materials
 - PSPOHS201B Follow workplace safety procedures

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- resources accessed and used in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to resource access and use
- case studies and workplace scenarios to capture the range of situations likely to be encountered when accessing and using resources

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when accessing and using resources, including coping with difficulties, irregularities and breakdowns in routine
- resources accessed and used in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as

literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- demonstration
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

<i>Resources</i> may include:	• information, knowledge and other intellectual resources • finances • facilities • equipment • stock and supplies • dealing with other organisations' requirements
<i>Legislation, organisational policy and procedures</i> may include:	• State/Territory and Commonwealth legislation and regulations such as: • public sector management acts • financial management acts • privacy legislation • freedom of information • copyright • equal employment opportunity, anti-discrimination and harassment legislation • occupational health and safety legislation • consumer legislation • environmental legislation • risk management guidelines • ethics and accountability standards • public sector standards • fraud control standards • government security standards • organisational policy, procedures and protocols
<i>Records</i> may include:	• computerised and manual • financial statements • mail • file maintenance • stock list control • order forms • petty cash forms

Unit Sector(s)

Not applicable.

Competency field

Working in Government.