



Australian Government

Department of Education, Employment and Workplace Relations

PSPGOV403B Use resources to achieve work unit goals

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 organisation of available resources at a senior operative rather than managerial level to facilitate achievement of work unit objectives. It includes acquiring and applying available resources, monitoring and reporting on resource usage and maintaining resources.

In practice, using resources to achieve work unit goals may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing 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:

- PSPGOV204B Access and use resources
- PSPGOV305B Access and use resources and financial systems
- PSPGOV503B Coordinate resource allocation and usage
- PSPMNGT602B Manage resources

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. Acquire and apply available resources

- 1.1 Available ***resources*** are identified and gaps filled in accordance with ***work unit plans***.
- 1.2 ***Procedures*** are applied that promote efficient, economical and effective allocation and distribution of resources.
- 1.3 Acquisition and storage of resources is carried out in accordance with ***legislation, organisational policy and procedures***.
- 1.4 Resource handling is undertaken in accordance with established work practices and guidelines, including occupational health and safety and security requirements.

2. Monitor and report on resource usage

- 2.1 Trends on resource usage are monitored and reported in accordance with organisational requirements.
- 2.2 Records of resource usage are maintained in accordance with relevant legislation and guidance.
- 2.3 Relevant financial and resource management systems are operated in accordance with organisational policy and procedures.
- 2.4 Resource shortfalls are identified and recommendations made to address these.

3. Maintain resources

- 3.1 Resources are maintained in accordance with manufacturers' and organisational guidelines and service contracts.
- 3.2 Maintenance of resources is organised to facilitate work practices and outcomes.
- 3.3 Contingency plans are developed to ensure operational continuity.

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:

- applying legislation, policy and guidelines relating to resource usage, storage and maintenance
- using a range of communication methods with a diverse range of people including maintenance contractors, work unit members, managers etc on a range of resource related matters
- responding to diversity, including gender and disability
- monitoring outcomes
- applying public sector legislation, including occupational health and safety and environmental requirements in the context of resource usage, storage and maintenance

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to resource usage
- operational procedures for accessing, storing, maintaining and using resources
- security and fraud control guidelines
- stock handling procedures
- occupational health, safety and environmental and sustainability requirements in the context of resource usage, storage and maintenance
- 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:
 - PSPETHC401A Uphold and support the values and principles of public service
 - PSPGOV402B Deliver and monitor service to clients
 - PSPGOV404B Develop and implement work unit plans
 - PSPGOV406B Gather and analyse information
 - PSPGOV408A Value diversity
 - PSPGOV412A Use advanced workplace communication strategies
 - PSPGOV413A Compose complex workplace documents
 - PSPGOV422A Apply government processes
 - PSPLEGN401A Encourage compliance with legislation in the public sector
 - PSPOHS401B Implement workplace safety procedures and programs

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
- use and maintenance of resources 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 guidelines relating to resource usage, storage and maintenance
- workplace technology for resource ordering, managing and financial requirements
- case studies and workplace scenarios to capture the range of situations likely to be encountered when using resources to achieve work unit goals

Where and how to

Valid assessment of this unit requires:

assess evidence

- a workplace environment, or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when using resources to achieve work unit goals, including coping with difficulties, irregularities and breakdowns in routine
- use and maintenance of resources 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:	• knowledge, information and other intellectual resources • human resources • finances • facilities • equipment • stock and supplies
<i>Work unit plans</i> may include:	• resource plans • project plans • daily plans • budgets • business plans
<i>Procedures</i> may include:	• occupational health and safety • financial and accounting procedures and reporting requirements • audit and legislative 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 • environment and sustainability legislation. • risk management guidelines • ethics and accountability standards • public sector standards • fraud control standards • government security standards • organisational policy, procedures and protocols

Unit Sector(s)

Not applicable.

Competency field

Working in Government.