



Australian Government

PUAMAN002 Administer allocation of resources

Release: 1

PUAMAN002 Administer allocation of resources

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to administer the allocation of resources to support the achievement of organisational and operational objectives.

The unit applies to public safety managers with responsibility for resources allocation. It is relevant for managers at a local level through to organisational level.

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

Pre-requisite Unit

Not applicable.

Competency Field

Management

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Access and allocate resources

PERFORMANCE CRITERIA

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

1.1 Resources are identified and accessed, in accordance with organisation's policy and procedures

1.2 Resources are allocated to facilitate required outcomes

1.3 Equipment stock and supplies are stored, in accordance with organisational policies and procedures

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| | 1.4 | Resources are handled, in accordance with organisational policies and procedures and resource management systems |
| 2 Monitor, evaluate and report on resource usage | 2.1 | Records of resource allocation and usage are maintained, in accordance with organisational policies and procedures |
| | 2.2 | Resource usage is monitored and evaluated against targets and organisational standards |
| | 2.3 | Resource utilisation issues are documented and reported to relevant persons |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAMAN002B Administer work group resources.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAMAN002 Administer allocation of resources

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- allocating resources
- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating information
- coordinating the allocation of resources in a range of contexts to achieve the organisation's objectives
- evaluating and reporting on resource usage
- interpreting budget reports
- monitoring resource allocation and usage
- preparing resource reports
- utilising resource inventories

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- budget administration
- means of accessing resources
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- resource management systems including considerations for allocation
- stock handling
- tools to produce resource reports

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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