



Australian Government

Assessment Requirements for SFICPL501 Administer the district office

Release: 1

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Modification History

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned, implemented and monitored the administrative procedures in a fisheries district office on at least one occasion, including:

- documenting and reviewing procedures for administrative tasks
- operating and reporting on budgets
- scheduling, documenting and monitoring administrative and maintenance/service tasks
- delivering financial reports
- training staff in the use of physical resources.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- administrative functions performed in a fisheries district compliance office
- resources required for district office operation
- administrative standards for district office operation
- equipment servicing requirements for district office operation
- budgeting processes and financial reporting specific to a district office operation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a district fisheries office setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - office equipment and resources

- office documentation
- relationships:
 - evidence of interactions with staff.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273>