



Australian Government

SISXRES403A Use resources efficiently

Release: 3

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Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
3	Reduction of repetition. No changes to competency outcome.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan and use resources effectively. The unit includes assessing current use of resources; and planning, implementing and monitoring strategies to maximise the efficiency of resource usage.

Application of the Unit

This unit applies to those with responsibility for the leadership of others in the sport, fitness and recreation industry. Personnel would be responsible for managing the implementation of a broad range of facility resources and have a high degree of autonomy. This may include those working as facility or operations managers in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres or community recreation centres.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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| <p>1. Determine resource capacity and options for use.</p> | <p>1.1. Prepare and document an inventory of resource capacity.</p> <p>1.2. Undertake research on alternative and optimal use of resources according to organisation strategic plan.</p> <p>1.3. Determine feasibility of opportunities and options for efficient use of resources against local and organisational constraints and capacities.</p> <p>1.4. Undertake suitable cost-benefit analysis of each option.</p> <p>1.5. Prioritise options in consultation with appropriate personnel according to organisational strategic plan.</p> |
| <p>2. Assess resource availability and current use.</p> | <p>2.1. Identify and analyse relevant data on availability and current use of resources.</p> <p>2.2. Identify reliable indicators of resource usage to provide measurable data on it.</p> <p>2.3. Undertake measurement of current resource use.</p> <p>2.4. Document outcomes and make comparisons of current and potential resource use.</p> <p>2.5. Identify recommendations for improved use of resources according to the organisational strategic plan.</p> |
| <p>3. Plan efficient use of resources.</p> | <p>3.1. Apply outcomes of data analysis to develop a plan to promote efficient use of resources.</p> <p>3.2. Seek contribution to the plan from appropriate personnel.</p> <p>3.3. Select and document strategies to maximise and prioritise use of resources according to outcomes of cost-benefit analysis.</p> <p>3.4. Plan resource access and uses according to relevant legislation.</p> <p>3.5. Establish performance measures to enable effective evaluation of resource usage.</p> |
| <p>4. Implement strategies to maximise resource usage.</p> | <p>4.1. Apply identified strategies.</p> <p>4.2. Confirm expenditure is within organisational budgetary parameters and document expenditure.</p> <p>4.3. Refer requests for additional expenditure outside area of responsibility promptly.</p> |

ELEMENT**PERFORMANCE CRITERIA**

- 4.4. Inform clients and the community of changes to resource use as required to promote responsible use of resources.
- 4.5. Implement recommendations for improving the efficient use of resources.
- 4.6. Promote efficient use of energy and non-sustainable resources and management of waste.
- 4.7. Take prompt corrective action where actual or potential significant deviations from resource-use plans are likely to have adverse effects.
- 5. Monitor and review efficiency of resource usage.
 - 5.1. Maintain records of resource use and analyse data to provide measures of usage.
 - 5.2. Provide resource users and other interested parties with opportunities to provide feedback on resource use.
 - 5.3. Apply relevant performance measures and make comparisons with performance objectives to assess effectiveness of resource use.
 - 5.4. Apply information obtained during monitoring and review to suggest changes and modify strategies for efficient resource use.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - consult with relevant personnel to investigate options to maximise efficiency of resource use
 - elicit contributions and ideas from personnel in relation to planning for efficient use of resources
 - convey information to service users and clients about changes in resource use
- literacy skills to:
 - research and assess resource usage and potential usage
 - prepare an inventory of resources
 - evaluate and analyse data
 - develop a plan to improve efficiency, drawing on data analysis
 - document ongoing resource use
- numeracy skills to:
 - carry out cost-benefit analysis to determine feasibility of options
 - monitor expenditure
 - work within organisational budgets

problem-solving skills to:

- identify current use of resources
- develop strategies to maximise efficiency of resource use
- planning and organising skills to plan, implement and monitor strategies for optimal resource use
- technology skills to research optimal use of resources.

Required knowledge

- legislation to enable the safe implementation of strategies to optimise resource usage including:
 - Work Health and Safety (WHS)
 - building codes and regulations
 - health Acts
 - industrial relations
 - environment protection
- organisational policies and procedures to enable support for efficient resource planning and implementation
- organisational strategic plans to enable resource management plans to address organisational objectives
- techniques for assessing resource usage to enable the collection of data to inform resource planning

- current availability and supply of resources for facility and activities
- alternative facility and resource uses to enable viable options to be explored and assessed
- market trends relevant to industry sector and activity-specific trends to enable the needs and expectations of resource users to be addressed through planning
- techniques and strategies to optimise natural resource usage to minimise expense and wastage
- methods for conducting a cost-benefit analysis.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- work within organisation's systems to research and recommend options for efficient and viable use of resources that are congruent with the organisation's business and policy directions
- develop and implement strategies to promote the efficient use of resources in accordance with organisation policies and procedures and relevant legislation
- monitor and review changes in resource usage to modify strategies as required
- apply effective contingency-management techniques according to own level of responsibility to respond to problems affecting implementation of resource usage.

Context of and specific resources for assessment

Assessment must ensure:

- planning, implementation and review of efficient resource use for a facility or environment that reflects the individual's current or intended work environment.

Assessment must also ensure access to:

- a work environment within a facility with a range of resources suitable for assessment of usage, potential usage and efficiency of usage
- an actual or simulated budget for implementation of the resource plan
- staff to implement the plan for use of resources
- data on use of resources
- information about local and organisational constraints and resource capacities.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of implementing and monitoring a plan to promote efficient use of resources
- oral and or written questioning to assess knowledge

Guidance information for assessment

of techniques for assessing resource usage

- portfolio of records documenting development of a plan to promote efficient use of resources
- third-party reports from a supervisor detailing work performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXFAC506A Manage stock supply and purchase.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Resource may include:

- facilities
- buildings
- venues
- grounds
- equipment
- natural
- human
- internal
- external.

Research may include:

- qualitative
- quantitative
- comparative.

Organisational strategic plan may include:

- business and policy directions
- market niches
- organisational objectives.

Efficient use of resources may include:

- usage rates
- level of participation
- income and profit returns
- minimal environmental impact.

Cost-benefit analysis may include:

- financial, social and environmental determinants
- access to environments
- availability of physical, human and financial resources.

Personnel may include:

- other managers
- supervisors.

Data may include:

- type, amount and availability of resources
- factors affecting usage
- financial viability
- benefits achieved
- audits
- statistical analysis
- observation
- measurements

Plan may include:

- surveys.
- personnel
- resource performance objectives
- training requirements
- resources
- service delivery
- productivity
- costs
- minimal environmental impact.

Relevant legislation may include:

- WHS
- building codes and regulations
- health Acts
- industrial relations
- environment protection
- equal employment opportunity
- anti-discrimination.

Unit Sector(s)

Cross-Sector.

Competency Field

Resource Management.