



Australian Government

Department of Education, Employment and Workplace Relations

TLIL4076A Coordinate resources

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to determine, acquire and allocate resources and deal with contingencies in accordance with organisational requirements.

Licensing, legislative, regulatory or certification requirements may apply to this unit.

Application of the Unit

This unit applies to individuals who require a broad knowledge of business resources to ensure adequate resources are available to perform the work of the organisation. They may be responsible for providing guidance or delegating aspects of these tasks to others.

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Establish resource requirements	1.1 Resource requirements are determined in accordance with business and operational plans, and organisational requirements 1.2 Opportunities are provided to individuals and work groups to contribute to the identification of resource requirements 1.3 Processes are followed that ensure resource expenditure is realistic and makes efficient use of available resources in accordance with organisational procedures 1.4 Recommendations for resource requirements are presented to appropriate personnel in accordance with organisational procedures
2 Acquire and allocate resources	2.1 Resources are acquired in accordance with organisational requirements 2.2 Resources are checked to ensure quality and quantity in accordance with organisational requirements 2.3 Resources are allocated to enable achievement of work group objectives 2.4 Individuals and teams are consulted in a participative manner using appropriate interpersonal skills regarding allocation of resources
3 Deal with contingencies	3.1 Actions are taken to manage identified shortfalls and/or surpluses 3.2 Appropriate actions to manage non-conforming resources are implemented in accordance with organisational procedures 3.3 Activities are reviewed against timelines and adjusted where appropriate to ensure timely completion of activities 3.4 Where required, time extensions or reductions are implemented in accordance with organisational procedures
4 Measure effectiveness of resource coordination and maintain records	4.1 Effectiveness of resource coordination activities is measured against actual delivery 4.2 Records concerning resource coordination activities are maintained in accordance with organisational requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Quality procedures for organisational resource and service requirements
- Functions of resources, equipment and services
- Organisational policies, plans and procedures for resource coordination
- Record management processes and techniques relating to resource coordination

Required skills:

- Communication skills to request advice, receive feedback and work with a team
- Literacy skills to draft reports and display logical information on resource use
- Use appropriate numeric functions when allocating resources
- Planning skills to schedule and track resource use and availability

Evidence Guide

EVIDENCE GUIDE

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

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment and/or
 - in an appropriate range of situations in the workplace

Range Statement

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.

Resources may include:

- human resources
- location and/or premises
- OH&S resources
- plant and machinery
- raw materials
- refurbishment
- staff amenities
- stock and supplies
- storage space
- technological software and hardware
- services

Unit Sector(s)

Not applicable.

Competency Field

L – Resource Management