

<b>UNIT CODE</b>	<b>PSPMGT001</b>
<b>UNIT TITLE</b>	<b>Manage resources</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills knowledge required to manage resources in accordance with planned business strategies.</p> <p>This unit applies to those involved in the management of organisation resources. Those undertaking this unit would work autonomously with management responsibilities, performing complex tasks in a familiar context.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Management
<b>UNIT SECTOR</b>	

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Analyse resource requirements	1.1 Develop resource bids in line with outputs identified in business plans. 1.2 Consult key stakeholders in determining the nature and level of resources required. 1.3 Analyse resource requirements to identify proposed costs and benefits. 1.4 Identify opportunities to share resources across business units within the organisation.

2. Develop resource plans to support achievement of business unit objectives	<p>2.1 Develop resource plans that detail the acquisition and allocation of resources, and the relationship to business strategies, contingencies, plans, programs and processes.</p> <p>2.2 Identify internal resourcing capabilities and external resourcing requirements.</p> <p>2.3 Identify procedures for the evaluation of resource allocation.</p> <p>2.4 Include processes for managing changing government priorities.</p> <p>2.5 Obtain approval from senior management.</p>
3. Allocate resources	<p>3.1 Manage resource allocation to enable achievement of business unit objectives.</p> <p>3.2 Negotiate and obtain resources within required timeframe.</p> <p>3.3 Develop and implement systems to enable accurate monitoring and review of resource usage.</p> <p>3.4 Incorporate efficient use of technology into work practices.</p>
4. Review and report on resource usage	<p>4.1 Develop and implement procedures to review resource allocation against business unit objectives.</p> <p>4.2 Monitor compliance with program and project budgets and recommend and apply corrective action where necessary.</p> <p>4.3 Prepare reports that indicate the level of performance achieved and any action taken to adjust or rectify procedures in meeting service and product delivery standards.</p>

FOUNDATION SKILLS	
<p><i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i></p>	
Oral communication skills to:	<ul style="list-style-type: none"> <li>participate in spoken exchanges with stakeholders using structure and language appropriate to context and audience.</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>interpret, use, discuss and record financial information relevant to managing resources</li> <li>defines timeframes according to schedule requirements.</li> </ul>
Planning and organising skills to:	<ul style="list-style-type: none"> <li>develops plans and implements systems and processes to manage resources</li> <li>systematically gather and analyse all relevant information, evaluate options and conduct reviews to inform recommendations about managing resources against business objectives and strategies.</li> </ul>
Enterprise and initiative skills to:	<ul style="list-style-type: none"> <li>develop organisational policies and procedures.</li> </ul>
<b>UNIT MAPPING INFORMATION</b>	<p>Release 1: This unit supersedes and is equivalent to PSPMGT001 Manage resources.</p>

<b>LINKS</b>	Companion Volume Implementation Guide
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<b>TITLE</b>	<b>Assessment Requirements for PSPMGT001 Manage resources</b>
<b>PERFORMANCE EVIDENCE</b>	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and provide evidence of performance on at least one occasion for each of the following in relation to managing resources:</p> <ul style="list-style-type: none"> <li>■ apply legislation, regulations, policies, procedures and guidelines relating to resource management</li> <li>■ consult and negotiate with stakeholders</li> <li>■ write reports requiring reasoning and precision of expression</li> <li>■ communicate complex exchange of oral information</li> <li>■ apply budgeting and financial management.</li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ financial management and budgetary processes in the organisation</li> <li>■ business strategies</li> <li>■ risk management concepts</li> <li>■ organisational goals, policies and procedures</li> <li>■ jurisdictional legislation and guidelines applicable to resource management, including work health and safety and environment</li> </ul>
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<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions</p> <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"><li>■ procedures and protocols</li><li>■ jurisdictional legislation and guidelines applicable to resource management</li><li>■ workplace information including resource allocations, resource plans.</li></ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide