

UNIT CODE	PSPGEN004
UNIT TITLE	Access and use resources
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to use resources to achieve work objectives.</p> <p>This unit applies to those working in generalist or specialist roles across the public sector as part of a team or autonomously, performing routine tasks in familiar contexts.</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>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	General
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Access and use resources	1.1 Identify and access resources to achieve work outcomes. 1.2 Use resources efficiently and effectively.
2. Administer physical resources	2.1 Obtain and maintain supplies and materials to support the operation of the workgroup. 2.2 Maintain records of resource usage according to organisational policies and procedures. 2.3 Process orders promptly. 2.4 Store supplies and materials according to organisational policies and procedures.

FOUNDATION SKILLS	
<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>	
Reading skills to:	<ul style="list-style-type: none"> ■ identify requirements from organisational policy and procedure documents including those related to legislation.
Writing skills to:	<ul style="list-style-type: none"> ■ records resource information according to organisational requirements.
UNIT MAPPING INFORMATION	Release 1: This unit supersedes and is equivalent to PSPGEN004 Access and use resources.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPGEN004 Access and use resources
PERFORMANCE EVIDENCE	<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 on at least one occasion for each of the following:</p> <ul style="list-style-type: none"> ■ keep records ■ apply legislation and operational procedures related to resources and finances according to organisation requirements ■ complete and process orders ■ secure information and resources.

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ public sector legislation and operational procedures relating to accessing and using resources ■ security requirements for resources, facilities, people and information ■ principles of fraud control in the public sector ■ principles of financial management and stock handling ■ work health and safety requirements ■ environmental and sustainability requirements.
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ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none">■ a workplace environment or■ a simulated environment. <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">■ legislation, policy, procedures, and protocols relating to resource access and use. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide