

UNIT CODE	PSPGEN024
UNIT TITLE	Use resources to achieve work unit goals
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to organise available resources at a senior operative level to facilitate achievement of work unit objectives.</p> <p>This unit applies to those working autonomously in senior roles within the public sector, supervising others performing complex tasks in a range of 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. Acquire and apply available resources	1.1 Identify available resources and fill gaps in accordance with work unit plans. 1.2 Apply procedures that promote efficient, economical and effective allocation and distribution of resources. 1.3 Handle resources in accordance with established work practices and guidelines.
2. Monitor and report on resource usage	2.1 Monitor and report on resource usage. 2.2 Maintain records of resource usage. 2.3 Operate relevant financial and resource management systems. 2.4 Recommend options to address resource shortfalls.

3. Maintain resources	<p>3.1 Maintain resources in accordance with manufacturers' guidelines and service contracts.</p> <p>3.2 Organise maintenance of resources to facilitate work practices and outcomes.</p> <p>3.3 Develop contingency plans to ensure operational continuity.</p>
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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>	
Oral communication skills to:	<ul style="list-style-type: none"> communicate in ways that suit the situation and diverse people on resource related matters.
Writing skills to:	<ul style="list-style-type: none"> complete reports in standard formats.
Numeracy skills to:	<ul style="list-style-type: none"> calculates and compares numeric data to track resource usage against work plans identify trends and make recommendations involving quantitative data and statistics.
Planning and organising skills to:	<ul style="list-style-type: none"> Establish and implement resource maintenance schedules.
Technology skills to:	<ul style="list-style-type: none"> Maintain and access information from financial and resource management systems
UNIT MAPPING INFORMATION	Release1: This unit supersedes and is equivalent to PSPGEN024 Use resources to achieve work unit goals.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPGEN024 Use resources to achieve work unit goals
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:</p> <ul style="list-style-type: none"> apply legislation, policy and guidelines relating to resource usage, storage and maintenance communicate on resource related matters, including with -maintenance contractors, work unit members, managers monitor outcomes of resource usage and impact on work unit goals.

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"> ■ legislation including WHS and environment and sustainability, regulations, policies, procedures and guidelines relating to resource usage ■ operational procedures for accessing, storing, maintaining and using resources ■ security and fraud control guidelines ■ stock handling procedures
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 guidelines relating to resource usage, storage and maintenance ■ workplace systems and technology for resource ordering, managing and financial requirements. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide