

UNIT CODE	PSPGEN077
UNIT TITLE	Apply public sector financial policies and processes
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to have a detailed understanding of the public sector financial framework, a working knowledge of external requirements and the application of these to work in a specialist finance role in the public sector.</p> <p>This unit applies to those working in the public sector with specialist knowledge of public sector financial framework and its applications. Those undertaking this unit work autonomously with some supervision of others, 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>
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. Identify public sector requirements for financial management.	<p>1.1 Identify the elements of the public sector financial management compliance framework as related to the organisation and confirm requirements regarding their application.</p> <p>1.2 Identify organisational work function delegations.</p> <p>1.3 Identify and clarify organisational financial control principles and operational mechanisms.</p> <p>1.4 Identify public sector financial policies and procedures relating to the work role and the organisation.</p>

2. Implement public sector financial management requirements.	2.1 Provide financial services. 2.2 Provide advice, within the limits of responsibility, regarding public sector financial policies and procedures and accounting standards. 2.3 Develop and review organisational procedures to reflect the requirements of public sector financial policy, guidelines and procedures. 2.4 Differentiate levels of delegation, assess work situations and explain and implement delegation requirements relating to functions. 2.5 Apply internal control mechanisms within an organisational context.
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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>	
SKILLS	DESCRIPTION
Oral communication skills to:	<ul style="list-style-type: none"> ■ explain financial management requirements to diverse audiences varying structure, content and language to suit the audience.
Reading skills to:	<ul style="list-style-type: none"> ■ read and understand complex formal documents.
Numeracy skills to:	<ul style="list-style-type: none"> ■ read and interpret financial information.
UNIT MAPPING INFORMATION	Release1: Supersedes and is equivalent to PSPGEN077 Apply public sector financial policies and processes.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPGEN077 Apply public sector financial policies and processes
PERFORMANCE EVIDENCE	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: <ul style="list-style-type: none"> ■ read complex and formal documents, including legislation, policies, procedures, and accounting standards, and provide advice on their interpretation and application ■ adjust communication to suit different audiences ■ use financial applications for entering data and preparing reports requiring accuracy of expression ■ apply delegations ■ work in accordance with public sector policies and procedures ■ access information and legislation electronically or in hard copy

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, policies and processes relating to public sector finance ■ the public sector financial management compliance framework and the relationship of the elements of the framework including: <ul style="list-style-type: none"> ○ documents that make up the financial management compliance framework ○ delegations and why the public sector uses them ○ internal controls, mechanisms for internal controls and why these are used ○ separation of duties ○ corporate governance requirements/relationship of financial management compliance framework to organisational structures ○ service level agreements ○ accrual accounting principles ■ ethics and code of conduct.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either a:</p> <ul style="list-style-type: none"> ■ workplace environment or ■ 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"> ■ public sector and organisational financial procedures and protocols ■ legislation, policy, procedures and protocols relating to public sector financial management compliance framework. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide