

UNIT CODE	PSPGEN012
UNIT TITLE	Access and use resources and financial systems
APPLICATION	<p>This unit describes the skills and knowledge required to access and use resources and financial systems.</p> <p>This unit applies to those working in a role where they are required to access and use physical resources, control stock levels and reordering as well as using financial systems. They work independently or as part of a team where some support is available from a mentor, performing routine 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. Access and use resources	1.1 Access resources required to achieve outcomes in the work unit. 1.2 Use resources efficiently and effectively.
2. Administer usage of physical resources	2.1 Access and maintain supplies and materials to support the operation of the workgroup. 2.2 Process orders and maintain records of usage. 2.3 Replace resources within budget limitations and store according to organisational policies and procedures to reduce theft and fraudulent activity. 2.4 Maintain asset and resource registers.

3. Operate financial systems	3.1 Apply organisational financial, accounting and reporting procedures. 3.2 Meet audit and legislative requirements.
4. Identify and deal with discrepancies	4.1 Identify and act on discrepancies or reduced resource levels. 4.2 Identify faults, signs of wear and missing resources. 4.3 Check and report discrepancies in financial systems.

FOUNDATION SKILLS

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

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"> ■ record resource information according to organisational requirements.
Numeracy skills to:	<ul style="list-style-type: none"> ■ calculate discrepancies in statistics related to resource usage, ordering and storage.
Technology skills to:	<ul style="list-style-type: none"> ■ perform routine functions in financial management systems.
UNIT MAPPING INFORMATION	Release 1: This unit supersedes and is equivalent to PSPGEN012 Access and use resources and financial systems.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPGEN012 Access and use resources and financial systems
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"> ■ apply legislative and operational materials related to resources and finances ■ complete and process orders ■ secure information and resources ■ identify and deal with discrepancies ■ use record-keeping and financial management technology.

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"> ■ workplace resource policies, procedures and requirements, including work health and safety requirements ■ public sector legislation and operational procedures relating to accessing and using financial and other resources ■ security requirements for resources, facilities, people and information ■ principles of fraud control in the public sector ■ principles of financial management and stock handling.
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 accessing and using resources and financial systems. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide