UNIT CODE	**PSPGEN045**
UNIT TITLE	**Coordinate resource allocation and usage**
APPLICATION	This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor available resources to achieve work unit outcomes.
	This unit applies to those working in generalist and specialist roles within the public sector. Those undertaking this unit work independently performing complex tasks in a range of familiar and unfamiliar contexts.
	The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
	No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	General
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor and evaluate resource usage	1.1 Identify and allocate required resources. 1.2 Implement systems to monitor and evaluate resource usage against targets and organisational standards. 1.3 Maintain records of resource allocation and usage. 1.4 Identify, analyse and address resource usage issues within limits of individual delegation. 1.5 Allocate replacements or additional resources as required.
2. Report on resource usage	2.1 Report resource usage according to organisational policies and procedures. 2.2 Complete reports to indicate the level of performance achieved and any follow up action. 2.3 Apply technology to resource management 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.	
Writing skills to:	■ provide periodic reports in required formats.
Numeracy skills to:	■ calculate and compare numeric data to work unit targets and organisational standards.
Initiative and enterprise skills to:	■ adjust resource allocation according to organisation policies and procedures including delegations.
UNIT MAPPING INFORMATION	Release 1. This unit supersedes and is equivalent to PSPGEN045 Coordinate resource allocation and usage.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPGEN045 Coordinate resource allocation and usage
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: ■ apply legislation and organisational guidelines relating to resource allocation and usage ■ meet organisational reporting requirements ■ keep records of resource allocation and usage ■ access and use information systems in the context of resource allocation and usage.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit: ■ public sector legislation including WHS and environment, policy and guidelines relating to resource allocation and usage ■ operational procedures for accessing, storing, maintaining and using resources ■ stock handling procedures ■ financial management principles and procedures ■ budget processes ■ fraud control guidelines ■ organisation security procedures relating to resource allocation and usage ■ systems and data security procedures in relation to resource allocation and usage.

ASSESSMENT CONDITIONS	Skills must be demonstrated in either: ■ a workplace environment or ■ a simulated environment. 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. Assessment must ensure access to: ■ legislation, policy, procedures and protocols relating to resource allocation and usage. Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.
LINKS	Companion Volume Implementation Guide