

Recognition of Prior Learning (RPL) Pack

Competency Unit	BSBADM409A Coordinate business resources				
Unit Descriptor	This unit of competency This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit applies to individuals with a broad knowledge of business resources who contribute well developed skills and knowledge to ensure adequate resources are available to perform the work of the organisation. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.				
Client Candidate Name	Third Party Employer Representative Name			RTO Assessor Name	
Signature	Signature			Signature	
Date	Date			Date	
Supplementary evidence has been provided for this unit <input type="checkbox"/>		Supervisor <input type="checkbox"/>	Client <input type="checkbox"/>	Colleague <input type="checkbox"/>	Supplementary evidence has been verified and attached for this unit <input type="checkbox"/>

Skills and Attitudes Assessment

How am I going to be assessed and what do I need to provide my assessor?	<p>This unit of competency is to be assessed in the workplace or simulated work environment. The following assessment methods are suggested:</p> <ul style="list-style-type: none"> Assessment must ensure: access to an actual workplace or simulated environment; access to office equipment and resources; examples of records relating to business resources. A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; review of recommendations on resource requirements; review of records concerning equipment and resource purchases; analysis of responses to case studies and scenarios; demonstration of techniques; oral or written questioning to assess knowledge of functions of a range of business equipment. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>	Self Evaluation Assessment 1	Third Party testimonial Assessment 2	RTO Verification Assessment 3	Notes by Assessor
		Task/s Verified by Candidate	Task/s Verified by Supervisor	Task/s Verified by Assessor	
		Yes No	Yes No	Yes No	
	communication skills to request advice, to receive feedback and to work with a team.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	literacy skills to draft complex reports and to display logical information on resource usage.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	numeracy skills to interpret, compare and calculate resource usage costs.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	planning skills to schedule and track resource use and availability.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	monitoring resource usage to determine resource needs.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	maintaining records of resource requirements.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	calculating costs and expenditures in relation to use and maintenance of business resources.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	knowledge of relevant legislation.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	Manages a number of different tasks within the job.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	Responds to problems, breakdowns, changes to routine.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	Demonstrates a positive attitude and responsibility to work.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

RTO (Office) use only

The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined Yes No

<p>Determine resource requirements Determine resource requirements in accordance with business and operational plans, and organisational requirements Provide opportunities to individuals and workgroups to contribute to the identification of resource requirements Ensure resource expenditure is realistic and makes efficient use of available budget resources Present recommendations on resource requirements in the required format, style and structure using relevant business equipment and technology</p>	<p>Acquire and allocate resources Acquire physical resources and services in accordance with organisational requirements Check resources to ensure quality and quantity, in line with service agreements Allocate resources promptly to enable achievement of workgroup objectives Ensure consultation with individuals and teams on allocation of resources is participative and is conducted using appropriate interpersonal skills</p>	<p>Monitor and report on resource usage Measure effectiveness of resource planning, and assess against actual costs, identified shortfalls and surpluses Develop and implement methods of monitoring resource use to enable timely and accurate reporting against business and operational plans Identify improvements in resource planning through consultation and feedback, and implement in accordance with organisational requirements Maintain records concerning equipment and resource purchases, in accordance with organisational requirements</p>
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Feedback provided to candidate: Candidate signature:

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Assessment Outcome **Competent** **Not yet competent** **Candidate appeals the outcome** **Yes** **No** **Initials**..... **Details of appeal:**

Knowledge Assessment

Competency Unit

BSBADM409A Coordinate business resources

I have supporting documentary evidence to demonstrate that I already attain the required knowledge for this unit and the evidence is attached

Alternatively:
For each of the following criteria, please provide an example of how you have met the requirement in the workplace. If there is insufficient space, attach additional pages. Please attach supporting evidence where possible.

Determine resource requirements (Use the following as a guide to your answer)

- **Determine resource requirements in accordance with business and operational plans, and organisational requirements**
- **Provide opportunities to individuals and workgroups to contribute to the identification of resource requirements**

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- **Ensure resource expenditure is realistic and makes efficient use of available budget resources**
- **Present recommendations on resource requirements in the required format, style and structure using relevant business equipment and technology**

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Initials of Trainer/Assessor_____

Initials of Candidate_____

