

PRMPM35B Manage assets

Unit descriptor

This unit of competency covers the skills and knowledge required to manage assets used in the provision of pest management services. These work functions would be carried out within company guidelines.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1 Determine asset classification and identification | 1.1 Document policies and procedures for managing pest management assets and maintaining a register of <i>assets</i> in accordance with <i>company requirements</i> |
| | 1.2 Determine <i>asset register</i> format on basis of current needs and business plan in accordance with <i>company requirements</i> |
| | 1.3 Select a classification system compatible with other corporate record systems and that meets asset accounting and asset management needs in accordance with <i>company requirements</i> |
| | 1.4 Determine materiality thresholds for <i>assets</i> to be recorded in the <i>asset register</i> in accordance with <i>company requirements</i> |
| 2 Record and value assets | 2.1 Identify and record specified details of all material <i>assets</i> in accordance with the asset management policies and procedures |
| | 2.2 Record all <i>assets</i> in compliance with <i>legislative</i> and <i>company requirements</i> |
| | 2.3 Determine condition of each <i>asset</i> in accordance with <i>manufacturers' specifications</i> and <i>legislative</i> and <i>company requirements</i> |
| | 2.4 Determine useful/residual life of each <i>asset</i> in accordance with <i>manufacturers' specifications</i> and <i>company requirements</i> |
| | 2.5 Calculate current value of each <i>asset</i> based on valid and reliable information in accordance with <i>legislative</i> and <i>company requirements</i> |
| 3 Maintain asset management system | 3.1 Update records continuously to record <i>asset</i> purchases, loss, damage or disposal in accordance with <i>company requirements</i> |

PRMPM35B Manage assets

ELEMENT

PERFORMANCE CRITERIA

- 3.2 Conduct periodic audits to ensure accuracy of *asset register* in accordance with *company requirements*
- 3.3 Prepare *reports* to assist in business planning and management in accordance with *company requirements*
- 3.4 Review asset management system periodically to ensure it is supporting business needs in accordance with *company requirements*
- 3.5 Provide training to support effective management and maintenance of the *asset register* in accordance with *company requirements*

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables are listed alphabetically and may be present for this particular unit.

Asset register may be a computer or manual file and include:

- damage/loss/theft
- date of purchase
- identifying number
- insurance policies and claims
- invoices and receipts
- location
- major repairs
- obsolescence
- value.

Assets may include:

- buildings
- business and marketing contracts
- goodwill
- land
- office equipment and furniture
- pest management plant and equipment

PRMPM35B Manage assets

- vehicles.

Company requirements may include:

- access and equity policy, principles and practice
- business and performance plans
- client communication procedures
- client confidentiality procedures
- client service standards
- communication channels and reporting procedures
- company goals, objectives, plans, systems and processes
- company issued identification badge/card/pass
- company policy and procedures
- defined resource parameters
- dress and presentation requirements
- duty of care, code of conduct, code of ethics
- emergency response and evacuation procedures
- employer and employee rights and responsibilities
- establishing operator identity with client
- maintenance procedures for equipment and PPE
- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- OHS policies and procedures
- personnel practices and guidelines
- policies and procedures relating to own role, responsibility and delegation
- quality and continuous improvement processes and standards
- records and information systems and processes
- training (induction and refresher) materials
- work site access security clearance procedures.

Legislative requirements may include:

- Australian Standards, quality assurance and certification requirements
- award and enterprise agreements
- industry advisory standards and codes
- relevant Commonwealth/state/territory legislation and local government regulations which affect company operation:
 - accounting standards
 - anti-discrimination and diversity
 - building codes
 - chemical controls

PRMPM35B Manage assets

- chemical registers/manifests
- consumer protection legislation
- corporations law
- dangerous goods Acts and regulations
- dangerous goods code
- declared pest (plant and animal) reporting
- environmental protection issues
- equal employment opportunity
- freedom of information
- industrial relations
- motor and commercial vehicle(s) transportation
- motor licence and endorsement regulations
- OHS Acts and regulations
- privacy
- public health
- trade practices
- workplace consultative arrangements.

Manufacturers' specifications may include:

- equipment operational manuals
- instructional guides
- other resources supplied by the manufacturer (such as laminated cards, notices and wall posters) in work sites or vehicles.

Reports may include:

- comparative costs of different types of equipment
- details of maintenance schedules
- residual life of assets
- scheduled replacement.

EVIDENCE GUIDE

The evidence guide identifies the requirements to be demonstrated to confirm competence for this unit. Assessment must confirm sufficient ability to use appropriate skills and knowledge to manage the assets used in providing pest management services including maintaining an asset register. Assessment of performance should be over a period of time covering all categories within the range statement that are applicable in the working environment.

Critical aspects of competency

- Implementation and maintenance of an asset management system.
- Operation of an asset register.
- Compliance with company and legislative/regulatory requirements.

PRMPM35B Manage assets

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Legislation, regulations, codes of practice and industry advisory standards applicable for managing a business and the provision of pest management services.
- Purchasing policies and procedures.
- Maintenance policies and procedures.
- Disposal policies and procedures.
- Documentation requirements.
- Company management structure and reporting procedures.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- research and analysis
- communicating clearly and concisely using written and verbal modes
- requesting advice or further information
- seeking and receiving feedback
- working on an individual basis and within a team
- sourcing, organising and recording information.

Other units of competency that could be assessed with this unit

Competence in this unit may be assessed in conjunction with PRMPM26B Select and obtain pest management equipment and materials.

Resources required to assess this unit

The following resources should be available:

- access to a suitable work site or venue
- access to relevant databases and information sources including asset management policies and procedures
- access to plain English version of relevant statutes and procedures
- assessment instruments, including personal planner and assessment record book.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit the competency should be demonstrated by using policies and procedures developed for asset management under normal industry operating conditions, or if this is not practicable, in a simulated work environment.

The competency should be demonstrated over a period of time and observed by the assessor.

The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

PRMPM35B Manage assets

Supplementary evidence may be obtained from relevant written correspondence with existing and potential clients. This information must be relevant by showing evidence of the candidate's work performance.

Other forms of gaining evidence such as through oral questioning and hypothetical situations (scenarios) may be used to supplement (but not substitute for) the practical demonstration of competence.

Key competency levels

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this competency standard.

	1 Perform the process	2 Perform and administer the process	3 Perform, administer and design the process
How can communication of ideas and information be applied?		3	Educate colleagues and staff about the importance of effective asset management and generate a commitment to support effective asset management systems.
How can information be collected, analysed and organised ?		3	Gather data about company's assets from all available sources and analyse for inclusion in the asset register.
How are activities planned and organised ?		3	Plan the capture of relevant data on all assets and organise systems for ongoing capture and recording of asset details.
How can teamwork be applied?		3	Establish processes for team members to have input into the ongoing monitoring of asset management policies and the operation of the asset register.
How can the use of mathematical ideas and techniques be applied?		2	Calculate asset values and depreciation using accepted formulas.
How can problem-solving skills be applied?		2	Identify changing needs of the asset management systems and discuss possible options with colleagues and staff.
How can the use of technology be applied?		2	Record all data into appropriate classifications and monitor system reports to ensure accuracy.