

Modification history

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

SFICPL401	Administer the district office
Application	<p>This unit of competency describes the skills and knowledge required to establish, implement and monitor effective administrative procedures in fisheries district offices. It includes the ability to carry out costing, outline job specifications, train staff, determine maintenance requirements for vessels and vehicles, negotiate budgets and write financial reports.</p> <p>The unit applies to individuals who work in district fisheries offices and provide leadership and guidance when organising activities of self and others, as well as contributing to technical solutions of a non-routine or contingency nature.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Compliance (CPL)

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. Establish, implement and monitor procedures for administrative tasks	1.1 Identify administrative tasks to be delegated to staff and written into job specifications 1.2 Identify and cost physical and human resources required to maintain administrative functions at required level and seek budgetary approval for purchases 1.3 Obtain and install physical resources and train staff in their use 1.4 Establish, document and monitor procedures for administrative tasks at required intervals 1.5 Assess effectiveness of administrative procedures and take action where administrative tasks are below standard
2. Schedule maintenance and service	2.1 Determine service requirements for administrative equipment, outboard motors and vehicles from manufacturer service instructions 2.2 Monitor log books for usage patterns 2.3 Establish, document and monitor procedures for determining special service or repair requirements 2.4 Plan scheduling for maintenance and service in advance to minimise consequences of down time 2.5 Book servicing agent and keep staff informed of schedule 2.6 Monitor standard of servicing and associated costs and give feedback to service agent
3. Operate office within budgetary constraints	3.1 Negotiate budgets with senior personnel based on past income and expenditure data and projected cost of planned activity within the budgetary period 3.2 Monitor and reconcile income and expenditure against the original budget 3.3 Identify variances against the original budget and make adjustments where necessary 3.4 Provide financial reports to senior personnel

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
Numeracy	<ul style="list-style-type: none"> Interpret budgets, monitor and calculate costs, calculate income and expenditure, compare numerical data, prepare financial reports
Reading	<ul style="list-style-type: none"> Select and interpret information and data from familiar and unfamiliar documents, manuals and guidelines; review and evaluate procedures
Writing	<ul style="list-style-type: none"> Create reports and documentation, develop procedures
Interact with others	<ul style="list-style-type: none"> Adapt communication style and content, including personal, social and cultural factors, to build rapport with staff Collaborate with and demonstrate leadership to staff in the achievement of outcomes
Get the work done	<ul style="list-style-type: none"> Apply some conflict resolution strategies to delegation and coordination of administrative tasks Make and review critical and non-critical decisions regarding administrative tasks and procedures, maintenance scheduling and resource and budgetary management

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
SFICPL401 Administer the district office	SFICOMP401C Administer the district office	Updated to meet Standards for Training Packages	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273
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TITLE	Assessment requirements for SFICPL401 Administer the district office
Performance Evidence	
<p>An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that the individual has administered the district office on at least one occasion including:</p> <ul style="list-style-type: none"> • establishing, documenting and reviewing procedures • planning, monitoring and negotiating budgets • planning, scheduling and allocating administrative and maintenance/service tasks • preparing financial reports • monitoring and assessing performance of administrative tasks • training staff in the use of physical resources. 	
Knowledge Evidence	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> • administrative functions performed in a fisheries district compliance office • resources required for district office operation • administrative standards for district office operation • equipment servicing requirements for district office operation • budgeting processes and financial reporting specific to a district office operation. 	
Assessment Conditions	
<p>Assessment of this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in a district fisheries office setting or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • office equipment and resources • office documentation • relationships: <ul style="list-style-type: none"> • interactions with staff. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273