



ASSESSMENT 2

Course Name	BSB30115 Certificate III In Business
Subject/module	Resource Management
Assessment method	Part A: Written or Oral Questions Part B: Presentation Part C: Scenario
Due date	Session 8
Weighting	50%
Units of Competency	BSBADM311 Maintain Business Resources BSBADM409 Coordinate Business Resources BSBPUR301 Purchase Goods and Services BSBSUS401 Implement and Monitor Environmentally Sustainable Work Practices

Instructions

1. Assessments should be completed as per your trainer's instructions.
2. Assessments must be submitted by the due date to avoid a late submission penalty.
3. Plagiarism is copying someone else's work and submitting it as your own. You must write your answers in your own words or appropriately reference your sources. A mark of zero will be given for any assessment or part of an assessment that has been plagiarised.
4. A list of references must be included.
5. You may discuss your assessments with other students, but submitting identical answers to other students will result in a failing grade. Your answers must be yours alone.
6. Your trainer will advise whether the assessment should be digitally uploaded or submitted in hard copy. Assessments that are digitally uploaded should be saved in pdf format.
7. You must pass both assessments in the subject to pass the subject.

Assessment 2

Part A – Written or Oral Questions

1. Make a list of the resource requirements within your organisation include? How would you determine these resource requirements? **(3 marks)**
2. What are the benefits of individuals and workgroups contributing to the identification of resource requirements? **(2 marks)**
3. How can you ensure that the resource expenditure is realistic and uses the budget efficiently? **(2 marks)**
4. It is your job to present the recommendations on resource requirements. What business equipment and technology will you need to use? **(2 marks)**
5. What are the methods used for acquiring physical resources and services within your organisation? **(2 marks)**
6. Design a simple checklist that could be used within your own organisation for checking the quality and quantity of resources against the service agreements. **(2 marks)**
7. What can help when trying to allocate resources promptly? **(2 marks)**
8. What interpersonal skills should be used when consulting about allocation of resources? **(2 marks)**
9. Outline the ways effectiveness of resource planning is measured within your own organisation. What may affect effectiveness? **(2 marks)**
10. What methods are used to monitor resource use within your own organisation? **(2 marks)**
11. How can you identify improvements in your resource planning? **(2 marks)**
12. What records may need maintaining? Choose one of your examples. How is this maintained within your own organisation? **(2 marks)**

Total Marks - Part A - 25

Notes:

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Assessment 2

Part B - Presentation

Scenario: You are taking an annual holiday from your job as a purchasing assistant. To ensure that you can enjoy a proper holiday (especially when you return to the office), your manager has approved for a casual staff member to be hired to cover your job whilst you are away. Before you leave, you need to 'hand over' to the casual staff member and your manager would like you give one hour's training to the casual staff member. Using your planning, organising and communication skills, create a presentation explaining what you would like the Casual to know about purchasing goods and services for an organisation, including of:

1. Organisation policy and procedures
2. Purchasing and procurement principles of the organisation.

This presentation does not have to be delivered in class – just added to the end of the assessment.

(10 marks)

Total Marks - Part B - 10

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Assessment 2

Part C - Scenario

You will also need to create an office procedure which will be used by the person who will be doing your job. This is all the only instruction they will have apart from a brief hand over from you and no one else will have time to help the casual assistant while you are away.

The procedure is for purchasing goods and services relevant to the organisation and industry context (select a suitable industry). You can draw on your own workplace examples where possible and will include evidence of the following skills:

1. Obtaining quotes from prospective suppliers (search the internet, call suppliers)
2. Selecting appropriate purchasing methods (Read the organisation's policy)
3. Receiving, checking and documenting purchases

(10 marks)

Total Marks - Part C - 10

Total Marks - Assessment 2 - 45

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