# ASTGEN4 - SQA Unit Code H546 04
Control the use of resources

**Overview**

This unit defines the national standard of occupational competence covering making sure you have enough tools, equipment and materials for the current and anticipated caretaking work, and that these resources are used properly. It involves monitoring, ordering and storing resources as well as ensuring their safe and efficient use. This unit therefore sets the standard for you to:

1 Maintain resource levels; and
2 Use resources effectively

You must be able to deal with the typical tools, equipment and materials that you use in your job. You should therefore know the purpose of the different resources, and how to use them safely; as well as how to store them safely. Correct usage and storage are very important, particularly where legislation is concerned. You should also know the correct procedures for disposing of waste, especially where this might be contaminated.

## Performance criteria

**Maintain resource levels**

*You must be able to:*

P1   accurately monitor **resource** levels at appropriate intervals
P2   correctly identify the type and amount of resources you need to order to enable you to carry out your job
P3   follow approved procedures for ordering resources
P4   correctly identify any discrepancies between orders placed and resources received
P5   take appropriate action to deal with any discrepancies you identify
P6   handle and store resources in accordance with their nature and characteristics
P7   store resources securely
P8   follow approved stock rotation practices
P9   keep accurate records of resources issued from storage

**Use resources effectively**

*You must be able to:*

P10  have the necessary authority to use the **resources** that are needed for you to do your work
P11  use resources for their approved purposes only
P12  minimise wastage of resources
P13  prepare and use resources in accordance with health and safety requirements and the requirements of your organisation
P14  carry out routine maintenance of tools and equipment in accordance with manufacturers' instructions
P15  dispose of unwanted resources correctly
P16  return unused and reusable resources to the right place(s) promptly

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| **Knowledge and understanding** | **Maintain resource levels** |
| *You need to know and understand:* | K1   how to monitor resource levels, the importance of monitoring them and when it is appropriate to monitor them |
| | K2   the purpose(s) for which different types of resources are needed within your job role and what to take into account when calculating the amounts that need to be ordered |
| | K3   what the approved procedures are for ordering resources, and why it is important that these are followed |
| | K4   the types of discrepancies that might occur between resources received and orders placed, and how such discrepancies should be dealt with |
| | K5   how the nature and characteristics of different types of resources affect the way in which they are handled and stored |
| | K6   why it is important that resources should be handled and stored correctly (NB relevant legislation including COSHH) |
| | K7   how to handle resources correctly and how to store them securely and correctly (NB relevant legislation including COSHH) |
| | K8   what the approved stock rotation practices are, and the importance of keeping to these practices |
| | K9   why it is important to keep accurate records of resources issued, and how the records should be kept |

**Use resources effectively**

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| *You need to know and understand:* | K10   how the effective use of resources can benefit the organisation as a whole |
| | K11   which resources require authorisation for use, and the possible consequences of using them without authorisation |
| | K12   the purpose(s) for which resources should be used |
| | K13   how to minimise wastage, and why it is important to minimise wastage |
| | K14   what the relevant health and safety and organisational requirements are regarding the preparation and use of resources, and the possible consequences of failing to comply with these requirements |
| | K15   the benefits of routine maintenance of tools and resources, and where to get manufacturers' maintenance instructions from |
| | K16   how and where unwanted resources should be disposed of |
| | K17   why it is important to return unused and reusable resources to the right place(s),and where these places are |

## Additional Information

**Scope/range**

**Maintain resource levels**

1.   **resources**: tools; equipment; materials

**Use resources effectively**

2.   **resources**: tools; equipment; materials

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