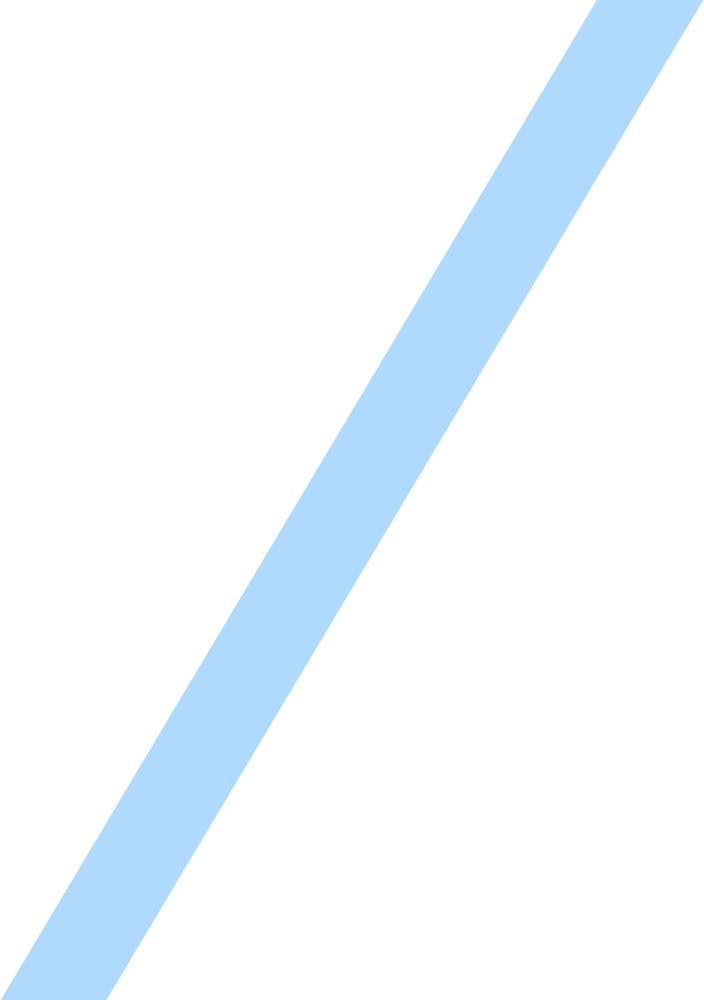
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| --- |
| **Develop A Resource Acquisition Strategy**  Email: [Email Here]  Website: [Website Here] |

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| colored rectangle |

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| Name, Job Title  Email [Email Here] | logo-placeholder |



**Module 4 - Project Task 2.2**

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| --- | --- |
| Assessment Report - Submission details | |
| Participant Name: | Jack McLovin |
| Topic: | [Enter topic here]Develop A Resource Acquisition Strategy |
| Unit Code & Name: | [UNIT CODE] – [Unit title] Module 4 Project Task 2.2 Building and Construction Cert IV |
| Trainer/Assessor Name: | Yaser Farag and Dennis Crow |
| Submission date: | *\_\_\_\_ / \_\_\_\_ / \_\_\_\_23/11/23* |
| Work submitted: | |
| Declaration: | In submitting this work I declare that no part of any assessment I submit has been copied from another person’s work, except where clearly noted on documents or work submitted. I declare that no part of any assessment I submit will have been written for me by another person. I understand that plagiarism is a serious offence that may lead to disciplinary action. |
| Participant Signature:  (Insert Name) | Jack McLovin |

|  |
| --- |
|  |
| Introduction Report Written By:  Date:  Project Details: |

# Describe your scenario

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**PART A**

# Resource Acquisition Strategy Human Resources

### Strategy to be used to recruit and induct the employees for the business

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| All past planning material as documented through past projects will be available to browse to gain knowledge of how we choose to operate.  All policies will be passed on with the ability to send feedback.  To recruit an individual we must ensure that they are responsible, and have the skills to complete the task in the allotted time with full comprehensiveness and to the specification required by the director. This means they must be informed as to the task and the KPIs that they are operating under, with a description of the steps involved with the types of activities they will routinely undertake. They must be vetted for professionalism and adhering to a standard equivalent or above that of our own.  Ensure they aren’t overqualified so they don’t resent the pay rate. And that they are selected from a member of the community of those who respect the director, coming from his network and connections and the past arrangements that have been made successfully in business with the individual. If this is not achievable, then look for someone in a local website that is popular, or the government supplied system.  When they arrive on the worksite be sure to induct them as to where to rendezvous in the case of an emergency like a fire, and where the first aid kit is, the toilets, the water, where to put the rubbish, where to park, what to look out for that is unique to this property. And what to do in the event of an incident or accident, ie to call the site supervisor and make the request before detailing what happened. And once out of immediate threat, be sure to report effectively about what occurred and how it happened and how we can prevent it next time, and what the injury is likely to cost in terms of pain, time off, healing, and treatments or surgery. |

### Sources of specialist advice including availability and estimated cost

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| Contact allied builder partners that we work on projects with, and discuss their recommendations for specialists and their quality of control. It is important to pick a specialist that gets the reputation for their ability to work as well their finished product on top the price. Pricing in the arbitrary features such as the tolerance of task completion is a difficult task, so ultimately as long as it has no defects, or other issues, and is done in a way that will be maintained and is clearly an organized process of being completed.  Check online for nearby businesses that service as a specialist for the plumbing, electricals, concreting, roofing, and the chippy. Be sure to evaluate on valid reputation / feedback, and ensure that the reputation you are relying on comes from a person to person in person relationship, such that you know that they actually respect the work done by the party being considered for hire.  Send them the drawings and illustrate the areas of concern for their role, and then write up a pre-engagement / onboarding contract to discuss a quote for the work detailing that the quote must hold up within reason, and must be of a particular standard, whereby they don’t just answer with a price overall, but they mention any particular parts they will need as well as parts they might need. Just so we know the other variables that are likely to change if the task requires them to be completed but may as of yet be unknown by the specialist. |

### Create a position description for one of the roles within the business.

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| **POSITION DESCRIPTION**  **Sit at the front desk and report to the manager nearby. Answer phone calls as the first immediate priority. Take receipts and place in excel and backup. Send emails to clients and ensure it remains professional. Contact clients by phone once email is sent to ensure they know there is an update to their information. In down-time make cold calls, hot calls, and cold emails and hot emails, to contacts given by the director, as well as potentially interested parties that the Office Admin may know themselves.**  **POSITION TITLE:** *<Role name>*  *Office Admin*  **POSITION TYPE:** *<Type of employment>*  *Full Time*  **SALARY/PAY RATE:** *<Salary or pay rate>*  *50k*  **LOCATION:** *<The physical address that the employee will work at. If the job requires travel, state the primary location>*  **Office, at the primary location of business**  **SUPERVISOR/MANAGER:** *<Who the employee will report to>*  **Office Manager → Director**  **MAIN DUTIES/RESPONSIBILITIES:**  *<Outline the duties and responsibilities of the position>*  *Reception – taking phone calls from enquiring customers, and making phone calls to contact customers of any new updates to the information being sent to them. Sending of emails detailing a series of information required for the part of the process we are up to. In-put receipts into the database with a backup for the financing and taxation purposes.*  **SKILLS & EXPERIENCE**  **Qualifications:** *<What qualifications, licences or education level does the employee need?>*  *Excels at excel, can send emails, and remain polite regardless on phone calls.*  **Experience:** *<What type and how much experience is needed?>*  *Experience with a computer for personal budgeting, as well as contacting businesses for personal requirements*  **Skills:** *<List skills needed for the job, including any technical or interpersonal skills>*  *Quick at typing, reliable at simple math, good grammar and punctuation. Etiquette, integrity, enthusiasm*  **KEY PERFORMANCE INDICATORS:**  *<The level of performance you expect from the employee >*  *Time taken to complete required essential tasks, as well as clients gained from outbound cold calls during down time once daily tasks have been completed. Mistakes made on receipt tracking, and consistency of professionalism in sent emails (measured by feel)*  Create a job advertisement to implement the recruitment for this role. |

### Create a job advertisement to implement the recruitment for this role

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| Do you enjoy assisting with building and construction projects, for those who want to build a new home or renovate a current one?  Do you care about supporting families and individuals in having a place of their own to live in?  Do you prefer to work in reception at a desk on the phone, than to be doing hard labour yourself?  How do you go with numbers and excel while documenting finances?  Can you maintain politeness amidst an attack during a phone call on behalf of aiming to gain a client?  If you think you can answer all of these questions well, then maybe you’re the one for us.  Receptionist / Office Admin role for a Building and Construction business.  We build multimillion dollar high rises and tiny homes, as well as the standard homes as you would know. |

# Resource Acquisition Strategy Physical Resources

### Method of resource acquisition Physical Resource Acquisition

### Business Premises

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| Find a central location nearby to where the population density is.  Ensure the rental prices include electricity, and that it has a kitchen and a toilet, mail access, parking, and a good looking entrance.  Ensure there is a reasonable amount of foot-traffic passing by the front.  Ensure that there are more than just one door to enter and exit the property, in case there is an emergency and we need to evacuate and one is blocked. |

### Vehicles for the business

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| Buy a Toyota because of their reliability.  Ensure it is at least two years old, or still looks modern.  Inspect the motor, and the connections to the alternator and the air input as well as the valves and gaskets and pipes for any oil, rust, deterioration or breakage, to get an idea of future repair costs, and current level of maintenance and care.  Make it a diesel because it has higher torque so it can carry materials to site, as well as not be effected by petrol costs, meanwhile can be converted to Biodiesel if they one day decide to actually sell it to us. |

### Computer equipment for the office

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| Buy a year old macbook pro, as it is a laptop and therefor is portable, so if the office needs to be modified for any reason or the user needs to vacate their spot and use the device somewhere else, it is available to be used for that purpose at that time.  Buy the most affordable printer on the market, as they are all of a good quality at this stage. Make it wifi enabled.  Wifi access devices provided by company providing the service. |

### Sub-contractors to provide wall frames for construction projects undertaken by the business

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| Contact the chippy to ensure that he can build a wall frame.  Ensure he has the resources to bring the materials required for the wall frame in to the site.  Ensure that there is space onsite at build location for the wall frame to be constructed and raised and set into place.  Ensure that the wall frames are square and reinforced and braced, and built to last. |

### Stock control for on-site deliveries including potential theft.

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| Rent-a-fence, and lock the gate. Cover resources, and place far from entrance. And then place something hefty behind the gate upon leaving. Lock the gate with chainlink and padlock.  Have site supervisor always informed and ready for deliveries, and prepared for where they are to go on site, so that when they arrive they can be delivered in place. Do not sign the delivery form until the materials have been inspected and suitable to the specifications agreed to with supplier. |

**PART B**

**A Resource Acquisition Proposal**

#### Options for the purchase 1

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| Toyota vehicle for director. Diesel. Two years old or still modern looking. |

#### Options for the purchase 2

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| Macbook pro for Office Admin, one year old. |

#### Specialist advise that may be required

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| Ask an engineer who knows about both, for the specs of the purchase to choose from, so for the Toyota how much is it worth given it’s current state, and similarly with the macbook pro what requirements do we need to meet for the device to ensure we can complete all tasks. |

#### A recommendation for the purchase

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| Toyota dual cab  Macbook Pro |

#### A cost estimate based on research with suppliers

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| Toyota dual cab $10k  Macbook pro $2k |

#### A recommendation of the proposed method of financing the transaction.

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| Claim depreciation as a loss. Due to specs, pay upfront and insure. Simple bank account transfer from the business account of the association. |

**PART C**

**Role Play**

Write up the Role play Dialogue below, and perform when complete

Scenario

In a one on one role play, present your proposal to the director and seek approval for the physical resource acquisition based on your presentation.

The role of director can be played by your trainer or another student. The trainer will question you on the proposal. Questions must include:

* What are the advantages and disadvantages of the option?
  + Toyota is reliable, so it will last a long time in the business
* How will the recommended option assist the business meeting its financial objectives?
  + Toyota is at least two years old so it is a lot more affordable
* What are the productivity savings for the recommended option?
  + Director can drive between work sites, inspecting new properties and meeting with clients

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| Enter Dialogue here:  You:  Director: |

## Conclusion

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