

**Submission Date:**

**New Students : 15<sup>th</sup> July**

**Previous students: 16<sup>th</sup> October**

**WORD count 6000 words minimum**

**7 references**

<b>Qualification Title</b>	TQUK Level 5 Diploma in Leadership and Management for Children, Young People and Families in the Community (RQF)	
<b>Learner Name</b>		
<b>Learner ID</b>	<b>Academy Will Fill – Please Leave The Column</b>	
<b>Module Name</b>	Manage resources and finance within own area of responsibility	
<b>Assignment No</b>	A/617/9510	
<b>Submission Date</b>		
<b>Declaration of authenticity:</b> <ul style="list-style-type: none"> <li>➤ I declare that the attached submission is my own original work. No significant part of it has been submitted for any other assignment and I have acknowledged in my notes and bibliography all written and electronic sources used.</li> <li>➤ I acknowledge that my assignment will be subject to electronic scrutiny for academic honesty.</li> <li>➤ I understand that failure to meet these guidelines may instigate the Centre's malpractice procedures and risk failure of the unit and / or qualification.</li> </ul>		
<b>Learner signature :</b>  <b>Date :</b>		<b>Assessor signature</b>  <b>Date:</b>

## **RULES AND REGULATIONS:**

**Plagiarism** is presenting somebody else's work as your own. It includes: copying information directly from the Web or books without referencing the material; submitting joint coursework as an individual effort; copying another student's coursework; stealing coursework from another student and submitting it as your own work. Suspected plagiarism will be investigated and if found to have occurred will be dealt with according to the procedures set down by National Academy.

Students are advised to review the module content before attempting to address any of the tasks

## **ASSIGNMENT REGULATIONS:**

1. Learners are required to submit their work using the National Academy Assessment cover sheet.
2. You are required to submit your assignment by the date shown in your VLE Calendar
3. If you have any special requirements these must be communicated to your tutor prior to the commencement of the assignment

Title:		Manage resources and finance within own area of responsibility	
Unit reference number:		A/617/9510	
Level:		5	
Credit value:		5	
Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1.	Understand resource management in the work setting	1.1	Explain why resource management is important in the work setting
		1.2	Explain the importance of using sustainable resources and the potential impact of resource use on the environment
		1.3	Describe actions that can be taken to minimise adverse environmental impacts using physical resources in the work setting
		1.4	Analyse the effectiveness and efficiency of resources used in the work setting to make recommendations of ways to improve the effectiveness and efficiency of resource use.
2.	Understand financial management in the work setting	2.1	Explain the importance of effective financial management systems within own work setting
		2.2	Describe the roles, responsibilities and accountability of all those involved in financial management of the budget for own work setting
		2.3	Outline sources of funding that are used to construct the budget for own work setting
		2.4	Analyse the impact of an insufficient budget
3.	Be able to plan and manage a budget for own area of responsibility in the work setting	3.1	Work with others to calculate the financial resources required to meet objectives within own area of responsibility

		3.2	Work with others to calculate expenditure and prioritise budget allocation in own area of responsibility
		3.3	Communicate budget requirements within remit of role and responsibility to inform overall budget build
		3.4	Monitor actual spend against planned expenditure
		3.5	Analyse variances between planned and actual expenditure to implement corrective action
		3.6	Revise the budget to take account of variances and new developments
4.	Be able to evaluate financial management within own area of responsibility in the work setting	4.1	Review actual expenditure against planned expenditure within financial period
		4.2	Report the findings from budget reviews
		4.3	Make recommendations for adjustments for budget planning and management

**Assessment requirements:**

This unit must be assessed in accordance with Skills for Care and Development's RQF assessment principles.

Learning outcome 3 must be assessed in the work setting. Learners must provide a portfolio of evidence

<b>1.1 till 1.4</b>	<b>Explain:</b> <ul style="list-style-type: none"> <li>• The importance of resource management in your work setting</li> <li>• Benefits of using sustainable resources and their environmental impact of resource use on the environment</li> <li>• Actions to minimize adverse environmental impacts using physical resources</li> <li>• An analysis of current resource use with recommendations for improvement.</li> </ul>

<b>2.1 till 2.4</b>	<b>Create a detailed budget management guide that includes:</b> <ul style="list-style-type: none"> <li>• The importance of effective financial management</li> <li>• Roles and responsibilities in budget management</li> <li>• Sources of funding</li> <li>• The impact of an insufficient budget.</li> </ul>

<b>3.1 till 4.3</b>	<p>Organize a budget review meeting and create a report where:</p> <ul style="list-style-type: none"> <li>• Each team member presents their calculated financial resources and expenditure needs.</li> <li>• Monitor and compare actual spending with the planned budget for the current financial period and over a specified period.</li> <li>• Review any discrepancies, discuss corrective actions, and make necessary revisions to the budget.</li> <li>• Based on the analysis, develop recommendations for adjusting future budget planning and management.</li> <li>• Present the report and recommendations to your team or stakeholders and discuss potential changes to improve budget accuracy and management.</li> </ul>