



Qualification Specification

TQUK Level 5 Diploma in Leadership and Management for Children, Young People and Families in the Community (RQF)



Manage resources and
finance within own area of
responsibility



Lesson Objective



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.

2.1	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

1.1 The importance of resource management



- Resource management helps organizations optimize people, providing insight into their workloads, availability, project time requirements, skills, and more. Organizations can arm their managers with what they need to appropriately and fairly allocate projects to the right resources.

What is Resource Management?



- Let's start with a simple definition of resource management.
- As an aspect of project management, resource management is the process of planning, scheduling, and allocating organizational and project resources in the best possible way. From the beginning stages of your projects right up to the very end. Its ultimate aim is fulfill project, task, or organizational goals. While ensuring the utmost efficiency of resources along the way.
- With all project management, managers need to know if there's enough capacity and the proper means to bring projects to life. Resource management can guarantee that you'll not only have the right resources to achieve your objectives, but you have the right resources that will take your projects to the next level. All while minimizing potential scheduling conflicts, project bottlenecks, and the ill effects of resource over- and under-utilization.

1.2

Explain the importance of using sustainable resources and the potential impact of resource use on the environment

- **Understanding Sustainability**
- Natural resources — such as land, forests, water, fisheries, minerals, and air — are essential for our survival. However, years of overexploitation driven by technological advancement have led to deforestation, wildfires, oil spills, and other ecological hazards.
- Sustainability involves using these resources in a way that meets our current needs without compromising the ability of future generations to meet their own needs. It requires a delicate balance between economic growth, environmental protection, and social equity.
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- **Why Sustainable Resource Use Matters**
- **1. Economic Growth:** Sustainable resource management contributes to economic growth by ensuring a steady supply of resources for production.
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- **2. Environmental Protection:** It helps protect the environment by reducing waste and pollution.
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- **3. Social Equity:** By distributing resources fairly among all members of society, sustainability promotes social equity.

Examples of Successful Sustainable Practices

- **1. Renewable Energy:** Many businesses are transitioning to renewable energy sources like solar and wind power. This not only reduces their carbon footprint but also leads to long-term cost savings.
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- **2. Recycling:** Robust recycling programs significantly reduce waste. This includes recycling paper, plastic, glass, and electronic waste.
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- **3. Ethical Sourcing:** Companies increasingly ensure that their products are sourced ethically and sustainably, from food and clothing to electronics and diamonds.
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- **4. Sustainable Supply Chain Management:** Businesses work to make their supply chains more sustainable by reducing packaging and ensuring fair labour practices.

1.3

- Describe actions that can be taken to minimise adverse environmental impacts using physical resources in the work setting

Here are 10 easy ways you can gradually reduce your workplace's impact on the environment (and save money).

- Watch your water usage. You can easily get a reading from your water meter, and ensure that when no-one is on site (e.g. over the weekend), no water is being leaked anywhere. Using automatic taps, harvesting rain water, water-saving shower heads and low water-usage toilets can also further reduce your water usage.
- Go paperless (if you can!). Opting for e-invoicing, -order assembly and -delivery are just a few of the ways you can reduce both your paper usage and paper (& printer) expenditure.
- Recycle if you can't go paperless. Most workplaces still churn through paper, it's no secret. Churning through what was formerly an oxygen-producing entity is not great for the forest, the continent the forest is on, or humanity. If you don't have the facilities to recycle efficiently yourself, why not outsource to a socially and environmentally responsible partner, like House With No Steps?
- Use recycled products. Using recycled paper is a good start. Depending on your business, there are many exciting ways you can increase your use of recycled goods. For example, insulation based on old newspaper or roads made with old printer toners.
- Look for power-saving alternatives like LED lightbulbs, motion-sensing to control that lighting, LED computer monitors etc. Prioritise buying or replacing equipment and appliances with their higher Energy Rating alternatives.
- Contact your energy provider and what they offer in the way of green energy alternatives. You could install solar panels to reduce reliance on energy providers, if they're slow on the green energy uptake.

- Carpool. Ask your workmates that live nearby if they'd be happy to share rides with you. You might be lucky, and your workplace could offer incentives to do so!
- Be smarter with your company vehicles. When reviewing your fleet, spend some time researching more efficient cars. Not everybody can afford the Tesla Model S, but not all Internal Combustion Engines are made equal.
- Clean and maintain regularly. Stop viewing asset cleaning and maintenance as a cost, but instead view it as an asset-preservation measurement. Just like getting your vehicle serviced regularly, your floors, kitchens, equipment and bathrooms all need regular attention to protect their form and function. Spending \$100 every 6 months to get your carpets cleaned over three years is \$600. How much does it cost to have your carpets replaced every three years though?
- Don't be an inadvertent waster. There are hundreds of ways you could be non-consciously wasting resources at work. To illustrate this point, imagine your cleaners filling up a mop-bucket with water and chemical. If your cleaner pours 'three glugs' into a mop-bucket and tops it up with water, you have very little information about your cleaning product usage (and expenditure). Castle's chemicals are designed to be diluted through an automatic dispenser, so you know you're getting exactly the right dilution rate for that application – no product is wasted, and you know exactly how many buckets' worth of mopping your cleaner is able to do per bottle of chemical.

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.
- What do you do at your work to effectively use resources efficiently?

- To improve the efficiency and effectiveness of your resource management, it's crucial for your team to be pulling in the same direction. Improving the transparency of your resource strategy can help to:
- Optimize your resource planning process
- Drive planning efficiency
- Keep your team engaged with their work
- Uncover new methods of problem-solving
- Identify leaders within your team
- Creating a culture where your team is aware of the decisions being made and how decisions are being made allows for open discussions about potential risks. Communicating high-priority tasks will also help your team manage the resources needed to get the job done.

Group Task



- 2.1
- **Group 1**
- **Explain the importance of effective financial management systems within own work setting**
- 2.2
- **Group 2**
- **Describe the roles, responsibilities and accountability of all those involved in financial management of the budget for own work setting**

Group 1 Feedback

- Ensure efficient use of resources. Schools operate within a budget meaning funds are allocated appropriately to teaching staff for resources, learning materials, maintenance, tracking systems. Costs are monitored and controlled.
Software programs e.g. Excel for budgetary capture, graphs, pie charts to understand the bigger picture. Also to understand how to improve and reduce wastage
Promote accountability and transparency – records of expenses and income, also important for planning effectively, prevents and detects misuse of funds and fraud.
Allows us to explain our financial decisions to governing bodies/owners which builds trusts with owners, parents and the community
Aids compliance and reporting – schools must follow government regulations. It is a legal requirement e.g auditing, inspections. Allows for risk management and continuous improvement

2.1

- Effective financial management is vital for business survival and growth. It involves planning, organising, controlling and monitoring your financial resources to achieve your business objectives.
- In Early years you would be responsible for managing school budget, ensuring the budget is being spent correctly and meeting the needs of the school members.

2.2

- Who is responsible for the school budget?
- Headteachers: Leading financial decision making

The headteacher is generally considered to be accountable for most financial activity and decision making. They will set the overall strategy for the school, ensuring that the budget aligns with educational priorities.

Key roles: Who is responsible for financial management?

Here are some of the key roles that take on the most accountability for school financial management.

Headteachers: Leading financial decision making

The headteacher is generally considered to be accountable for most financial activity and decision making. They will set the overall strategy for the school, ensuring that the budget aligns with educational priorities.

The headteacher will generally delegate financial management tasks and responsibilities to an experienced finance manager or business manager. While these key team members will complete many of the required tasks, the headteacher will need to be up to speed with reporting and the state of the school's finances. They will be accountable to the governing body and must always have a holistic understanding of the school's financial health, as well as putting necessary controls in place to identify issues early and prevent escalation.

School finance and business managers: Overseeing day-to-day financial management

Schools may have a finance manager who is responsible for day-to-day tasks including budgeting, reporting, risk management, procurement, forecasting, cash flow management, payroll and more. Schools may also employ a business manager who has a wider remit including various aspects of HR, training, policy and administration, or the role may absorb all financial responsibility in place of having a dedicated finance manager. In many schools, business managers will also liaise with external auditors and vendors, ensuring compliance and overseeing regulatory processes. In short, these roles exist to support the smooth running of financial operations — roles and responsibilities will be laid out by the headteacher and governing body.

The governing body: Ensuring compliance and regulation

According to **Governors for Schools**, governors are responsible for overseeing the management side of a school, enabling it to run as effectively as possible. Financial oversight, budgeting and three-year financial planning form a core part of the governors' role, and they will hold the headteacher accountable for achieving high standards, ensuring funds are used appropriately and responsibly. They will also need to help align financial management with the school's overall goals, and ensure sufficient steps are taken to mitigate financial risk.

Local authorities and academy trusts: Providing financial oversight

Local authorities and academy trusts provide frameworks and controls to hold schools accountable, ensuring they are using funds appropriately and are not falling into a deficit.

2.3 Outline sources of funding that are used to construct the budget for own work setting



How are schools funded?

Most state-funded schools in England receive funding through two main funding pots which determines what the money can be spent on – revenue funding and capital funding.

Schools can decide how they spend their revenue funding. It is used to pay for the day-to-day running costs of a school, such as [teacher pay](#), support staff pay, energy bills, minor maintenance, and teaching materials.

Capital funding is a separate pot of money used to pay for new [school buildings](#) and improvements to the school estate.

Recommended Reading

- <https://planergy.com/blog/budgeting-in-schools-mats-academies/>
- How is your school funded?

2.4 Analyse the impact of an insufficient budget

How budget cuts affect schools: Key consequences

Budget reductions have a significant impact on school operations. In this section, we explore how budget cuts affect schools in various ways, limiting their ability to provide effective learning environments and support for students.

1. Large class sizes

One of the biggest expenses a school has is its staff, and when schools face funding reductions, hiring new teachers becomes difficult. This results in an increase in student-to-teacher ratios, leading to overcrowded classrooms. When classrooms are overcrowded, students suffer – with teachers and assistants not able to support diverse learning needs.

2. Reduction in student support services

Budget cuts can lead to the reduction of essential support services, such as:

- ☒ Special education services (SEND) – Limited resources for students requiring additional learning support.
- ☒ Counseling & mental health support – Fewer trained professionals available to help students facing emotional or behavioural challenges.
- ☒ Extracurricular activities – A lack of funding could lead to a reduction in after-school programs, arts, music and sports.

3. Outdated learning materials & technology

Many schools rely on funding to update learning materials like textbooks, software and classroom tech. When the budget isn't there, students are forced to use outdated materials – which can hinder academic progress and put them at a disadvantage when compared to their peers in better-funded institutions.

4. Increased teacher workloads and job cuts

With fewer staff members and extracurricular support, teachers and support staff are often forced to take on additional responsibilities (without the extra pay), leading to burnout and decreased job satisfaction. In more severe cases, schools may need to lay off certain members of staff, reducing the quality of support available to students.

5. Cuts to curriculum and subject offerings

In secondary schools, schools may be forced to cut courses in subjects like arts, music and MFL. According to a National Governance Association survey, 59% of respondents reported having to cut certain subjects or reduce teaching hours due to budget constraints.

You need to devise own budget:

Plan a meeting
where you will
include the
following points;
What would be the
expenditure in your
school?
Staff recruitment
Specialist
equipment

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

<https://www.theaccessgroup.com/en-gb/education/software/school-finance/financial-planning-for-schools-mats-academies/>

G5

	A	B	C	D	E	F	G	H	I
1	CLASSROOM BUDGET								
2									
3	TARGET BUDGET:	TOTAL BUDGET:	\$150.00			CATEGORY	BUDGET	SPENT	REMAINING
4	\$1,000.00	TOTAL SPENT:	\$0.00			PERSONAL	\$150.00	\$0.00	\$150.00
5	UNDER	DIFFERENCE:	\$150.00			FURNITURE		\$0.00	\$0.00
6						ORGANIZATION		\$0.00	\$0.00
7	NOTES					DECOR		\$0.00	\$0.00
8						SUPPLIES		\$0.00	\$0.00
9						BOOKS		\$0.00	\$0.00
10						FEES		\$0.00	\$0.00
11						OTHER		\$0.00	\$0.00
12									
13	PERSONAL					FURNITURE			
14	TOTAL BUDGET:	\$150.00	REMAINING:	\$150.00		TOTAL BUDGET:		REMAINING:	\$0.00
15	ITEM	BUDGET	SPENT	DIFFERENCE		ITEM	BUDGET	SPENT	DIFFERENCE
16				\$0.00					\$0.00
17				\$0.00					\$0.00
18				\$0.00					\$0.00
19				\$0.00					\$0.00
20				\$0.00					\$0.00

Recommended Reading

- <https://financial-benchmarking-and-insights-tool.education.gov.uk/>
- Very useful website:
- <https://junipereducation.org/blog/10-top-tips-for-maximising-your-school-budget>

Any Questions

