

Unit Title:	Manage a budget for own area of activity or work (E1)
OCR Unit Number:	6
Unit Number:	A/600/9695
Level:	5
Credit value:	7
Guided learning hours:	30

## Unit purpose and aim

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This unit helps learners to prepare a budget, address variance and monitor a budget for own area of activity or work.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to prepare a budget for own area of responsibility.	1.1 Evaluate information on resource requirements for own area of activity or work. 1.2 Produce a draft budget. 1.3 Communicate the final budget with relevant stakeholders.	This may include: <ul style="list-style-type: none"> <li>• The purposes of budgetary systems</li> <li>• The area or activity that the budget is for</li> <li>• The objectives and operational plans for the area or activity that the budget covers</li> <li>• The budgeting period.</li> <li>• Factors, processes and trends that are likely to affect the setting of a budget</li> <li>• How to access and evaluate information on past performance against budget</li> <li>• The importance of consulting with others when preparing a budget</li> <li>• The importance of contingency planning</li> <li>• Organisational procedures for the preparation and approval of budgets</li> <li>• How to discuss, negotiate and confirm a budget with the people that control finance.</li> </ul>

Learning Outcomes	Assessment Criteria	Exemplification
2 Be able to manage a budget.	2.1 Analyse variances between planned and actual expenditure. 2.2 Provide information on performance to relevant stakeholders. 2.3 Explain how to take corrective action within the limits of own authority, in response to budget variances and developments. 2.4 Explain proposed revisions to budget and obtain agreement where actions are beyond the scope of own authority.	This may include: <ul style="list-style-type: none"> <li>• The agreed budget and the limits of their authority if changes are required</li> <li>• How to access and monitor ongoing financial information</li> <li>• How to use budgetary statistics as an indicator of progress towards objectives</li> <li>• What to do in the event of variances between planned and actual expenditure</li> <li>• How unforeseen developments can affect a budget and how to deal with them</li> <li>• Reporting procedures within their organisation, what, when and who needs information and in what format</li> <li>• How to recognise signs of fraudulent activity and what to do about it.</li> </ul>
3 Be able to review budget management performance.	3.1 Review performance against budget. 3.2 Assess improvements for future budget planning and management. 3.3 Monitor budget performance and implement changes within the limits of own authority or obtain agreement.	This may include: <ul style="list-style-type: none"> <li>• What constitutes a significant variance across different budgetary lines</li> <li>• The main causes of variances and how to identify those that are manageable</li> <li>• How to critically assess performance and learn from experience</li> <li>• The limits of their authority the reporting structure within the organisation.</li> </ul>

## Assessment

This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which will need to be made available to the OCR external verifier.

Portfolios of work must be produced independently and Centres must confirm to OCR that the evidence is authentic. Assessment must be based on naturally occurring evidence from the workplace.

## Evidence requirements

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In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Your assessor must be able to observe you in the workplace or you must provide tangible evidence of your real work activities. Simulation is not allowed for this unit.

## Guidance on assessment and evidence requirements

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You should consult with your assessor to agree the most appropriate sources of evidence available to you in your environment. Examples of possible sources of evidence are shown below but this is not a definitive list nor are the examples shown mandatory:

- Historical information that you gathered prior to producing your budget
- Reports and recommendations that you made in respect of your proposals
- Copies of budgets that you have produced
- Minutes of meetings that you have had with financial controllers within your organisation
- Your analyses of budget variations

## Details of relationship between the unit and national occupational standards

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This unit is based on the NOS produced by the Management Standards Centre (MSC)

Management and Leadership NOS unit E1, Manage a budget

**NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).**

## Resources

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Stationery or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc, might be of help, but you are not expected to reproduce other people's written work. For example:

- WEETMAN, P. (2002) *Management Accounting* ISBN: 027365778X
- THOMAS, W. E. *Readings in Cost Accounting, Budgeting and Control* ISBN: 9780538013406

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk)

**OCR Level 5 Certificate in Police Management**

**Evidence Record Sheet**

**Unit E1 Manage a budget for own area of activity or work**

I confirm that the evidence provided is a result of my own work.

Signature of candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Evidence reference	Evidence title	Assessment method	LO1			LO2				LO3		
			1.1	1.2	1.3	2.1	2.2	2.3	2.4	3.1	3.2	3.3

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit.

Signature of assessor: \_\_\_\_\_ Name (in block capitals): \_\_\_\_\_ Date: \_\_\_\_\_

Countersignature of qualified assessor (if required) and date: \_\_\_\_\_

IV initials (if sampled) and date: \_\_\_\_\_ Countersignature of qualified IV (if required) and date: \_\_\_\_\_

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