

Unit Title:	Agree a budget
OCR unit number	330
Sector unit number	J/601/2552
Level:	3
Credit value:	4
Guided learning hours:	25

Unit purpose and aim

This unit is about developing and agreeing a budget for a department or section within a business.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1. Understand how to develop budgets	The Learner can: 1.1 Explain how to use estimations when developing a draft budget 1.2 Explain how to identify priorities and financial resources needed when preparing a budget 1.3 Explain the purpose and benefits of identifying priorities when preparing a budget 1.4 Explain the purpose and benefits of evaluating and justifying estimated costs and income 1.5 Describe procedures for negotiating superseded budgets 1.6 Describe skills needed for agreeing budgets	This learning outcome must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria.

2. Be able to agree a budget	2.1 Identify financial resources needed to achieve goals and objectives for agreeing a budget 2.2 Evaluate and justify costs and risks 2.3 Prepare a draft budget 2.4 Negotiate and agree a budget	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to agree a budget.
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Assessment

This unit is centre assessed and externally verified. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, provides evidence across several units. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination of work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Resource requirements
- Costs analysis
- Estimates, quotations
- Risk assessments
- Draft budget
- Minutes of team and management meetings
- Minutes of 1 to 1 meetings
- Final agreed budget

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAA531 Agree a budget.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.qcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

Additional information

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 .