

Unit Title:	Manage physical resources
OCR unit number	422
Sector unit number:	K/600/9711
Level:	4
Credit value:	3
Guided learning hours:	25

## Unit purpose and aim

This unit will ensure that learners are able to identify, obtain, manage and review the use of physical resources. The unit also ensures learners are able to take the environmental impact of resource use into consideration.

Learning Outcomes	Assessment Criteria	Exemplification
1 Understand the importance of sustainability when using physical resources	1.1 Explain the importance of using sustainable resources. 1.2 Explain the potential impact of resource use on the environment. 1.3 Explain how to use resources effectively and efficiently. 1.4 Describe actions one can take to minimise any adverse environmental impact of using physical resources.	This may include: <ul style="list-style-type: none"> <li>• The reasons for using sustainable resources.</li> <li>• The impact of using resources on the environment eg costs, usage of limited or rare resources, reputation, .</li> <li>• Ways to use resources to avoid wastage.</li> <li>• Ways to reduce environmental impact of physical resource usage, eg new methods of working, changes to choice physical resources.</li> </ul>
2 Be able to identify resource requirements for own area of responsibility.	2.1 Consult with colleagues to identify their planned activities and corresponding resource needs. 2.2 Evaluate past resource use to inform expected future demand. 2.3 Identify resource requirements for own area of responsibility	This may include: <ul style="list-style-type: none"> <li>• The appropriate colleague(s) to discuss resource implications of their plans</li> <li>• Appropriate means of communication to discuss physical resources needs with identified colleagues.</li> <li>• The range of physical resources required such as, equipment, space, services, consumables.</li> <li>• How to maintain accurate records on past resource usage and decisions.</li> <li>• How to calculate the quantity of resources</li> </ul>

		<p>required using information from colleagues and data from records of previous resource requirements and usage.</p> <ul style="list-style-type: none"> <li>• Resource usage and discussions with colleagues to analyse impact of past decisions on physical resource manage, areas of underuse, areas of under resourcing.</li> <li>• How to review of statutory, regulatory or social constraints on physical resources or their use eg. Health and Safety, Data Protection Act 1998, sector specific legislation or regulations, environmental constraints eg disposal of hazardous waste, waste reduction.</li> <li>• The revised requirements list for physical resources.</li> </ul>
<p>3 Be able to obtain required resources for own area of responsibility.</p>	<p>3.1 Submit a business case to procure required resources.</p> <p>3.2 Review and agree required resources with relevant individuals.</p> <p>3.3 Explain an organisation's processes for procuring agreed resources.</p>	<p>This may include:</p> <ul style="list-style-type: none"> <li>• The business case for the procurement of resources using the information identified during discussions with colleagues and research of past and current resource requirement, carrying out cost benefit analyses, prioritising competing requirements.</li> <li>• Cogent and positive argument to relevant individuals to defend the business case.</li> <li>• How to negotiate and persuade others to accept arguments in support of the business case.</li> <li>• The organisation's procurement processes such as: approval procedures for dealing with transactions over a certain price, access to purchase forms, authorisation signatures, preferred suppliers, bidding processes, separate procedures for e-</li> </ul>

		<p>procurements.</p> <ul style="list-style-type: none"> <li>• Methods to communicate the procurement requirements to colleagues, in a format which ensures understanding and compliance.</li> </ul>
<p>4 Be able to monitor and review the quality and usage of resources in own area of responsibility.</p>	<p>4.1 Monitor the quality of resources against required</p> <p>4.2 Identify differences between actual and planned use of resources and take corrective action.</p> <p>4.3 Analyse the effectiveness and efficiency of resource use in own area of responsibility.</p> <p>4.4 Make recommendations to improve the effectiveness and efficiency of resource use.</p>	<p>This may include:</p> <ul style="list-style-type: none"> <li>• Procedures to monitor and record the quality of resources such as: damage to raw materials, failure to match agreed specification for the raw materials, reasons for failure of final product being attributable to failures in the raw materials.</li> <li>• The organisation's procedures for recording and storing data on the use of resources such as: services, raw materials and space.</li> <li>• The historical data on the use of resources.</li> <li>• The methods to analyse the data to produce information in an appropriate form, such as graphs or charts to identify trends and areas for improvement.</li> <li>• The implications of the analysis and use this to make recommendations for improvement such as, flexible working to reduce space, motion sensitive systems for lighting and heating, waste reduction.</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, on request, 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. An OCR Centre Authentication form is provided in the Centre Handbook and includes a declaration for assessors to sign. It is a requirement of the Ofqual Common Criteria for all Qualifications that proof of authentication is received.

## Evidence requirements

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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Candidates are encouraged to use evidence, where appropriate across a number of units to reduce repetition. Where ever possible, the evidence should occur naturally within the role of the individual and can include

Reports created for the organisation,

- Minutes of meetings
- Resource plans
- Reviews
- Requirement lists
- Business Plan
- Negotiation documentation
- Relevant procedures
- Data analysis
- Monitoring reports
- Identification of non-compliance reports
- Recommendations for corrective action to re-establish compliance
- Recommendations for enhancements to the compliance procedures.

In addition, evidence can be sought in a number of ways, when it is not available through normal work or where ephemeral evidence such as that of behaviour is required, these methods may include:

- Witness testimonies from colleagues, managers and subordinates
- observations of tasks and interactions with others
- case studies where the candidate explains and reflects upon specific events which demonstrate competence, where current evidence is not available.
- Professional discussions where the candidate explains the rationale for a particular approach to the assessor.

This is a level four unit and thus the candidate must demonstrate complex skills and knowledge, often covering more than one element of the assessment criteria. The ability to recognise and develop competence across these criteria is to be encouraged but it does mean that reports, whilst aiming for succinctness and clarity of thought will need to be of sufficient depth and breadth to meet the level four standard. Minutes of meetings must demonstrate that the candidate's contribution is significant and contributes to the meeting of assessment criteria and be easily identifiable within the document.

Digital evidence such as recordings of meetings, photographs, scanned documents are also permitted.

## Resources

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Stationery, USB drive 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.

- GOLD, J. THORPE, R. and MUMFORD, A. (April, 2010) *Leadership and Management Development*. ISBN: 1843982447
- <http://www.dalecarnegie.com/kc/>
- <http://www.What-are-good-leadershipskills.com> (2010)
- MacBeath, J. (ed) (2008) *Connecting Leadership and Learning: Principles for Practice*
- Northouse G., (2009) *Leadership: Theory and Practice* [Paperback]
- <http://www.businesslink.gov.uk>
- <http://www.smallbusiness.co.uk>
- Johnson, C. and Keddy, J (2010) *Managing Conflict at Work: Understanding and Resolving Conflict for Productive Working Relationships* ISBN-10: 0749459522
- Eckerson, W (2010) *Performance Dashboards: Measuring, Monitoring, and Managing Your Business, 2nd Ed* ISBN-10: 0470589833
- [www.hse.gov.uk/legislation/index.htm](http://www.hse.gov.uk/legislation/index.htm)

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

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This unit has been accredited as part of the Qualifications and Credit Framework and is based on MSC E8 Manage physical resources .

## 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).