

Unit Title:	Implement financial procedures in active leisure
OCR unit number	21
Sector unit number	LM3 - 22
Level:	3
Credit value:	3
Guided learning hours:	15
Unit reference number:	L/503/0864

Unit purpose and aim

This unit assesses the competence required to implement financial procedures in an active leisure context.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Be able to manage a budget in own area of responsibility</p>	<p>The Learner can:</p> <p>1.1 Prepare financial estimates for own area of responsibility</p> <p>1.2 Communicate financial estimates to decision makers following organisational procedures</p> <p>1.3 Agree a budget for own area of responsibility with decision makers</p> <p>1.4 Communicate agreed budget to relevant team members</p> <p>1.5 Monitor and maintain expenditure within agreed limits, making a case for additional finances, where necessary, to decision makers</p> <p>1.6 Prepare budgetary reports according to organisational procedures</p>
<p>2 Be able to follow financial procedures for own area of responsibility</p>	<p>2.1 Follow organisational procedures for:</p> <ul style="list-style-type: none"> • cash handling and reconciliation • ordering supplies and services • payment authorisation and purchase ledger • petty cash • accounts and records

Assessment

This qualification is internally assessed by centre staff and externally verified by OCR Assessors.

Candidates must provide all of the evidence identified below. All evidence must be produced independently.

Evidence requirements

For learning outcomes 1 – 2, the evidence must be gathered by the assessor observing the learner's performance in the workplace on more than one occasion. There should be sufficient observations to ensure that the learner has met all the requirements. There should be a combination of at least two of the following:

- testimony of others (for example, line manager)
- products of work (for example, notes of team meetings, emails communicating budgets to team members, budgets, budgetary reports, financial records)
- reflective account.

Simulations are not allowed.

Guidance on assessment and evidence requirements

This section provides guidance for tutors on the types of assessment activities that can be used and evidence to be produced that will ensure coverage of the learning outcomes and related assessment criteria.

Evidence can be generated in a variety of ways – through completion of OCR-devised workbooks, through centre-devised assignments, projects or tasks or through naturally occurring work-based activities. Any centre-devised assignments, projects or tasks must be cross-referenced to the appropriate learning outcomes and assessment criteria to ensure that full coverage can be achieved.

Portfolios of evidence must be produced independently and centres must confirm to OCR that the evidence is the original work of the candidate. Recording documents are provided on the website for this purpose.

National Occupational Standards (NOS) mapping/signposting

NOS can viewed at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Leisure Management NOS 2010 (SkillsActive)	A21	Support the efficient use of resources.

Functional skills signposting

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

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	✓

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 .